



<b>Meeting</b>	Cabinet
<b>Date and Time</b>	Thursday, 16th May, 2019 at <b><u>9.30am</u></b> .
<b>Venue</b>	King Charles Hall, Winchester Guildhall

## AGENDA

### PROCEDURAL ITEMS

- 1. Apologies**  
To record the names of apologies given.
- 2. Membership of Cabinet Committees etc.**  
To give consideration to the approval of alternative arrangements for appointments to bodies set up by Cabinet or external bodies, or the making or terminating of such appointments.
- 3. Disclosure of Interests**  
To receive any disclosure of interests from Members and Officers in matters to be discussed.  
*Note: Councillors are reminded of their obligations to declare disclosable pecuniary interests, personal and/or prejudicial interests in accordance with legislation and the Council's Code of Conduct.*
- 4. To note any request from Councillors to make representations on an agenda item under Council Procedure Rule 35**  
*Note: Councillors wishing to speak about a particular agenda item are requested to advise the Democratic Services Officer before the meeting. Councillors will normally be invited by the Chairman to speak during the appropriate item (after the Portfolio Holder's introduction, questions from Cabinet Members and public participation).*



5. **To decide the frequency and the time at which future meetings of the Cabinet should commence during this Municipal Year.**

Members are reminded that the Programme of Meetings for 2019/20 was approved by Portfolio Holder Decision Notice (PHD881 refers) and is set out below:

2019 :	16 May	19 June	17 July	18 September
	23 October	11 December		
2020 :	22 January (tbc)	12 February	11 March	

## **BUSINESS ITEMS**

6. **Minutes of the previous meeting held on 25 March 2019, less exempt minute.** (Pages 5 - 16)

7. **Public Participation**

– to note the names of members of the public wishing to speak on general matters affecting the District or on agenda items (in the case of the latter, representations will normally be received at the time of the agenda item, after the Portfolio Holder's introduction and any questions from Cabinet Members).

8. **Leader and Portfolio Holders' Announcements**

9. **The Leader to announce the content and allocation of portfolios of individual Members of the Cabinet and annual appointments of Cabinet Committees, Informal Policy Groups and Fora 2019/20.**

10. Annual appointment to External Bodies 2019/20 (Pages 17 - 24)

(CAB3163)

11. To note the future items for consideration by Cabinet as shown on the June 2019 Forward Plan. (Pages 25 - 30)

12. **EXEMPT BUSINESS:**

To consider whether in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

- (i) To pass a resolution that the public be excluded from the meeting during the consideration of the following items of business because it is likely that, if members of the public were present, there would be disclosure to them of 'exempt information' as defined by Section 100 (I)

and Schedule 12A to the Local Government Act 1972.

13. Exempt minute of the previous meeting held on 25 March 2019

L Hall  
Head of Legal Services (Interim)

Members of the public are able to easily access all of the papers for this meeting by opening the QR Code reader on your phone or tablet. Hold your device over the QR Code below so that it's clearly visible within your screen and you will be redirected to the agenda pack.



8 May 2019

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*\*With the exception of exempt items, Agenda, reports and previous minutes are available on the Council's Website [www.winchester.gov.uk](http://www.winchester.gov.uk)*

## **CABINET – Membership 2019/20**

*(To be appointed following Annual Council on 15 May 2019)*

**Quorum** = 3 Members

### **Corporate Priorities:**

As Cabinet is responsible for most operational decisions of the Council, its work embraces virtually all elements of the Council Strategy and Portfolio Plans.

### **Public Participation**

Public Participation is at the Chairman's discretion. If your question relates to an item on the agenda, you will normally be asked to speak at the time of the relevant item. Representations will be limited to a maximum of 3 minutes, subject to a maximum 15 minutes set aside for all questions and answers. If several people wish to speak on the same subject, the Chairman may ask for one person to speak on everyone's behalf. As time is limited, a "first come first served" basis will be operated.

To reserve your place to speak, you are asked to arrive no later than 10 minutes before the start of the meeting to register your intention to speak. Please contact the Democratic Services Officer in advance for further details.

**Disabled Access:**

Disabled access is normally available, but please phone Democratic Services on 01962 848 264 or email [democracy@winchester.gov.uk](mailto:democracy@winchester.gov.uk) to ensure that the necessary arrangements are in place.

**Terms Of Reference**

Included within the Council's Constitution (Part 3, Section 2) which is available [here](#)

## CABINET

Monday, 25 March 2019

Attendance:

Councillor Horrill (Chairman)	– The Leader with Portfolio for Housing
Councillor Humby (Vice-Chairman)	– Portfolio Holder for Business Partnerships
Councillor Ashton	– Portfolio Holder for Finance
Councillor Brook	– Portfolio Holder for Built Environment
Councillor Godfrey	– Portfolio Holder for Professional Services
Councillor Griffiths	– Portfolio Holder for Health & Wellbeing
Councillor Warwick	– Portfolio Holder for Environment

Others in attendance who addressed the meeting:

Councillors Cunningham, Evans, McLean and Thompson

Others in attendance who did not address the meeting:

Councillors Bell and Laming

Apologies for Absence:

Councillors Miller

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### 1. DISCLOSURE OF INTERESTS

Councillor Humby declared a disclosable pecuniary interest with regard to the Movement Strategy (report CAB3140 refers) due to his role as an Executive Member for Environment and Transport at Hampshire County Council. He therefore left the room during this item and took no part in the debate or decision thereon.

Councillors Warwick and Godfrey also declared personal interests with regard to the Movement Strategy as County Councillor and County Council employee respectively. They remained in the room and spoke and voted thereon under the dispensation granted on behalf of the Standards Committee.

Councillor Brook declared a personal (but not prejudicial) interest as she was a member of the West of Waterlooville Forum regarding the report recommending a change to the terms of reference.

Councillor Warwick declared a personal (but not prejudicial) interest with regard to the report on the land transaction (CAB3121 refers) as one of the occupiers of the property was a personal friend.

2. **MINUTES OF THE PREVIOUS MEETING HELD ON 13 FEBRUARY 2019, LESS EXEMPT MINUTE.**

RESOLVED:

That the minutes of the previous meeting held on 13 February 2019, less exempt minute, be approved and adopted.

3. **PUBLIC PARTICIPATION**

Ian Tait spoke during public participation as summarised below:

- With regard to the Movement Strategy (report CAB3140 refers), he queried how and when improvements to pedestrian routes into the town centre along Bridge Street could be achieved. He also raised the issue of decreasing traffic speeds in Winchester.
- With regard to the Market Management (report CAB3145 refers), he highlighted that he had heard the lack of holiday entitlement for market traders caused some disquiet amongst traders.
- With regard to the land transaction to be considered in exempt session, he expressed concern that public perception could be that Councillors were involved in secret deals which impacted on the integrity of the authority.

The Chairman thanked Mr Tait for his comments which would be considered at the relevant points on the agenda.

In addition, Mike Slinn, Mike Lawrence and Phil Gagg spoke regarding the Movement Strategy report (CAB3140 refers) and their comments are summarised under the relevant minute below.

4. **LEADER AND PORTFOLIO HOLDERS' ANNOUNCEMENTS**

Portfolio Holders made a number of announcements as summarised below:

- A recent consultation event had taken place at North Walls regarding the future use of the recreation area and had been attended by over 800 people;
- Up to 100 new nesting boxes for swifts had been installed on Council housing properties;
- Work had started on site for the new Sports and Leisure Centre at Bar End.
- The Ministry of Housing, Communities and Local Government had awarded the Council two grants of £20k to support proposals to improve the High Street and Parks and Open Spaces.
- A meeting of the Cabinet (Station Approach) Committee had been arranged for later that day to consider the Outline Business Case and there had been a positive response to the proposals at The Overview and Scrutiny Committee on 20 March 2019.

5. **CITY OF WINCHESTER MOVEMENT STRATEGY**  
(CAB3140)

Having declared a disclosable pecuniary interest in respect of this item, Councillor Humby left the room and took no part in the debate or decision.

Councillor Warwick introduced the report and highlighted it was a good example of joint working. She thanked the officers involved from the City and County Councils.

Three representatives of local groups spoke during public participation as summarised below. Cabinet also had regard to the comments made by Mr Tait during general public participation above.

Mike Slinn, Winchester Walking Group

Mr Slinn expressed disappointment in the Strategy and recommended that it not be approved. He believed that there was no evidence provided for the conclusions reached; the modelling used was not fit for purpose; and it did not demonstrate a vision for the city centre. He supported the vision put forward by Design Engine regarding converting North Walls to two-way and removing the majority of traffic from St George's Street. The Walking Group and Design Engine would like to make a joint proposal to members in due course.

Mike Lawrence, Chairman of Cathedral Street Residents' Association

Mr Lawrence explained that the Association comprised of the various streets surrounding the Cathedral which were predominantly medieval and not designed for modern traffic conditions. In general, he supported the proposals but requested that some "quick win" elements be implemented as soon as possible. In particular, he would wish to see the closure of the "rat run" linking Southgate Street and Market Lane through the streets adjacent to the Cathedral. This had been closed due to Southern Water works earlier in the year and had led to a much improved quality of life for residents.

Phil Gagg, WinACC

Mr Gagg thanked the City and County Councils for working with WinACC and for listening to the public through consultation undertaken. He welcomed many of the Strategy proposals including bus priority, enhancing the public realm and removing "rat runs". He believed it was important for the vision to be approved and then many of the detailed points could follow on. He requested that there be more commitment to reducing parking spaces (including park and ride as demand for cars decreased overall) and that a work place parking levy should not be discounted completely.

At the invitation of the Chairman, Councillors Thompson, Cunningham and McLean addressed Cabinet as summarised below.

Councillor Thompson welcomed the report and thanked the City and County Officers involved. She highlighted the importance of ensuring the amount of traffic in Winchester was reduced.

Councillor Cunningham welcomed the decision to reject the proposal for a western bypass as he believed this would have had a significant negative impact. He questioned the decision to close the existing Andover Road as it was a vital route from the north of the city.

Councillor McLean queried what consideration had been given to market towns and rural parishes?

The Corporate Head of Regulatory and Frank Baxter (Head of Integrated Transport - Hampshire County Council) responded to points raised during public participation and by Councillors as summarised below:

- Mr Baxter disagreed with comments made by Mr Slinn and believed the evidence base with sufficiently robust. He indicated that further modelling could be undertaken during the next stage of the work.
- The Corporate Head of Regulatory confirmed that the Strategy target was to reduce traffic movements by approximately 25% during the AM peak within the city centre which should have a significant impact on air quality.
- The offer of further input from Design Engine and Winchester Walking Group was noted.
- Mr Baxter confirmed that the Strategy undertook to re-examine the proposed closure of Andover Road.
- With regard to the request for improvements to pedestrian access along Bridge Street, Mr Baxter advised that this could be considered as proposals to manage traffic circulation were progressed.
- Mr Baxter stated that if “rat runs” were to be closed before other traffic management measures had been undertaken it could lead to more congestion and worsening air quality. However, there were some measures that could be implemented more quickly, such as introducing contraflow cycling paths. A study of traffic in the Square had been undertaken when the Southern Water road works were underway and the results of this would be added to the evidence base.
- The Corporate Head of Regulatory confirmed that parish councils surrounding the town area had been contacted as part of the consultation process on the emerging strategy and some had attended drop-in sessions arranged to discuss the proposals with community groups and other stakeholders.

The Chairman reported that the Strategy had been discussed by The Overview and Scrutiny Committee at its meeting on 20 March 2019 where Members had received a presentation on the proposals. The same presentation was available to Cabinet at this meeting. Members of the Overview and Scrutiny Committee had welcomed and endorsed the Strategy for adoption and had no matters of significance they wished to raise with Cabinet.

Cabinet agreed to the following for the reasons outlined above and set out in the Report.

**RESOLVED:**

1. That the City of Winchester Movement Strategy be endorsed and adopted as a key evidence base to support the development of Local Plan 2036, future major projects, future updates of the Air Quality Strategy and Action Plan and the development of the Car Parking Strategy.
2. That the City Council works collaboratively with Hampshire County Council, as the highway and transport authority, to support the



delivery of the nine measures to be taken forward in the action plan section of the Strategy.

3. That the proposal to allocate £250k from the district Community Infrastructure Levy fund from the general fund to support further detailed development work be approved in addition to the £250k already committed from the general fund approved already as part of the budget setting process.

4. That authority is delegated to the Corporate Head of Regulatory to make any minor editorial changes to the City of Winchester Movement Strategy.

6. **PROCUREMENT OF A MARKET MANAGEMENT CONTRACTOR FOR THE WINCHESTER MARKETS (LESS EXEMPT APPENDIX)**  
(CAB3145)

Councillor Ashton introduced the report and emphasised that with the changing nature of demands facing high streets, it was important that the market manager appointed was entrepreneurial and could adapt to change.

At the invitation of the Chairman, Councillor Thompson addressed the meeting in support of the proposals and acknowledged the vibrancy the market had brought to the town centre. In the future, she requested that consideration be given to relocating the market to the Broadway where there was more space and would help mitigate concerns previously experienced by some high street traders.

The Strategic Director: Place reported that an Informal Policy Group (IPG) had met on 18 March to consider the market management procurement. The IPG was chaired by Councillor Miller and included Member representation from both political groups. The IPG had considered general matters regarding the market (for example, layout and positioning of stalls) and had agreed that the quality of market provision was of vital importance. Consequently, the IPG agreed to recommend to Cabinet that the evaluation of the tenders be amended to 60% quality and 40% price.

The points made by Mr Tait were noted and with regard to comments made by Councillor Thompson, the Strategic Director highlighted that the possibility of moving the market was a longer term aim and the contract would have the flexibility to enable this.

One Member expressed some concern that the proposals did not allow for Member involvement in the selection process for the market contractor. The Chairman commented that with previous tender selection processes, Members had been given the opportunity to observe presentations and requested that this be arranged again. The Strategic Director acknowledged this was our previous approach and would be put in place for this procurement process. In response to questions, the Strategic Director confirmed that the requirement for market traders to remove waste from their stalls was within the contract and any issues reported could be addressed through the management of the market.

Cabinet agreed to the following for the reasons outlined above and set out in the Report.

RESOLVED:

1. That the Council proceed with the public tender for the appointment of a Market Management Contractor.
2. That the Evaluation Panel to consider the submitted Tenders shall comprise: the Corporate Head of Asset Management, Senior Estates Surveyor, Programme Lead (Central Winchester) and Finance Business Partner.
3. That the highest scoring tenderer as determined by the Evaluation Panel be approved and authorised by the Strategic Director Place, in consultation with Portfolio Holder for Estates and the Head of Legal Services (Interim).
4. That the Head of Legal Services (Interim) be authorised to enter into a contract for the services with the successful bidder.
5. That the assessment be undertaken using 60% quality and 40% price to reflect the importance of Winchester in the proposed assessment framework.

7. **WEST OF WATERLOOVILLE FORUM - REVISED TERMS OF REFERENCE (CAB3150)**

Councillor Brook introduced the report as a member of the Forum. She stated that both Havant Borough Council and Hampshire County Council had confirmed they did not have any comments regarding the proposals.

At the invitation of the Chairman, Councillor Evans addressed the meeting on two matters which were not directly related to the report, as summarised below:

- Query regarding the electoral boundary between Denmead and Southwick and Widley Wards;
- Query regarding the asset distribution with respect to the new Newlands Parish Council as the Returning Officer, the Chief Executive advised that the electoral register had been corrected as soon as the error was noticed and an initial response had been issued to Councillors with further details to be sent shortly.

Councillor Brook stated that she had received verbal confirmation from relevant parties that the matter regarding the community building would be resolved in time for the first meeting of the Newlands Parish Council to be held there.

Cabinet agreed to the following for the reasons outlined above and set out in the Report.

RESOLVED:

That the revised terms of reference for the West of Waterlooville Forum attached as Appendix 1 to the report be agreed, to take effect after the parish council election on 2 May 2019.

8. **MINUTES OF THE CABINET (LEISURE CENTRE) COMMITTEE HELD 11 FEBRUARY 2019, LESS EXEMPT MINUTE**  
(CAB3155)

Cabinet agreed to the following for the reasons set out in the Report.

RESOLVED:

That the minutes of the Cabinet (Leisure Centre) Committee held 11 February 2019, less exempt minute, be received.

9. **ESTABLISHING THE WINCHESTER HOUSING COMPANY (LESS EXEMPT APPENDICES)**  
(CAB3139(HSG))

Cabinet noted that this report had not been notified for inclusion on the agenda within the statutory deadline. The Chairman agreed to accept the item as a matter requiring urgent consideration in order that a decision on the way forward could be made without delay.

The Chairman stated that the report had been considered at Cabinet (Housing) Committee and The Overview and Scrutiny Committee at their meetings on 20 March 2019 where Members had supported the proposals. In addition, the proposals had been supported by TACT.

The Strategic Director: Services (Interim) advised that the proposal was for a relatively straightforward model of company which had been developed following discussions with other local authorities. It would enable the Council to develop alternative housing tenures which could not currently be provided within the Housing Revenue Account.

One Member expressed concern that with only one Member appointed to the Board, Members would not have overall control over decisions. The Strategic Director commented that it was unusual for companies to include any Member representation on the Board as their input was by being a shareholder. In addition, it was recommended that a Shareholder Advisory Group be established.

The Chairman emphasised that the proposal was for a further report to be submitted for approval once additional legal advice had been obtained. In addition, the Strategic Director highlighted that in the future, the Council might look to establish additional housing company(ies) to pursue a wider selection of possibly larger developments.

Cabinet moved into exempt session to consider the contents of the exempt appendices to the report before returning to open session to agree the recommendations as set out below.

Cabinet agreed to the following for the reasons outlined above and set out in the Report.

RESOLVED:

1. That the proposal to establish a company limited by shares and wholly owned by the Council to deliver and manage sub market rented and shared ownership accommodation, including the partnered home purchase scheme (PHP) be approved. A further report will be made to Cabinet and Council before a final decision is made to establish the company and start trading.
2. That a combined loan facility & equity shareholding of £10m from the General Fund be approved to support the company's development activity.. This was previously approved in CAB2990 (HSG) 22 November 2017 as a £10m loan facility only.
3. That the five year business plan be approved.
4. That the Corporate Head of Housing in consultation with the Corporate Head of Resources, the Leader with Portfolio for Housing Services and the Portfolio Holder for Finance be authorised to:
  - a) Determine the balance of commercial and other loans to equity with due regard to state aid regulations.
  - b) Determine the terms of all loans.
5. That the proposed governance structure be approved, and:
  - a) Full Council assumes the role of shareholder of the company.
  - b) A Shareholder Advisory Group of three elected members of the Cabinet Housing Committee be established to advise the Council in its capacity as shareholder with senior officers to attend as required.
  - c) That the appointment of one elected member and two senior officers to the board of directors, namely The Chair of the relevant Policy Committee, The Corporate Head of Housing and the Head of New Homes Delivery, be approved.
6. That delegated authority be given to the Chief Executive in consultation with the Leader with Portfolio for Housing Services to appoint additional independent directors at a future date should the need arise.
7. That authority to finalise the articles of association and shareholder agreement be delegated to the Corporate Head of Housing in

consultation with the Legal Services Manager, the Leader with Portfolio for Housing Services and external legal advisors.

8. To ensure that the company is able to commence trading from October 2019, that authority to undertake all remaining steps detailed at table 5 be delegated to the Corporate Head of Housing in consultation with the Legal Services Manager and Leader with Portfolio for Housing Services.

10. **FUTURE ITEMS FOR CONSIDERATION**

RESOLVED:

That the list of future items, as set out in the Forward Plan for April 2019, be noted.

11. **EXEMPT BUSINESS:**

RESOLVED:

1. That in all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

2. That the public be excluded from the meeting during the consideration of the following items of business because it is likely that, if members of the public were present, there would be disclosure to them of 'exempt information' as defined by Section 100I and Schedule 12A to the Local Government Act 1972.

<u>Minute Number</u>	<u>Item</u>	<u>Description of Exempt Information</u>
12	Exempt minute of the previous meeting	) Information relating to the financial or business affairs of
20	Guildhall café – future operation	) any particular person (including the authority holding that
14	Procurement of market management contractor (exempt appendix)	) information). (Para 3 Schedule 12A refers)
21	Land Transaction - CAB3121	)
22	Exempt minute of Council held 28 February 2019	)
24	Land Transaction - CAB3152	)
17	Establishing the Winchester Housing Company (exempt appendices)	)
18	Exempt minute of	)

Cabinet (Leisure Centre) )  
 Committee held 11 )  
 February 2019 )

- 17 Establishing the ) Information in respect of which a  
 Winchester Housing ) claim to legal professional  
 Company (exempt ) privilege could be maintained in  
 appendices) ) legal proceedings. (Para 5  
 ) Schedule 12A refers)

12. **EXEMPT MINUTE OF THE PREVIOUS MEETING HELD ON 13 FEBRUARY 2019**

RESOLVED:

That the exempt minute of the previous meeting held on 13 February 2019 be approved and adopted.

13. **GUILDHALL CAFÉ - FUTURE OPERATION**  
 (CAB3148)

Cabinet considered the above report which set out proposals for the future operation of the Guildhall cafe (detail in exempt minute).

14. **PROCUREMENT OF A MARKET MANAGEMENT CONTRACTOR FOR THE WINCHESTER MARKETS (EXEMPT APPENDIX)**  
 (CAB3145 - APDX A (EXEMPT))

Cabinet considered the exempt appendix to the report which contained more detailed financial information regarding the proposed procurement.

RESOLVED:

That the content of the exempt appendix to the report be noted.

15. **LAND TRANSACTION**  
 (CAB3121)

16. **EXEMPT MINUTE EXTRACT FROM COUNCIL HELD 28 FEBRUARY 2019**  
 (CAB3156)

As he had previously raised at the Council meeting on 28 February 2019, one Member questioned the requirement to consider the above report during exempt session, particularly having regard to the fact that a number of details relating to the proposals had been published in a local newspaper.

The Corporate Head of Resources repeated advice given at Council that this report should be considered in exempt session because of the commercial sensitivity of its contents. This was consistent with the approach taken on previous occasions with other land transaction reports. She would also have

governance concerns if the report was made public simply because its contents had been published in the press.

Cabinet considered the above report which dealt with a proposed land transaction in Winchester (detail in exempt minute).

Cabinet also considered the exempt minute extract from Council which considered the Land Transaction report (CAB3121) above (detail in exempt minute).

17. **ESTABLISHING THE WINCHESTER HOUSING COMPANY (EXEMPT APPENDICES)**  
(CAB3139(HSG) - EXEMPT APPENDICES)

Cabinet considered the content of the exempt appendices to the report.

RESOLVED:

That the content of the exempt appendices be noted.

18. **EXEMPT MINUTE OF THE CABINET (LEISURE CENTRE) COMMITTEE HELD 11 FEBRUARY 2019**  
(CAB3155)

RESOLVED:

That the exempt minute of the previous meeting held 14 January 2019 be received.

19. **LAND TRANSACTION**  
(CAB3152)

Cabinet considered the above report which dealt with a proposed land transaction in Winnall (detail in exempt minute).

The meeting commenced at 1.10 pm and concluded at 4.15 pm

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CAB3163  
CABINET

REPORT TITLE: ANNUAL APPOINTMENTS TO EXTERNAL BODIES 2019/20

16 MAY 2019

REPORT OF THE LEADER OF THE COUNCIL

Contact Officer: Nancy Graham Tel No: 01962 848 235 Email  
ngraham@winchester.gov.uk

WARD(S): ALL

## PURPOSE

To make appointments that are required to be made to external bodies for 2019/20 by Cabinet. Nominations will be reported verbally at the meeting.

Three bodies are appointed by the Scrutiny Committee and these are included in the list at Appendix A for information only.

As this report has been prepared in advance of the Annual Council meeting on 15 May 2019, references to Portfolio Holders and Portfolios are based on arrangements agreed for 2018/19.

## RECOMMENDATIONS:

1. That appointments be made to the vacancies detailed in Appendix A of the Report.
2. That representatives be reminded of their responsibilities whilst representing the Council on an external organisation, as summarised in Paragraphs 11.8 – 11.11 of the report and in the [Guidance regarding serving on Outside Bodies](#).

IMPLICATIONS:1 COUNCIL STRATEGY OUTCOME

1.1 Relevant to partnership working to improve health and happiness of the community.

2 FINANCIAL IMPLICATIONS

2.1 Any travel expenses can be met within the existing Members' Allowances Scheme.

3 LEGAL AND PROCUREMENT IMPLICATIONS

3.1 None directly.

4 WORKFORCE IMPLICATIONS

4.1 None directly.

5 PROPERTY AND ASSET IMPLICATIONS

5.1 None

6 CONSULTATION AND COMMUNICATION

6.1 Vacancies advertised to all Members to allow cross-party nominations..

7 ENVIRONMENTAL CONSIDERATIONS

7.1 None.

8 EQUALITY IMPACT ASSESSMENT

8.1 None.

9 DATA PROTECTION IMPACT

9.1 None required.

10 RISK MANAGEMENT

<b>Risk</b>	<b>Mitigation</b>	<b>Opportunities</b>
<i>Community</i>	<i>Appropriate Councillor representation on outside bodies is undertaken as part of their wider community roles</i>	
<i>Legal</i>	<i>Risk of potential conflicts of interest mitigated by regard to guidance provided in the Constitution and/or seeking advice.</i>	
<i>Innovation</i>		To share good practice from other organisations across the City Council
<i>Reputation</i>	Page 18	To promote the City Council with partners

## 11 SUPPORTING INFORMATION:

- 11.1 Appendix A sets out all the appointments to external organisations that are required to be made for 2019/20. For completeness, it also includes a note of other external organisations where an appointment is not required at this time.
- 11.2 The Corporate Head of Resources has authority, in consultation with the Member, to appoint a deputy – where this is not included in the automatic nomination above, and where this is acceptable to the external organisation concerned.
- 11.3 A complete list of current Council appointments to external organisations is available on the Council's Website, via the following link:  
<http://www.winchester.gov.uk/assets/attach/15819/Outside%20Bodies%20-%202017-18.pdf>

### New Organisations onto the Council's Nominations List

- 11.4 In May 2016, Cabinet also agreed criteria for accepting new organisations onto the Council's nominations list as follows:

*Any new organisations accepted for nominations should be characterised in one of the following ways:*

*a) An organisation in which the Council is investing funds: the nomination will help to ensure that these funds are being deployed appropriately, and that the organisation is properly governed and run in order to achieve this;*

*Or*

*b) An organisation that is considered by Members to be of significant direct benefit to the Council or to the community of the District, in terms of opportunities for networking, funding, information gathering, partnership working, sharing of best practice, public reputation, lobbying or other corporate interests.*

*Or*

*c) An organisation that is considered by Members to provide services or have influence over a large part of the Winchester District and has the potential to affect the lives of large numbers of residents and businesses as a result.*

- 11.5 In addition, the Corporate Head of Resources has authority to review the applications for inclusion on the list, and putting forward to Group Managers any requests which are considered to meet this criterion.

### Winchester Excavations Committee

- 11.6 The Council has been notified by the Winchester Excavations Committee that it is converting into charitable company limited by guarantee and would wish the Council to take on a role as corporate trustee.
- 11.7 It is considered that the Winchester Excavations Committee fulfils criteria B of the above list and it is therefore recommended that Cabinet nominate one Councillor to this role.

### Responsibilities of Council Representatives

- 11.8 Members who take on the role of the Council's nominated representative on an external body should have regard to the likely time commitments that this may have. As a minimum, this should include regular attendance at board meetings (or the equivalent strategic meetings arranged by the organisation).
- 11.9 An effective representative will seek to build the relationship between the Council and the external organisation. This is likely to include:
- Providing regular feedback to the appropriate Portfolio Holder and officers, particularly where there may be an emerging concern for the Council or the wider District
  - Providing information about the Council and the way it operates (e.g. grants, contacts for officers, relevant consultation activities, new policies)
  - Encouraging partnership working with other organisations and with the Council
  - Attending Member training relating to appointments to external bodies to develop knowledge and understanding of the role
  - Attending Member training (or other events/meetings) on topics which are relevant to the appointment
  - Attending suitable sessions run by the organisation outside board meetings to gain a fuller understanding of the organisation's work (eg visiting a community facility during the day to see it 'in action', supporting special events or open days)
- 11.10 It is recognised that Members often have many other commitments, and these should be considered before accepting a new appointment. When a Council Representative does not fulfil the role effectively, there is potential for reputational damage at both a political and a corporate level.
- 11.11 It is important that Members understand the distinction between the different types of appointment, such as trustee or observer, as this will affect the way they fulfil their duties and the nature of the decisions that they may be asked to make. There is guidance in the [Guidance regarding serving on Outside Bodies](#).

### BACKGROUND DOCUMENTS:-

#### Previous Committee Reports:-

CAB3040 – Annual Appointments to External Bodies 2018/19

#### Other Background Documents:-

[Guidance regarding serving on Outside Bodies](#).

APPENDICES Appendix A: List of Council Appointments to External Organisations

**Complete List of WCC Appointments to External Organisations\***\*Organisations in italics do not require re-appointment at this time

<b><u>Organisation</u></b>	<b><u>Number of Representatives (Deputies shown in brackets) and any Specific Requirements for Representatives</u></b>	<b><u>Length of appointment</u></b>
The Carroll Centre Board of Trustees	1 representative (Observer to the Board of Trustees) (& 1 deputy if required) Previously Councillor Scott (and former councillor Ian Tait)	3 years (until May 2022)
<i>Centre for Public Scrutiny (CfPS) – Scrutiny Champions Network</i>	<i>1 representative Currently Cllr Learney</i>	<i>1 year – to be appointed by Scrutiny Committee</i>
Citizens Advice Winchester District	1 representative (Observer) Previously Cllr Griffiths.	3 years (until May 2022)
Hampshire Alliance for Rural Affordable Housing (HARAH)	2 representatives – Portfolio Holders with responsibility for Housing and Planning	1 Year
Hampshire & IOW Association of Local Authorities (HIOWA)	2 representatives - Leader and Deputy Leader	1 Year
HCC Annual Meeting regarding public transport issues	1 representative – Portfolio Holder with responsibility for Transport	1 Year
Hampshire Cultural Trust	1 Observer – Portfolio Holder with responsibility for Culture  (NB. A Trustee to the Trust is also appointed by Council on an 8 year term – currently former councillor Mike Southgate until Sept. 22)	1 Year
Hampshire Homechoice Board	1 representative (Board Member) – Portfolio Holder with responsibility for Housing	1 year
Hampshire Rural Forum	1 representative (Forum Member) – Portfolio Holder with responsibility for the Economy	1 year
<i>Hospital of St Cross &amp; Almshouses of Noble Poverty</i>	<i>1 Nominative Trustee- Must be member of Church of England &amp; WCC Councillor Currently Cllr Mather</i>	<i>4 years (until May 2020)</i>

<b><u>Organisation</u></b>	<b><u>Number of Representatives (Deputies shown in brackets) and any Specific Requirements for Representatives</u></b>	<b><u>Length of appointment</u></b>
Intergr8 CIC at Unit 12	1 representative - Observer (Portfolio Holder with responsibility for the Economy)	3 years (confirmed annually)
Live Theatre Winchester Trust Ltd	1 Observer Previously former councillor Berry	3 years (until May 2022)
Local Government Association	2 representatives - Leader and Deputy Leader	1 year
Partnership for Urban South Hampshire (PUSH) Joint Committee	1 representative plus deputy – Leader and Deputy Leader	1 year
Police and Crime Panel	1 representative plus deputy (if required) (Panel Member)  Currently Cllr Griffiths (and former councillor Stallard deputy)	4 year appointment to coincide with HCC elections (until May 2021)
<i>Portsmouth City Council – Health Overview &amp; Scrutiny Panel</i>	<i>Previously Cllr Read (deputy Cllr Brook)</i>	<i>1 year – to be appointed by Scrutiny Committee.</i>
Portsmouth Water Customer Forum	1 representative (member of customer challenge group) Previously Cllr Brook	3 years (until May 22)
Project Integra Management Board	1 representative plus deputy (if required) (Board Members) – Portfolio Holder with responsibility for Waste Must be Cabinet Members	1 year
<i>PUSH Overview &amp; Scrutiny Committee</i>	<i>1 representative plus deputy Previously Cllr Gemmell (deputy former councillor Stallard)</i>	<i>1 year – to be appointed by Scrutiny Committee.</i>

<b><u>Organisation</u></b>	<b><u>Number of Representatives (Deputies shown in brackets) and any Specific Requirements for Representatives</u></b>	<b><u>Length of appointment</u></b>
<i>River Hamble Harbour Management Committee</i>	<i>1 representative (voting committee member) plus deputy</i>  <i>Currently Cllr Pearson (deputy Cllr Miller).</i>	<i>4 year appointment to coincide with HCC elections (until May 2021)</i>
South Downs National Park Authority	1 Member of SDNPA (voting as member of the SDNPA & not their appointing body) Must be a WCC Councillor  Previously was former councillor Huxstep.	4 years (until May 2020)
South East Employers	1 representative – previously automatic appointment for Chair of Personnel Committee (as a representative or if elected as an Executive Committee member)	1 year
South East Employers – Councillors' Local Democracy and Accountability Network	2 representatives No specific requirements	1 year
South East England Councils (SEEC)	1 representative plus deputy – Leader & Deputy Leader	1 year
Southampton International Airport Consultative Committee	2 representatives plus 2 deputies (Panel Members)  Portfolio Holder with responsibility for Transport plus 1 other rep. and 2 deputies	1 year
St John's Winchester Charity	1 nominated trustee Currently former councillor Ian Tait until Jun 2019	3 years (from Jun 19 until Jun 2022)
Streetreach	1 representative (Observer) Previously Cllr Gottlieb	3 years (until May 2022)

<b><u>Organisation</u></b>	<b><u>Number of Representatives (Deputies shown in brackets) and any Specific Requirements for Representatives</u></b>	<b><u>Length of appointment</u></b>
Tourism South East	1 representative – Portfolio Holder with responsibility for Tourism	1 year
Trinity Winchester	3 representatives (Advisory Committee Members) Portfolio Holder with responsibility for Housing plus 2 additional Councillors (previously Cllr Mather and former councillor Burns)	3 years (until May 2022)
WinACC	1 Company Director & Charity Trustee – Portfolio Holder with responsibility for Environment	1 year
Winchester Business Improvement District (BID)	1 representative – Portfolio Holder with responsibility for Economy	1 year
<i>Winchester Charity School Education Foundation</i>	<i>1 trustee Currently Cllr Mather</i>	<i>3 years (until Oct 2021)</i>
Winchester Churches Night Shelter	1 representative (Board member) – Portfolio Holder with responsibility for Housing	3 years (confirmed annually)
Winchester District Board of the Council for the Protection of Rural England (CPRE)	1 representative (Coopted non-voting member of Planning & Policy Group) Previously Cllr Pearson	3 years (until May 2022)
Winchester Excavations Committee	1 corporate trustee	tbc
<i>Winchester Housing Trust</i>	<i>1 Director plus 1 Observer (currently former councillor Ian Tait and Cllr Rutter)</i>	<i>2 years (until May 2020)</i>
Winchester Road Safety Council	1 representative	1 year
Winchester Sports Stadium Management Committee	2 representatives (1 must be Portfolio Holder with responsibility for Sport)	1 year
Winchester Welfare Charities	2 trustees ( <i>nb only 1 vacancy</i> ) Currently Councillor McLean (until May 2022) and Allan Mitchell (until June 2020)	4 years





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## Forward Plan of Key Decisions

June 2019

The Forward Plan is produced by the Council under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. The purpose of the Plan is to give advance notice of Key Decisions to be made by the Cabinet, Cabinet Committees, Portfolio Holders or officers on its behalf. This is to give both Members of the Council and the public the opportunity of making their views known at the earliest possible stage.

This is the Forward Plan prepared for the period **1 - 30 June 2019** and will normally be replaced at the end of each calendar month.

The Plan shows the Key Decisions likely to be taken within the above period. Key Decisions are those which are financially significant or which have a significant impact. This has been decided, by the Council, to be decisions which involve income or expenditure over £200,000 or which will have a significant effect on people or organisations in two or more wards.

The majority of decisions are taken by Cabinet and its committees, together with the individual Portfolios held, where appropriate. The membership of Cabinet and its committees, and their meeting dates can be found [via this link](#). Other decisions may be taken by Portfolio Holders or Officers in accordance with the Officers Scheme of Delegation, as agreed by the Council (a list of Portfolio Holders used in the Plan is set out overleaf).

The Plan has been set out in the following sections:

**Section A** – Cabinet and Committees

**Section B** - Individual Portfolio Holders

**Section C** – Officer Decisions

Anyone who wishes to make representations about any item included in the Plan should write to the officer listed in Column 5 of the Plan, at the above address. Copies of documents listed in the Plan for submission to a decision taker are available for inspection on the Council's website or by writing to the above address. Where the document is a committee report, it will usually be available five days before the meeting. Other documents relevant to the decision may also be submitted to the decision maker and are



available on Council's website or via email [democracy@winchester.gov.uk](mailto:democracy@winchester.gov.uk) or by writing to the above

Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 refers to the requirement to provide notice of an intention to hold a meeting in private, inclusive of a statement of reasons. If you have any representations as to why the meeting should be held in private, then please contact the Council via [democracy@winchester.gov.uk](mailto:democracy@winchester.gov.uk) or by writing to the above address. **Please follow this link to definition of the paragraphs** (Access to Information Procedure Rules, Part 4, page 32, para 10.4) detailing why a matter may be classed as exempt from publication under the Local Government Acts, and not available to the public.

If you have any queries regarding the operation or content of the Forward Plan please contact David Blakemore (Democratic Services Manager) on 01962 848 217.

**Cllr Caroline Horrill**

26 April 2019

Leader of the Council

<b>Cabinet Members:</b>	<b>Portfolio Held:</b>
• Cllr Caroline Horrill	Leader & Portfolio for Housing Services
• Cllr Rob Humby	Deputy Leader & Portfolio for Business Partnerships
• Cllr Guy Ashton	Finance
• Cllr Caroline Brook	Built Environment
• Cllr Stephen Godfrey	Professional Services
• Cllr Lisa Griffiths	Health & Wellbeing
• Cllr Stephen Miller	Estates
• Cllr Jan Warwick	Environment

	Item	Portfolio Holder	Key Decision	Wards Affected	Lead Officer	Documents submitted to decision taker	Decision taker (Cabinet, Committee, Portfolio Holder or Officer)	Date/period decision to be taken	Committee Date (if applicable)	Open/private meeting or document? If private meeting, include relevant exempt paragraph number
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**Section A**  
**Decisions made by Cabinet and Cabinet Committees**

Page 27	1	Local Plan 2036 update and next steps	Portfolio Holder for Built Environment	Significantly effects 2 or more wards	All Wards	Jenny Nell	Committee Report	Cabinet (Local Plan) Committee	Jun-19	5-Jun-19	Open
		Adoption of revised Swanmore Village Design Statement	Portfolio Holder for Built Environment	tbc	Central Meon Valley	Jenny Nell	Committee Report	Cabinet (Local Plan) Committee	Jun-19	5-Jun-19	Open
	3	Approval of Strategic Housing and Employment Land Availability Assessment (SHELAA) 2019 for publication	Portfolio Holder for Built Environment	Significantly effects 2 or more wards	All Wards	Jenny Nell	Committee Report	Cabinet (Local Plan) Committee	Jun-19	5-Jun-19	Open

	Item	Portfolio Holder	Key Decision	Wards Affected	Lead Officer	Documents submitted to decision taker	Decision taker (Cabinet, Committee, Portfolio Holder or Officer)	Date/period decision to be taken	Committee Date (if applicable)	Open/private meeting or document? If private meeting, include relevant exempt paragraph number
4	Land Transaction	Portfolio Holder for Estates	Expenditure > £200,000		Kevin Warren	Committee Report	Cabinet	Jun-19	19-Jun-19	Part exempt 3
5	Repairs to the Weirs adjacent to the River Itchen, Winchester	Portfolio Holder for Environment	Expenditure > £200,000	St Michael	Simon Finch	Committee Report	Cabinet	Jun-19	19-Jun-19	Open
<b>Section B</b> Decisions made by individual Portfolio Holders										
	None									
<b>Section C</b> Decisions made by Officers										
7	Treasury Management - decisions in accordance with the Council's approved strategy and policy	Portfolio Holder for Finance	In accordance with the Prudential Indicators approved by the Council	All Wards	Hampshire County Council (HCC) Finance Department on behalf of WCC	Designated working papers	Designated HCC Finance staff, daily	Jun-19	Jun-19	Open

	<b>Item</b>	<b>Portfolio Holder</b>	<b>Key Decision</b>	<b>Wards Affected</b>	<b>Lead Officer</b>	<b>Documents submitted to decision taker</b>	<b>Decision taker (Cabinet, Committee, Portfolio Holder or Officer)</b>	<b>Date/period decision to be taken</b>	<b>Committee Date (if applicable)</b>	<b>Open/private meeting or document? If private meeting, include relevant exempt paragraph number</b>
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