



Meeting	Cabinet
Date and Time	Tuesday, 23rd May, 2023 at 9.30 am.
Venue	Walton Suite, Winchester Guildhall

Note: This meeting is being held in person at the location specified above. Members of the public should note that a live video feed of the meeting will be available from the council's YouTube channel ([youtube.com/WinchesterCC](https://www.youtube.com/WinchesterCC)) during the meeting.

A limited number of seats will be made available at the above named location however attendance must be notified to the council at least 3 working days before the meeting. Please note that priority will be given to those wishing to attend and address the meeting over those wishing to attend and observe.

AGENDA

PROCEDURAL ITEMS

- 1. Apologies**
To record the names of apologies given.
- 2. 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.
- 3. To note any request from Councillors to make representations on an agenda item.**
Note: Councillors wishing to speak about a particular agenda item are required to register with Democratic Services three clear working days before the meeting (contact: democracy@winchester.gov.uk or 01962 848 264). Councillors will normally be invited by the Chairperson to speak during the appropriate item (after the Cabinet Member's introduction and questions from other Cabinet Members).



BUSINESS ITEMS

4. 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 Cabinet Member's introduction and any questions from Cabinet Members).

NB members of the public are required to register with Democratic Services three clear working days before the meeting (contact: democracy@winchester.gov.uk or 01962 848 264).

5. Minutes of the previous meetings held on 6 March (less exempt minute) and 16 March 2023 (Pages 5 - 16)

Members of the public and visiting councillors may speak at Cabinet, provided they have registered to speak three working days in advance. Please contact Democratic Services **by 5pm on Wednesday 17 May 2023** via democracy@winchester.gov.uk or (01962) 848 264 to register to speak and for further details.

6. The Leader to appoint Cabinet Members and allocate responsibilities for 2023/24

7. Leader and Cabinet Members' Announcements

8. Annual appointments to Cabinet Committees, informal groups and fora 23/24 (Pages 17 - 30)

Key Decision (CAB3404)

9. Annual appointments to outside bodies 23/24 (Pages 31 - 42)

Key Decision (CAB3405)

10. Local Authority Housing Fund Property Acquisition (less exempt appendices) (Pages 43 - 50)

Key Decision (CAB3402)

11. To note the future items for consideration by Cabinet as shown on the June 2023 Forward Plan. (Pages 51 - 56)

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 6 March 2023
Circulated separately to Cabinet Members only.

14. Local Authority Housing Fund Property Acquisition (exempt appendices)
(Pages 57 - 62)

Key Decision

All of the Council's publicly available agendas, reports and minutes are available to view and download from the Council's [Website](#) and are also open to inspection at the offices of the council. As part of our drive to minimise our use of paper we do not provide paper copies of the full agenda pack at meetings. We do however, provide a number of copies of the agenda front sheet at the meeting which contains the QR Code opposite. Scanning this code enables members of the public to easily access all of the meeting papers on their own electronic device. Please hold your device's camera or QR code App over the QR Code so that it's clearly visible within your screen and you will be redirected to the agenda pack.

**Laura Taylor
Chief Executive**



15 May 2023

Agenda Contact: Nancy Graham, Senior Democratic Services Officer
Tel: 01962 848 235, Email: ngraham@winchester.gov.uk

**With the exception of exempt items, Agenda, reports and previous minutes are available on the Council's Website www.winchester.gov.uk*

CABINET – Membership 2023/24

Membership to be advised following annual Council on 17 May 2023

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.

Public Participation at meetings

Representations will be limited to a maximum of 3 minutes, subject to a maximum 15 minutes set aside for all questions and answers.

To reserve your place to speak, you are asked to **register with Democratic Services three clear working days prior to the meeting** – please see public participation agenda item below for further details. People will be invited to speak in the order that they have registered, subject to the maximum time period allowed for speaking not being exceeded. Public Participation is at the Chairperson's discretion.

Filming and Broadcast Notification

This meeting will be recorded and broadcast live on the Council's website. The meeting may also be recorded and broadcast by the press and members of the public – please see the Access to Information Procedure Rules within the Council's Constitution for further information, which is available to view on the [Council's website](#). Please note that the video recording is subtitled but you may have to enable your device to see them (advice on how to do this is on the meeting page).

Disabled Access

Disabled access is normally available, but please phone Democratic Services on 01962 848 264 or email 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, 6 March 2023

Attendance:

Councillors
Tod (Chairperson)

Ferguson

Learney

Becker

Power

Gordon-Smith

Thompson

Apologies for Absence:

Councillor Porter

Members in attendance who spoke at the meeting

Councillors Horrill and Read

[Video recording of this meeting](#)

1. **APOLOGIES**

Apologies were received as noted above.

2. **MEMBERSHIP OF CABINET BODIES ETC. -**

At the invitation of the Leader, Councillor Read addressed Cabinet as summarised briefly below.

Councillor Read sought clarification of the membership of West of Waterlooville forum and raised that no planning meeting had been held despite development continuing.

The Leader responded that the governance arrangements and terms of reference for all three of the development forum had been reviewed previously by Cabinet and did not include any such membership restrictions. However, he suggested that the terms of reference be re-examined as part of the upcoming constitution review. In addition, the membership of the forum would be considered at the May Cabinet as part of the annual appointments report.

RESOLVED:

That the following changes to Cabinet appointed bodies be agreed for the remainder of the 2022/23 municipal year:

- a) **Members' Equality, Diversity and Inclusion Forum** – Councillor Brook to replace Councillor Cook

- b) Winchester Sport & Leisure Park Advisory Board – Councillor Kurn to replace Councillor Cook
- c) North Whiteley Development Forum – Councillor Kurn to replace Councillor McLean
- d) West of Waterlooville Forum – Councillor Achwal to replace Councillor Clear and Councillor Cutler to be appointed chairperson.
- e) Cabinet Committee: Housing – Councillor Kurn to replace Councillor Scott and Councillor Cutler to replace Councillor Clear as non-voting invited councillors

3. **DISCLOSURE OF INTERESTS**

Councillor Tod declared personal (but not prejudicial) interests in respect of report CAB3371 due to his role as a County Councillor.

4. **PUBLIC PARTICIPATION**

Ian Tait spoke regarding report CAB3371 and his comments are summarised under the relevant minute below.

5. **MINUTES OF THE PREVIOUS MEETING HELD ON 9 FEBRUARY 2023**

RESOLVED

That the minutes of the previous meeting held on 9 February 2023 be agreed as a correct record.

6. **LEADER AND CABINET MEMBERS' ANNOUNCEMENTS**

Councillor Thompson announced the success of the Jobs and Opportunities Fair which was held 24 February 2023 at Winchester Sport and Leisure Park for local businesses and job seekers. The event had been very well attended by prospective employers and employees and it was hoped that future events could be held.

Councillor Power announced that the Council's 2021/22 accounts had been signed off by the external auditors with an unqualified opinion. The Council was the first local authority in Hampshire to have their 2021/22 accounts signed off.

Councillor Power also announced that the council had received over £1 million in government funding to support residents with fuel bill prices and work was underway to distribute funding as required.

Councillor Ferguson announced six new Passivhaus homes were to be built by the council in Micheldever.

Councillor Becker announced that the council was supporting a fundraising fayre for Not for Profit organisations on 17 March 2023

Councillor Learney announced that new covered bike stands had been installed at Middle Brook Street car park, Winchester with the aim for additional stands to be provided elsewhere in the town centre and in the district's market towns.

7. **CENTRAL WINCHESTER REGENERATION (CWR) APPOINTMENT OF DEVELOPMENT PARTNER AND NEXT STEPS**
(CAB3371)

Councillor Tod introduced the report which proposed the appointment of a development partner following careful consideration of various matters contained in the report and appendices (as set out in recommendations 1 to 7). In addition, the report had been considered at the Scrutiny Committee on 27 February 2023 and points raised there would be responded to at this meeting.

In addition to officers from the council's management and project team, Councillor Tod welcomed the following external advisors to the meeting – Jennifer Newsham (JLL), Stephen Matthew (Browne Jacobson) and Nick Walford (31 Ten).

The Head of Programme gave a presentation outlining the following areas CWR vision, the journey so far and project milestones, the procurement process and bidder scores, quality evaluation and the development agreement. The presentation is available on the council's website [here](#).

Ian Tait spoke during public participation as summarised briefly below.

Mr Tait expressed frustration about the delays in regenerating the central Winchester area and asked for firm commitments about when development would commence. He believed although a great deal of useful detail was contained in the presentation, it did not contain any new information.

At the invitation of the Leader, Councillor Horrill addressed Cabinet as summarised briefly below.

Councillor Horrill welcomed the opportunity given at Scrutiny Committee on 27 February 2023 for thorough consideration of the report. She also commended the process undertaken by the council in selecting a development partner. She advocated the principle of developing the area without unnecessary delay, highlighting the significant land acquisitions that had taken place to enable this. However, she remained concerned that the council had not learned lessons from previous development projects. In particular, she had significant concerns regarding the deal structure being proposed in the development agreement, the proposed finance model and the financial risk to the council.

In response to comments made during public participation, the Head of Programme provided further details regarding anticipated timings, emphasising that a delivery plan would have to be agreed within six months of appointment of the development partner which would include a future timetable of key dates. This included a requirement that a planning application was submitted within 24 months of the delivery plan agreement.

Nick Walford responded to comments relating to the process for calculating land values. He explained the use of the residual land value methodology and how, for CWR, this would reflect the aspirations set out in the supplementary planning document (SPD) and therefore land values achieved would reflect the mix of uses and the quality of design and public realm. Jennifer Newsham provided further details regarding the recommended development partner's proposals regarding retaining a long term interest in the site, through business partnering; resulted in the preferred bidder's income generation ideas being the strongest. The Head of Programme confirmed that it would not be possible to secure both maximum capital receipt for the council's assets and an ongoing revenue stream; that a mixture of the two was likely. The Corporate Head of Finance confirmed that the Section 151 officer's role would be to ensure the scheme is affordable and financed for the council.

In response to Members' questions, the Corporate Head of Finance confirmed that council had previously acquired £15m of assets specifically purchased for the purpose of site assembly. The site boundary did include other council owned assets acquired prior to this date.

Cabinet then moved to discuss each section of the report and appendices in detail with relevant council officers and external consultants responding to questions thereon. The matters raised and clarified included:

- (i) Leasing Arrangements: The use of a 250 year long lease was within usual industry practice with other regeneration projects sometimes utilising longer leases.
- (ii) Commitment to engagement: The strengths of the preferred bidder in relation to consultation methodology and meanwhile uses for the site.
- (iii) Consideration of risk: The measures proposed to mitigate the risks identified in Appendix F of the report, including the impact of the choice of development partner. It was confirmed that the structure proposed in the development agreement did mitigate the risk to the council by transferring risk to the development partner. This was a standard approach, and the preferred developer was happy with this approach. It was agreed that the project's risk register be updated following the appointment of the development partner and reported to the Cabinet Committee: Regeneration.
- (iv) The recommended development partner's stated intention to provide a variety of new homes aimed at creating a mixed, intergenerational community, including younger people.
- (v) The benefits of opening the culverts in terms biodiversity and monitoring water flow and levels. However, the flow of the water would not support hydro-generation.
- (vi) With regard to the future management of the public realm, the principle that this would involve different stakeholders including local residents and businesses to ensure continuing free and open access to all.
- (vii) The recommended development partner had indicated they wanted to work closely with both the city and county council to address transport issues, including those relating to the wider city area.
- (viii) The inclusion of the treatment of archaeology within the development brief and the preferred development partner approach.

The Chief Executive referred Cabinet to the comments made by Scrutiny Committee at its meeting of 27 February 2023 which she reported verbally to the meeting and were considered in turn. It was noted that the points raised relating to clarification of profit share, final reconciliation dates and overage would be dealt with in exempt session.

Cabinet then moved into exempt session to consider the exempt appendix to the report before returning to open session to agree the recommendations as set out below.

The Leader summarised the discussions held in the exempt session which had included the following matters:

- (i) A detailed review of the final three bids, including a review of the final scores awarded and how the different financial approaches were reflected in the scoring.
- (ii) The recommended development partner's commercial position, including the nature of the consortium and how any future changes to the consortium make up would be limited by the development agreement.
- (iii) Discussion of the draft development agreement, including phasing and notice periods and how this would fit alongside the council's own governance arrangements.

The Chief Executive drew Cabinet's attention to the four specific points raised by Scrutiny Committee as follows:

- (i) That if a key focus of the project was housing for young people, then this should be clearly stated.
- (ii) That Cabinet should consider if a further discussion was needed to clarify the councils' requirements as concern was raised that the preferred developer may want to take a different approach.
- (iii) That officers advise whether other examples of a similar, 250-year lease, approach had been taken within the council.
- (iv) That the next stages of governance and engagement be mapped out to ensure ongoing understanding and agreement, and that differences to the delivery plan and development agreement were reviewed.

Cabinet agreed that the first two points had been fully considered and addressed during the discussion above. With regard to point (iii), the Strategic Director advised that the council currently had more than 60 long term leases of various types and lengths (the longest currently being 150 years) but these were for specific land use. Cabinet had received advice earlier in the meeting that leases of 250 years or longer were usual industry practice for a mixed-use regeneration project.

With regard to point (iv), the Leader stated that a forward plan of forthcoming decisions would be prepared for future meetings of the Cabinet Committee: Regeneration, which would include decision making stages relating to CWR.

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

RESOLVED:

1. That issues raised by the Scrutiny Committee at its meeting on 27 February 2023 be noted.
2. That it be noted that the procurement process was conducted in accordance with the Public Contracts Regulations 2015, leading to the recommended selection of a Development Partner, as set out in section 12 and 13 of report CAB3371.
3. That the recommended Development Partner's response to the Central Winchester Regeneration Development Brief, which is summarised in section 14 of report CAB3371 and set out in more detail in Appendix B of the report be noted.
4. That the Business Case for proceeding with the appointment of the recommended Development Partner, which is summarised in section 15 of the report CAB3371 and set out in more detail in Appendix C of the report be noted, in addition to the following:
 - (i) Appendix Ci - Selection Questionnaire Evaluation Questions and Scoring Criteria
 - (ii) Appendix Cii - Final Tender Evaluation Questions and Scoring Criteria
 - (iii) Exempt Appendix Ciii - Moderated Scoring from Selection Questionnaire
 - (iv) Exempt Appendix Civ - Moderated Scoring from Final Tender
5. That the Development Agreement Summary, referred to in section 16 of report CAB3371 and set out in more detail in Appendix D and Exempt Appendix Di - recommended Development Partner's commercial position, be noted.
6. That the Equalities Impact Assessment set out in Appendix E and the Risk Register in Appendix F of the report be both noted and had regard to.
7. That the redacted draft Development Agreement in Appendix G and the unredacted draft Development Agreement in Exempt Appendix H of the report be noted.
8. That being satisfied about the matters set out in points (1) to (7) above, the appointment of Bidder E as the recommended Development Partner for the Central Winchester Regeneration Project be approved, on the basis that they were the highest scoring tenderer following conclusion of the competitive dialogue process and final tender evaluation.
9. That the Strategic Director with responsibility for the Central Winchester Regeneration project be authorised, in consultation with the Leader and Cabinet Member for Asset Management and the Service Lead – Legal, to incorporate the recommended Development Partner's tender submission into the Development Agreement, finalise the content of the Development Agreement and any necessary ancillary documents, and

arrange for the Development Agreement and any necessary ancillary documents to be entered into on behalf of the council in accordance with Part 2, Article 14, of the council's constitution.

8. **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 100 and Schedule 12A to the Local Government Act 1972.

<u>Minute Number</u>	<u>Item</u>	<u>Description of Exempt Information</u>
10	CWR Appointment of development partner and next steps (exempt appendices)) Information relating to the financial or business affairs of any particular person (including the authority holding that information). (Para 3 Schedule 12A refers)

9. **CENTRAL WINCHESTER REGENERATION (CWR) APPOINTMENT OF DEVELOPMENT PARTNER AND NEXT STEPS (EXEMPT APPENDICES)**

The Council's external advisors listed above remained in the room during the exempt session in order to respond to members' questions. In addition, at the invitation of the Leader, Councillor Horrill remained in the room throughout.

Cabinet considered the above exempt appendices which contained the moderate scoring and feedback from final tender, the recommended development partner's commercial position and the unredacted draft development agreement.

The meeting commenced at 9.30 am and concluded at 3.30 pm

Chairperson

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CABINET

Thursday, 16 March 2023

Attendance:

Councillors
Tod (Chairperson)

Ferguson

Power

Becker

Porter

Gordon-Smith

Thompson

Learney

Members in attendance who spoke at the meeting

Councillors Godfrey and Horrill

Other members in attendance:

Councillor Wallace

[Video recording of this meeting](#)

1. **APOLOGIES**

No apologies were received.

2. **MEMBERSHIP OF CABINET BODIES ETC.**

Cabinet was asked to consider the appointment of a director to the St Johns Winchester Charity. Two nominations had been received from Councillors Horrill and Learney.

RESOLVED:

That Councillor Learney be appointed as a director/trustee to the St John's Winchester Charity until February 2026.

3. **DISCLOSURE OF INTERESTS**

Councillors Porter and Tod declared personal (but not prejudicial) interests in respect of various agenda items due to their role as County Councillors.

4. **PUBLIC PARTICIPATION**

David Chafe (TACT) addressed Cabinet regarding report CAB3401 as summarised below.

5. **LEADER AND CABINET MEMBERS' ANNOUNCEMENTS**

Councillor Tod announced that the previous week he, along with Leaders from Southampton City Council, Eastleigh Borough Council, Test Valley Borough Council and Hampshire County Council, had signed a Civic University Agreement with the University of Southampton. The agreement was intended to improve the quality of life for people in the city and surrounding areas by connecting communities through culture, education and enterprise.

Councillor Learney announced that working alongside Stagecoach, the Council would be trialling an all-electric bus on Park and Ride routes for a four week period.

Councillor Thompson provided an update on plans to celebrate the coronation of King Charles III which included working with the Winchester BID.

6. **ESTABLISHING A LOCAL HOUSING COMPANY**
(CAB3401)

Councillor Ferguson introduced the report which set out a number of matters for decision to enable timely progress of the project prior to the consideration of the strategic and final business case at the Cabinet Committee: Housing and full Council in July 2023.

David Chafe (TACT) spoke during public participation as summarised briefly below.

Mr Chafe stated that the TACT group had been briefed on the report and fully supported the proposals as set out which he was keen to see progressed as soon as possible. He noted that the main benefit would be assisting people who might not qualify for housing under the usual categories.

At the invitation of the Leader, Councillor Horrill addressed Cabinet as summarised briefly below.

Councillor Horrill welcomed the proposal to establish a housing company and asked a number of questions regarding the detail of the report.

Councillor Ferguson, together with the Strategic Director and Corporate Head of Housing provided a response to all the questions asked.

The Strategic Director and the Interim Head of Legal Services also responded to questions from Cabinet Members, including confirming that discussions had taken place with other local authorities to gain previous experience of establishing a housing company. In addition, the proposed draft shareholder agreement was drafted by external solicitors and of a standard form.

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

RESOLVED:

1. That the proposed draft shareholder agreement as at Appendix A of the report be agreed.
2. That the proposed draft memorandum of articles be agreed as at Appendix B of the report.
3. That in consultation with the Strategic Director: Resources (Monitoring Officer), Corporate Head of Asset Management and the Corporate Head of Finance (S.151 Officer), the Strategic Director (with housing responsibility) be authorised to establish a council owned housing company for the purposes set out in report CAB3366.
4. That the company name be approved as Venta Living.
5. That the following be appointed as company directors:
 - a) Strategic Director (non-housing responsibility).
 - b) Two councillors with nominations to be reviewed after one year.
6. That the Corporate Head of Housing be authorised to advertise and recruit up to two independent and remunerated directors with the requisite skills to the board of the company.
7. That the Strategic Director (with housing responsibility) be authorised to enter into a resourcing contract with the local housing company subject to an agreed business plan to provide services to the company.
8. That the Strategic Director (with housing responsibility) be authorised in consultation with the Strategic Director: Resources (Monitoring Officer) and the Deputy Leader and Cabinet Member for Community and Housing to finalise details of the draft articles of association, and shareholder agreement.
9. That it be noted that full Council will consider and agree the reserved matters in the shareholder agreement.

7. **RISK MANAGEMENT POLICY 23/24**
(CAB3381)

Councillor Power introduced the report and stated that following discussion at Audit and Governance Committee on 2 March 2023, section 8 of the policy had been amended to clarify the assessment of risk against the risk appetite. .

At the invitation of the Leader, Councillor Godfrey addressed Cabinet as summarised briefly below.

Councillor Godfrey supported the risk management strategy and welcomed the development of the approach towards risk. However, he highlighted the concerns raised at Audit and Governance Committee that the policy wording causing confusion. He also questioned the wording

used in paragraph 12.9 of the report which appeared to imply that it was an officer decision to agree the council's risk appetite.

Councillor Power responded to the comments made and confirmed that the policy did stipulate that officers assessed identified risks against the agreed risk appetite (agreed by Cabinet). However, it was agreed that the wording of a heading within section 8 of the Policy would be rephrased to clarify this point.

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

RESOLVED:

That, subject to changing the heading within section 8 of the Policy to "Assessing Risk against Risk Appetite", the Risk Management Policy for 2023/24, its Risk Appetite Statement for 2023/24 and the updated Corporate Risk Register be approved.

8. **Q3 FINANCE & PERFORMANCE MONITORING REPORT**
(CAB3380)

Councillor Tod introduced the report which had previously been considered by Scrutiny Committee on 27 February and the Performance Panel on 15 February 2023 (the notes of which were attached as Appendix 5 to the report).

At the invitation of the Leader, Councillor Horrill addressed Cabinet as summarised briefly below.

Councillor Horrill thanked the Leader for attending the Performance Panel meeting and responding to questions there. At Scrutiny Committee, the following two matters had been requested for consideration by Cabinet:

- (a) To examine the possible inclusion of one or two additional key performance indicators.
- (b) To review the process for the submission of questions prior to each Performance Panel.

She stated that progress on both items was underway.

The Leader thanked both the Panel and Scrutiny Committee for their work scrutinising the report.

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

RESOLVED:

That the progress achieved during Q3 of 2022/23 be noted the contents of the report be endorsed.

The meeting commenced at 9.30 am and concluded at 10.45 am

Chairperson

CAB3404
CABINET

REPORT TITLE: ANNUAL APPOINTMENTS TO CABINET COMMITTEES,
INFORMAL GROUPS AND FORA 2023/24

23 MAY 2023

REPORT OF CABINET MEMBER: CLLR MARTIN TOD LEADER AND CABINET
MEMBER FOR ASSET MANAGEMENT

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 Cabinet Committees in addition to the Cabinet Informal Groups and other fora for 2023/24. Nominations have been requested from Group Leaders in advance of the meeting.

As this report has been prepared in advance of the Annual Council meeting on 17 May 2023, references to Cabinet Members and their responsibilities are based on arrangements agreed for 2022/23.

In addition, the report seeks the appointment to several Member Champion roles.

RECOMMENDATIONS:

1. That Cabinet considers the appointment to bodies listed in Appendix A to the Report and determines the membership thereof.
2. That a Cabinet Committee (Local Plan) be appointed and Terms of Reference delegated to the Monitoring Officer in consultation with the Strategic Director (DA) and relevant Cabinet Member.
3. That Cabinet appoint to the roles of:
 - a) Equality, Diversity and Inclusion Member Champion; and
 - b) A Cabinet Member be appointed as Lead Member for Equality, Diversity and Inclusion (paragraph 1.10 refers).

4. That Cabinet appoint a current Councillor(s) to act as a “Sanctuary Champion(s)” from the nomination(s) received (paragraph 1.11(a) refers).
5. That Cabinet appoint a current Councillor to act as “Armed Forces Champion” from the nomination(s) received (paragraph 1.11(b) refers).

1 SUPPORTING INFORMATION:

Cabinet Committees

- 1.1 In respect of the Cabinet Committee: Regeneration, two projects have been identified as within its remit – Central Winchester Regeneration and Station Approach.
- 1.2 In respect of the Cabinet Committee: Housing, when it was established it was noted that there was a risk of duplication between the Cabinet Committee and the Business and Housing Policy Committee. TACT have expressed a clear preference to attend the Cabinet Committee meetings where all of the business relates to housing.

At the time the committee was established, it was noted that a constitutional review would review the effectiveness of the Policy committees which were introduced as part of the new constitution adopted in 2019. That review is in progress.

It was agreed that until this review was completed, the chair of both committees, work to agree where each paper will be presented and whether there may be circumstances where it will go to both.

Appendix A to the Report sets out the requirements for these cabinet committees and any restrictions that these have. It is anticipated that these cabinet committees will continue to meet as required and up to four times a year.

- 1.3 Formal Cabinet committees can be appointed with membership drawn from the Cabinet only and can be given delegated powers to make decisions. It has been the practice in previous years to include a standing list of non-Cabinet Members as non-voting invited representatives.

Open fora

- 1.4 There are currently three open fora: Station Approach; Central Winchester Regeneration and Carbon Neutrality.

The Station Approach Open Forum and the Central Winchester Regeneration Open Forum were established prior to the establishment of the Cabinet Committee: Regeneration. The terms of reference for the Cabinet Committee: Regeneration include the consideration and agreement of methods of communication and engagement. This essential and important element of the two foras work will continue and, as now, decided by the relevant project boards in accordance with the project governance arrangements. This may include public engagement events, information events and public consultation

exercises as and when required and therefore it is no longer necessary for these fora to be formally constituted.

- 1.5 The Carbon Neutrality Open Forum will continue.

Local Plan Advisory Group (LPAG)

- 1.6 This year the Local Plan is being prepared for final adoption in 2024. There are still outstanding formal decision-making steps to undertake for which a Committee of Cabinet is suitable. Therefore, LPAG will be replaced by a Local Plan Cabinet Committee which will enable debate and decision making in public in accordance with the councils procedures.

As now, engagement and consultation will continue and will be reported to the Cabinet Committee along with matters of policy development.

Winchester Sport & Leisure Park Advisory Board

- 1.7 The Winchester Sport & Leisure Park Advisory Board was established in 2020/21 as part of the Leisure Management Contract and it is proposed to be appointed in 23/24.

Development Fora

- 1.8 The council hosts three development fora – Kings Barton Forum, West of Waterlooville Forum and North Whiteley Development Forum. The purpose of these meetings are to enable residents to engage directly with the council, any local town or parish council and the developer. However, the developments are in various stages of build out, and new governance structures have been put in place with a Parish Council at Waterlooville and the recent governance review completed at Whiteley.
- 1.9 It is proposed that the current fora meetings be reviewed as part of the Constitution Review currently underway and due for completion in September 2023. These development fora play an important role in the development of communities during the build out of new developments but the agendas will change over time and perhaps become more community development focussed rather than planning led.

The review of the constitution will consider when is the right time for a development fora to discontinue which will be based on an agreed criteria, but it will be important to ensure there is no deficit in local engagement prior to moving from the existing arrangements.

1.10 Public Sector Equality Duty – Member appointments

Following consideration of the Public Sector Equality Duty at Cabinet on 25 January 2022 (report CAB3331 refers), Cabinet agreed to the appointment of Members to the following roles:

- a) Lead Cabinet Member
- b) Member Champion.

In 2022/23, the following member was appointed:

- a) Equality, Diversity and Inclusion Member Champion and Lead Cabinet Member –Councillor Becker;

Cabinet are asked to confirm the names of the Member Champion and (if different) Lead Cabinet Member from nominations received.

1.11 Other Member Champion roles

- a) Sanctuary Champion(s)

This role was established following a notice of motion from Councillor Tippett-Cooper to Council on 12 January 2022.

In 2022/23, Councillor Tippett-Cooper was appointed as “Sanctuary Champion”.

Cabinet are asked to confirm the name of the “Sanctuary Champion” for 2023/24 from the nominations received. It is proposed that this appointment be reviewed annually.

- b) Armed Forces Champion

The Council has previously appointed an “Armed Forces Champion” with former councillor Green appointed in 2022/23.

The Profile:

A Member of the Executive/Cabinet, Chairman, or a Member with an interest in the Armed Forces community.

Some Armed Forces experience would be an advantage.

The Role:

To raise the profile and needs of the Armed Forces community (serving personnel, regular and reserve, their families, veterans and Cadets), internally and externally within the Council.

Cabinet are asked to confirm the name of the Armed Forces Champion from nomination(s) received. It is proposed that this appointment be reviewed annually.

2 OTHER OPTIONS CONSIDERED AND REJECTED

- 2.1 Not to consider making changes to any appointments. This was rejected as it is usual practice at the start of the new municipal year to consider whether any changes are required following the annual council meeting.

BACKGROUND DOCUMENTS:-

Previous Committee Reports:-

CAB3344 – Annual appointments to Cabinet informal groups etc 22/23

CAB3343 – Members' Equality, Diversity and Inclusion Forum

CAB3358 – Further annual appointments to Cabinet Committees

Other Background Documents:-

None.

APPENDICES:

Appendix A – List of internal appointments to be made by Cabinet 23/24

NAME OF BODY	NUMBER OF MEMBERS REQUIRED & ANY RESTRICTIONS
<p>CABINET COMMITTEE: REGENERATION</p>	<p>The Committee’s membership was agreed to be the Leader and Cabinet Member for Asset Management (Chairperson), plus 3 other Cabinet members.</p> <p>In the event of any member of Cabinet not being available for a meeting of the Cabinet Committee another member of Cabinet may deputise where no conflict arises.</p> <p>In addition, it was agreed that 4 other members be invited to attend and offer views at meetings of the Committee.</p> <p>Meetings will be held in the Walton Suite beginning at 10.00am and have been scheduled for 7 June 2023, 4 October 2023 and 31 January 2024.</p> <p>Usual visiting councillor and public participation protocols will apply.</p> <p>The membership for 2022/23 was Councillors Tod (Chairperson), Ferguson, Learney and Thompson from Cabinet, plus Councillors Cunningham, Edwards, Godfrey & Westwood appointed as non-voting invited councillors.</p> <p>Recommended 4 voting members – Cabinet Member with responsibility for CWR project (Chairperson) and 3 other Cabinet members. Plus four other members.</p>
<p>CABINET COMMITTEE: HOUSING</p>	<p>The Committee’s membership was agreed to be the Cabinet Member for</p>

NAME OF BODY	NUMBER OF MEMBERS REQUIRED & ANY RESTRICTIONS
	<p>Community and Housing (Chairperson), plus 2 other Cabinet members.</p> <p>In the event of any member of Cabinet not being available for a meeting of the Cabinet Committee another member of Cabinet may deputise where no conflict arises.</p> <p>In addition, it was agreed that the following be invited to attend and offer views at meetings of the Committee;</p> <p>(a) 4 other members and</p> <p>(b) Two TACT representatives plus one deputy</p> <p>Meetings will be held in the Walton Suite beginning at 10:00am and have been scheduled for 10 July 2023, 14 November 2023 and 5 February 2024.</p> <p>The membership for 2022/23 was Councillors Ferguson (Chairperson), Gordon-Smith and Power from Cabinet, plus Councillors Batho, Cutler, Horrill and Kurn appointed as non-voting invited councillors. In addition, David Light and David Chafe were appointed as TACT representatives with Lyn Mellish as the deputy.</p> <p>Recommended 3 voting members – Cabinet Member with responsibility for housing (Chairperson) and 2 other Cabinet members. Plus four other members) and two TACT representatives.</p>
CABINET COMMITTEE: LOCAL PLAN	Usual visiting councillor and public participation protocols will apply.

NAME OF BODY	NUMBER OF MEMBERS REQUIRED & ANY RESTRICTIONS
	<p>Terms of Reference and Membership will be delegated to the Monitoring Officer in consultation with the relevant Cabinet Member and Strategic Director (DA). Membership will be in line with that of other Cabinet Committees.</p>
<p>CARBON NEUTRALITY OPEN FORUM</p>	<p>This Open Forum was established in 2020/21 and has met three times in 2022/23.</p> <p>It was chaired by the Cabinet Member for Climate Emergency. It was agreed that other councillors and representatives of external partner organisations will form a panel at each meeting to present and take part in the debate.</p> <p>The membership for 2022/23 was Councillor Learney.</p> <p>Recommended one Member – Cabinet Member with responsibility for Climate Change (Chairperson) and a panel of other members and external organisations to be invited depending on the subject matter of the meeting.</p>
<p>EQUALITY, DIVERSITY AND INCLUSION FORUM</p>	<p>The Forum was established by Cabinet in June 2022 (report CAB3343 refers). It was agreed the chair of the Forum would in the first instance be nominated by Cabinet and the group would consist of the shadow Cabinet Member and one representative from each of the other political groups, the Cabinet Member for ED&I the Member Champion for ED&I and lead officers for this area at the council.</p> <p>The membership for 2022/23 was Councillors Becker (Chairperson), Clear, Brook and Isaacs.</p>

NAME OF BODY	NUMBER OF MEMBERS REQUIRED & ANY RESTRICTIONS
	<p>Recommended five Members – Cabinet Member for ED&I, Member Champion for EDI, the shadow Cabinet Member and one representative from each political group.</p>
<p>WINCHESTER SPORT & LEISURE PARK ADVISORY BOARD</p>	<p>This advisory board was established in 2020/21 and has met three times in 2022/23.</p> <p>The membership for 2022/23 was Councillors Thompson (Chairperson), Ferguson, Gordon-Smith, Edwards, Kurn and Reach</p> <p>Recommended appoint:</p> <ul style="list-style-type: none"> a) Nominated Cabinet Members (including Cabinet Member with responsibility for WSLP as chairperson) b) Relevant Ward Councillor(s) c) Shadow Cabinet Member with responsibility for sport (non-voting) d) Representative of the University (non-voting) e) Representative of the Pinder Trust (non-voting) f) Two officers from Winchester City Council (non-voting) – Strategic Director and contract management role g) A representative from the management contractor (Non Voting)
<p>CENTRAL WINCHESTER REGENERATION (CWR) PROJECT BOARD</p>	<p>Board was established by Cabinet on 7 February 2023 (report CAB3395(R) refers).</p> <p>Proposed membership:</p>

NAME OF BODY	NUMBER OF MEMBERS REQUIRED & ANY RESTRICTIONS
	<ul style="list-style-type: none"> a) 2 Cabinet Members and 2 members from the Executive Leadership Board, for the council b) 4 relevant project directors from the development partner c) Ex officio members may be included as appropriate (for example, legal or finance colleagues)
<p>STRATEGIC ASSET PURCHASE SCHEME BOARD</p>	<p>Board was established by Cabinet on 7 December 2016 (Report CAB2872 refers).</p> <p>Proposed membership of Strategic Asset Purchase Board (quorum to be four individuals with at least one Member):</p> <ul style="list-style-type: none"> • Leader of the Council • Cabinet Member with responsibility for Finance • Cabinet Member with responsibility for Estates • Cabinet Member with responsibility for Business • Service Lead - Finance • Corporate Head of Housing • Corporate Head of Asset Management • Strategic Director: Place • Section 151 Officer – final approver of the purchase
<p>TREASURY INVESTMENT GROUP</p>	<p>This Group was appointed at Council on 11 October 2017 (following recommendation from Audit Committee) with membership as follows:</p> <ul style="list-style-type: none"> • Service Lead - Finance

NAME OF BODY	NUMBER OF MEMBERS REQUIRED & ANY RESTRICTIONS
	<ul style="list-style-type: none"> • Cabinet Member (with responsibility for Finance) • One Other Cabinet Member • Chair Of The Audit & Governance Committee • One other Member from the Administration of the Council from the Audit & Governance Committee • Shadow Cabinet Member <p>(The Section 151 Officer, as final decision maker, would not be a member of the TIG).</p> <p>It was further agreed that at a minimum three Members, including the Cabinet Member (with responsibility for Finance), the Chair of the Audit & Governance Committee, the Service Lead - Finance and one further member from the TIG, be consulted with when making an investment decision.</p>
<p>KINGS BARTON FORUM</p>	<p>This Forum was established in 2012/13 and its terms of reference are available on the Council's website here</p> <p>The Forum met three times in 2022/23 with Winchester City Council membership as follows: Councillors Cramoysan (Chairperson), Batho, Craske, Cunningham, Godfrey, Horrill, Porter and Rutter (Deputies: Learney). It is recommended this Forum meet three times per year in accordance with other fora (and as included in their terms of reference).</p> <p>In addition to Winchester City Council, membership includes:</p> <ul style="list-style-type: none"> • Hampshire County Council – 2 plus deputies (last year Councillors Tod and Warwick) • Headbourne Worth Parish Council – 1 plus deputy (last year Councillor

NAME OF BODY	NUMBER OF MEMBERS REQUIRED & ANY RESTRICTIONS
	<p>Watters)</p> <ul style="list-style-type: none"> • Littleton & Harestock Parish Council – 1 plus deputy <p>Can be cross-party membership.</p> <p>Recommended seven WCC Councillors (including the Chairperson), plus one deputy for each political group.</p>
WEST OF WATERLOOVILLE FORUM	<p>The Forum's terms of reference are available on the Council's website here:</p> <p>The Forum met three times in 2022/23 with Winchester City Council membership as follows: Councillors Cutler (Chairperson), Achwal, Brook and Read (Deputies: Evans and Weston).</p> <p>In addition to Winchester City Council, membership includes:</p> <ul style="list-style-type: none"> • Havant Borough Council – 4 (including vice-chair) • Hampshire County Council – 2 • Parish Council of Newlands – 2 <p>Can be cross-party membership. Recommended four WCC Members (including chairperson) with two deputies.</p>
NORTH WHITELEY DEVELOPMENT FORUM	<p>This Forum was established at Cabinet on 9 December 2009 and its terms of reference are available on the Council's website here:</p> <p>The Forum met three times in 2022/23 with Winchester City Council membership as follows: Councillors Achwal (Chairperson), Evans, Kurn, Miller, Pearson and Small.</p>

NAME OF BODY	NUMBER OF MEMBERS REQUIRED & ANY RESTRICTIONS
	<p>In addition to Winchester City Council, membership includes:</p> <ul style="list-style-type: none"> • Fareham Borough Council – 1 plus deputy • Eastleigh Borough Council – 1 • Hampshire County Council – 2 • Curdridge Parish Council – 1 • Whiteley Town Council – 1 plus deputy • Botley Parish Council – 1 plus deputy <p>Can be cross-party membership. Recommended 6 WCC Members (including chairperson) with 2 deputies.</p>

REPORT TITLE: ANNUAL APPOINTMENTS TO OUTSIDE BODIES 2023/24

23 MAY 2023

REPORT OF CABINET MEMBER: COUNCILLOR MARTIN TOD, LEADER AND
CABINET MEMBER FOR ASSET MANAGEMENT

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 2023/24 by Cabinet. Nominations have been requested from Group Leaders in advance of the meeting.

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

As this report has been prepared in advance of the Annual Council meeting on 17 May 2023, references to Cabinet Members and their responsibilities are based on arrangements agreed for 2022/23.

RECOMMENDATIONS:

1. That Cabinet make appointments 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 1.6 – 1.9 of the report and in the [Guidance regarding serving on Outside Bodies.](#)

1 SUPPORTING INFORMATION:

- 1.1 Appendix A sets out all the appointments to external organisations that are required to be made for 2023/24. For completeness, it also includes a note of other external organisations where an appointment is not required at this time.
- 1.2 The Monitoring Officer has authority, in consultation with the relevant 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.
- 1.3 A complete list of current Council appointments to external organisations is available on the Council's Website [here](#).

New Organisations onto the Council's Nominations List

- 1.4 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.

- 1.5 In addition, the Monitoring Officer has authority to review the applications for inclusion on the list and to put forward to Group Managers any requests which are considered to meet this criterion.

Responsibilities of Council Representatives

- 1.6 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).
- 1.7 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 Cabinet Member 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 (e.g. visiting a community facility during the day to see it 'in action', supporting special events or open days).
- 1.8 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.
- 1.9 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](#).
- 1.10 The lead officer for each group is also shown on the table at Appendix A. This provides a ready point of contact for the member representative. The officer lead will be working closely with the organisation throughout the year particularly with those in receipt of significant Council funding.

2 OTHER OPTIONS CONSIDERED AND REJECTED

- 2.1 To not make appointments for 2023/24. However, this option was rejected because representation on outside bodies is a key element of Members' roles.

BACKGROUND DOCUMENTS:-

Previous Committee Reports:-

CAB3345 – Appointments to outside bodies 22/23

Other Background Documents:-

None.

APPENDICES:

Appendix A: List of Council appointments to external organisations

Appendix B: List of Council appointments to external organisations to be made by Scrutiny Committee (for information)

List of WCC appointments to external organisations*

**Only organisations listed in red (italic) text require appointment at this time.*

<u>Organisation</u>	<u>Number of representatives (deputies shown in brackets) and any specific requirements for representatives</u>	<u>Length of appointment</u>	<u>Lead Officer</u>
<i>The Carroll Centre Board of Trustees</i>	<i>1 deputy required (previously Cllr Clear) Current representative (Observer to the Board of Trustees) is Cllr Becker until May 2025</i>	<i>3 years (appointed May 2022 until May 2025)</i>	Steve Lincoln – Service Lead - Community
<i>Citizens Advice Winchester District</i>	<i>1 representative (Observer) Previously Cllr Clear</i>	<i>3 years (appointed May 2021 until May 2024)</i>	Susan Robbins – Corporate Head of Economy & Community
<i>Hampshire & IOW Association of Local Authorities (HIOWA)</i>	<i>2 representatives - Leader and Deputy Leader</i>	<i>1 Year</i>	Laura Taylor – Chief Executive
<i>HCC Annual Meeting regarding public transport issues</i>	<i>1 representative – Cabinet Member with responsibility for Transport</i>	<i>1 Year</i>	Andy Hickman – Head of Programme: Place
<i>Hampshire Cultural Trust</i>	<i>1 Trustee – Cabinet Member with responsibility for Culture 1 Observer – previously Cllr Laming</i>	<i>1 Year</i>	Susan Robbins - Corporate Head of Economy & Community
<i>Hampshire Home Choice Board</i>	<i>1 representative (Board Member) – Cabinet Member with responsibility for Housing</i>	<i>1 year</i>	Gillian Knight – Corporate Head of Housing
<i>Hampshire Rural Forum</i>	<i>1 representative (Forum Member) – Cabinet Member with responsibility for the Economy</i>	<i>1 year</i>	Andrew Gostelow Service Lead – Economy & Tourism
Hospital of St Cross & Almshouse of Noble	1 Nominative Trustee - Currently former Cllr Mather	4 years (until May 2024)	Susan Robbins/Steve

<u>Organisation</u>	<u>Number of representatives (deputies shown in brackets) and any specific requirements for representatives</u>	<u>Length of appointment</u>	<u>Lead Officer</u>
Poverty			Lincoln Corporate Head of Economy & Community/ Service Lead – Community
<i>Unit 12 CIC (formerly Integr8 CIC)</i>	<i>1 representative - Observer (Cabinet Member with responsibility for the Economy)</i>	<i>3 years (confirmed annually)</i>	Steve Lincoln Service Lead - Community
<i>Local Government Association</i>	<i>2 representatives - Leader and Deputy Leader</i>	<i>1 year</i>	Laura Taylor Chief Executive
<i>Partnership for South Hampshire (PfSH) Joint Committee</i>	<i>1 representative plus deputy – Leader and Deputy Leader</i>	<i>1 year</i>	Laura Taylor/Eze Ekeledo Chief Executive/Corporate Head of Planning & Regulatory
<i>PATROL (Parking and Traffic Regulations Outside London) Adjudication Joint Committee</i>	<i>1 representative (Cabinet Member with responsibility for transport/parking)</i>	<i>1 year</i>	Andy Hickman Head of Programme: Place
Play to the Crowd (formerly Live Theatre Winchester Trust Ltd)	1 Observer Currently Cllr Thompson (as Cabinet Member with responsibility for culture)	3 years (until May 2025)	Susan Robbins – Corporate Head of Economy & Community
<i>Police and Crime Panel</i>	<i>1 representative plus deputy (if required) (Panel Member)</i> <i>Currently Cllr Power (deputy Cllr Clear)</i>	<i>4 years (until May 2025)*to be confirmed annually</i>	Sandra Tuddenham Neighbourhood Services & Community Manager
Portsmouth Water Customer Forum	1 representative (member of customer challenge group) Currently Cllr Brook	3 years (until May 2025)	Andy Hickman Head of Programme: Place

<u>Organisation</u>	<u>Number of representatives (deputies shown in brackets) and any specific requirements for representatives</u>	<u>Length of appointment</u>	<u>Lead Officer</u>
<i>Project Integra Management Board</i>	<i>1 representative plus deputy (if required) (Board Members) – Cabinet Member with responsibility for Waste Must be Cabinet Members Previously Cllr Learney (deputy Cllr Tod)</i>	<i>1 year</i>	Campbell Williams Service Lead – Environmental Services
<i>River Hamble Harbour Management Committee</i>	<i>1 representative (voting committee member) plus deputy Currently Cllr Pearson (deputy Cllr Miller)</i>	<i>4 year appointment to coincide with HCC elections (until May 2025) *to be confirmed annually</i>	Andy Hickman Head of Programme: Place
<i>South Downs National Park Authority</i>	<i>1 Member of SDNPA (voting as member of the SDNPA & not their appointing body) Must be a WCC Councillor Previously former Cllr Evans.</i>	<i>4 years (from May 2023 until May 2027)</i>	Julie Pinnock Service Lead – Built Environment
<i>South East Employers</i>	<i>1 representative – previously automatic appointment for Chair of Audit & Governance Committee (as a representative or if elected as an Executive Committee member)</i>	<i>1 year</i>	Rob O'Reilly Service Lead – Human Resources
<i>South East Employers – Councillors' Local Democracy and Accountability Network</i>	<i>Up to 2 representatives No specific requirements Previously Cllrs Cutler &</i>	<i>1 year</i>	Karen Vincent Governance Manager

<u>Organisation</u>	<u>Number of representatives (deputies shown in brackets) and any specific requirements for representatives</u>	<u>Length of appointment</u>	<u>Lead Officer</u>
	<i>Pearson</i>		
<i>South East England Councils (SEEC)</i>	<i>1 representative plus deputy – Leader & Deputy Leader</i>	<i>1 year</i>	Laura Taylor Chief Executive
<i>Southampton International Airport Consultative Committee</i>	<i>2 representatives plus 2 deputies (Panel Members)</i> <i>Cabinet Member with responsibility for Transport plus 1 other rep. and 2 deputies</i> <i>Previously Cllrs Learney & Achwal (deputies Cllrs Bronk & Cook)</i>	<i>1 year</i>	David Ingram Service Lead – Public Protection
St John's Winchester Charity	1 nominated trustee Currently Cllr Learney	3 years (appointed Feb 2023 until Feb 2026)	Gillian Knight – Corporate Head of Housing
Streetreach	1 representative (Observer) Currently Cllr Batho	3 years (appointed May 2022 until May 2025)	Gillian Knight – Corporate Head of Housing
<i>Tourism South East</i>	<i>1 representative – Cabinet member with responsibility for Tourism</i>	<i>1 year</i>	Rachel Gander Tourism Marketing & Development Manager
<i>Trinity Winchester</i>	<i>1 representative required (until May 2025) to replace Cllr Clear.</i> 3 representatives (Advisory Committee Members) – other	3 years (appointed May 2022 until May 2025)	Charlotte Quinn Housing Options Manager

<u>Organisation</u>	<u>Number of representatives (deputies shown in brackets) and any specific requirements for representatives</u>	<u>Length of appointment</u>	<u>Lead Officer</u>
	2 representatives are Cabinet Member with responsibility for Housing plus Cllr Horrill.		
<i>Venta Living Ltd (the Council's housing company)</i>	<i>Two company directors</i>	<i>1 year</i>	<i>Simon Hendey Strategic Director</i>
<i>Welborne Community Forum</i>	<i>One representative. Established by Fareham Borough Council in 2022 with terms of reference as set out on their website. Previously former Cllr Evans with Cllrs Clear, Cutler and former Cllr Lumby as her deputies.</i>	<i>1 year</i>	Eze Ekeledo Corporate Head of Planning & Regulatory
<i>WinACC</i>	<i>1 Company Director & Charity Trustee – Cabinet Member with responsibility for Environment</i>	<i>1 year</i>	Steve Lincoln Service Lead - Community
<i>Winchester Business Improvement District (BID)</i>	<i>1 representative – Cabinet Member with responsibility for Economy</i>	<i>1 year</i>	Susan Robbins - Corporate Head of Economy & Community
Winchester Charity School Education Foundation	2 trustees Currently former Cllr Ferguson and Cllr Achwal	3 years (until May 2025)	David Blakemore Democratic Services Team Manager
<i>The Winchester Beacon (formerly Winchester Churches Night Shelter)</i>	<i>1 representative (Board member) – Cabinet Member with responsibility for Housing</i>	<i>3 years (confirmed annually)</i>	Charlotte Quinn Housing Options Manager
Winchester District Board of the Council for the Protection of Rural	1 representative (Co-opted non-voting member of Planning & Policy Group)	3 years (appointed May 2022 until May	Eze Ekeledo Corporate Head of Planning &

<u>Organisation</u>	<u>Number of representatives (deputies shown in brackets) and any specific requirements for representatives</u>	<u>Length of appointment</u>	<u>Lead Officer</u>
England (CPRE)	Currently Cllr Pearson	2025)	Regulatory
Winchester Excavations Committee	1 corporate trustee Currently Cllr Clear	3 years (appointed May 2022 until May 2025)	Susan Robbins - Corporate Head of Economy & Community
Winchester Housing Trust	1 Director Currently former Cllr Ferguson	2 years (appointed May 2022 until May 2024)	Gillian Knight – Corporate Head of Housing
<i>Winchester Road Safety Council</i>	<i>1 representative Previously Cllr Bolton</i>	<i>1 year</i>	Andy Hickman Head of Programme: Place
<i>Winchester Sports Stadium Management Committee</i>	<i>2 representatives (1 must be Cabinet Member with responsibility for Sport) Previously Cllrs Thompson & Laming</i>	<i>1 year</i>	Calum Drummond Health Improvement Manager
<i>Winchester Welfare Charities</i>	<i>2 trustees - Previously former Cllr McLean (new 4 year appointment until May 2028) and Cllr Achwal (until May 2026)</i>	4 years	Sally Lawrence Finance Business Partner

List of WCC appointments to external organisations to be made by Scrutiny Committee (for information only)

<u>Organisation</u>	<u>Number of representatives (deputies shown in brackets) and any specific requirements for representatives</u>	<u>Length of appointment</u>	<u>Lead officer</u>
Centre for Public Scrutiny (CfPS) – Scrutiny Champions Network	1 representative Previously Cllr Brook.	1 year – to be appointed by Scrutiny Committee	David Blakemore Democratic Services Team Manager
Portsmouth City Council – Health Overview & Scrutiny Panel	Previously Cllr Read (deputy Cllr Cutler)	1 year – to be appointed by Scrutiny Committee.	David Blakemore Democratic Services Team Manager
PfSH Overview & Scrutiny Committee	1 representative plus deputy Previously Cllr Cutler (deputy Cllr Horrill)	1 year – to be appointed by Scrutiny Committee	Laura Taylor/Eze Ekeledo Chief Executive/ Corporate Head of Planning & Regulatory

CAB3402
CABINET

REPORT TITLE: LOCAL AUTHORITY HOUSING FUND, PROPERTY AQUISITION

23 MAY 2023

REPORT OF CABINET MEMBER: COUNCILLOR MARTIN TOD, LEADER

Contact Officer: Andrew Palmer Tel No: 01962 848293 Email
apalmer@winchester.gov.uk

WARD(S): ALL

PURPOSE

In January 2023 the Government announced a £500 million capital fund (Local Authority Housing Fund LAHF) to support the local authorities who are assessed to be facing the greatest challenges in providing move on and settled accommodation for Ukrainian and Afghan families.

The Council was identified as eligible for capital grant funding of £2,400,000. With this funding we are expected to provide a minimum of 16 homes. WCC are expected to match fund to the value of £3,665,000 making the Total Scheme cost £6,065,000.

The Council has also been allocated an additional £329,109 of LAHF funding which it is required to provide a further £ 329,109 of match funding. This funding is to provide a minimum of one larger 4+ bed home to be allocated to an Afghan household currently residing in bridging accommodation.

The Council has entered into the programme and completed a “Memorandum of Understanding” in February 2023. The Council has received the first tranche of the agreed funding. This report seeks authority to procure the required number of homes that the Council has committed to provide under the memorandum of understanding.

Heads of terms have been agreed with a residential landlord to secure 16 homes currently used as Houses in Multiple Occupation (HMOs) and authority is sought to purchase these properties. Authority is also sought to procure the home that will be made available to house an Afghan family from bridging accommodation.

RECOMMENDATIONS:

1. To agree capital expenditure of up to £6,065,000 in 2023/24 to purchase and refurbish 16 properties under Financial Procedural Rule 7.4, using the approved 2024/25 HRA unallocated new build budget, to be funded by £2,400,000 LAHF grant with the balance of £3,665,000 by prudential borrowing.
2. To agree delegation to The Corporate Head – Asset Management to purchase 16 properties (detailed in Exempt Appendix 1).
3. To agree capital expenditure of up to £658,218 to purchase a Bridging accommodation property under Financial Procedural Rule 7.4, using the 2024/25 HRA unallocated new build budget, to be funded by £329,109 of LAHF grant and the balance of £329,109 of prudential borrowing.
4. To agree delegation to the Corporate Head - Asset Management to purchase the additional property to provide accommodation for those leaving the bridging hotels when a suitable property matching the requirements of the fund is identified.

IMPLICATIONS:**1 COUNCIL PLAN OUTCOME**

Tackling the Climate Emergency and Creating a Greener District

- 1.1 The proposed purchase 16 properties are predominately ex council houses with energy ratings varying from D to E. After purchase they will be included in the Housing retro-fit programme to bring them up to a minimum rating of Band C helping to reduce carbon emissions across the district

Homes for all

- 1.2 The properties to be acquired will form part of the 1017 new homes to be provided by the Council over the 10 year programme to meet housing needs in the district.

Vibrant Local Economy

- 1.3 The proposal increases the amount of affordable housing to support local workers in lower paid employment and generates impact in the local economy on the back of the supply chain for works to the homes.

Living Well

- 1.4 The portfolio of properties will be returned to good quality family accommodation with improved energy rating thus reducing potential for the quality of homes to impact on household health.

Your Services, Your Voice

- 1.5 As with all new homes schemes undertaken by the council there will be a 12 month tenant satisfaction survey carried out to address and understand any issues or concerns. TACT have been consulted on the proposal at their recent annual meeting and were supportive.

2 FINANCIAL IMPLICATIONS

- 2.1 The Total Scheme Cost for the purchase and acquisition of the 16 identified properties listed in appendix A is £6,065,000. This will be partly funded by prudential borrowing of £3,665,00 (60%) and partly funded from the Grant funding of £2,400,000 (40%).

- 2.2 The budget for the HRA contribution will come from the unallocated new homes budget provision. The underspend from 2022-23 will be brought forward to 2023-24 and the balancing item required to meet the match funding requirement will be brought forward from 2024-25 capital budget for new homes.

- 2.3. It is proposed that the properties that are acquired will be let at affordable rents of 80% market rent or LHA whichever is lower. This delivers the most

viable proposal for the HRA in relation to the competing demands of the HRA business plan to retrofit homes and maintain the council house build programme.

- 2.4. The cost of acquiring the additional property to provide a home to an Afghan family living in bridging accommodation is up to £658,218 of which £329,109 (50%) will be grant funded and the rest funded from prudential borrowing.

3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 The powers under which the Council acquires property assets can be general or specific. General Powers to acquire land and property stem from the Local Government Act 1972. (Section 120). These enable local authorities to acquire property for any of their functions, or for the benefit, improvement or development of their area
- 3.2 16 Freehold properties will be purchased. It is understood the 15 Freehold Properties are former Winchester Right to Buy properties. The price being paid is £5,745,354.00 (VAT will not be charged). The City Council will be obtaining 14 of the properties with vacant possession at the end of July 2023 and the remaining 2 properties with vacant possession in July 2024. The City Council will be registered at HM Land Registry with full absolute title for all of the properties, which is the best form of title. . A written report on the 16 properties will be prepared for the appointed delegated officer to consider before the City Council commits to exchanging contracts.

4 WORKFORCE IMPLICATIONS

- 4.1 Negotiation, purchase and management of the properties will be within existing staff resources.

5 PROPERTY AND ASSET IMPLICATIONS

- 5.1 The additional homes will be managed and maintained within the Housing Revenue Account (HRA) and provide a positive long term asset for the council.

6 CONSULTATION AND COMMUNICATION

- 6.1 Lead Cabinet Members have been briefed on the LAHF and endorsed the approach of acquiring 16 ex HMO's properties and an additional 4 bed "Bridging Property" for an Afghan family currently residing in hotel accommodation.
- 6.2 TACT have been consulted on the proposals to acquire existing properties that are currently let as HMO's on estates to be converted back to family homes and supported the proposals.

7 ENVIRONMENTAL CONSIDERATIONS

- 7.1 The acquired properties are predominately ex council properties which have been converted to HMOs by private landlords. After purchase they will become part of the HRA property portfolio and as part of the refit will then be retro-fitted along with the rest of the Council's stock to ensure they meet current and future energy standards

8 PUBLIC SECTOR EQUALITY DUTY

- 8.1 DLUCHC have conducted an Equality Impact Assessment of the programme as required. The Council has undertaken an EIA to assess local impacts. The councils allocation policies have previously been subject to an Equality Impact Assessment.

9 DATA PROTECTION IMPACT ASSESSMENT

- 9.1 None required

10 RISK MANAGEMENT

- 10.1 The two main identified risks at this stage are, firstly that the council does not comply with the funding conditions and the government grant is not paid. Secondly that the vendor withdraws from the sale and then a further 16 properties would need to be found and exchange completed by November 2023. The risks identified fit with the existing New Homes risk appetite.

Risk	Mitigation	Opportunities
Value for money	All properties have been valued independently to ensure they are bought at a market value	
Innovation	The government guidance recognises that acquisition of existing stock is one way of meeting the requirements of the LAHF	
Achievement of outcome	Head of terms already agreed with owner of 16 properties	
Property structural surveys	Have not been commissioned however all properties have been inspected and as ex council properties no	

	previous major issues have been identified	
Community Support	We have consulted with TACT who are supportive of the proposed approach	
Timescales	Acquisition meets the funding timetable subject to Cabinet agreement of this report	
Project capacity	Within existing resources	
Other		

11 SUPPORTING INFORMATION:

- 11.1 The Government announced a £500 million LAHF capital fund to support the local authorities who are assessed to be facing the greatest challenges in providing move on and settled accommodation for Ukrainian and Afghan families.
- 11.2 Winchester had provisionally been identified as eligible for capital grant funding of £2,400,000. With this funding we are expected to provide a minimum of 16 homes. WCC are expected to match fund to the value of £3,665,000 making the Total Scheme cost £6,065,000. There is an additional £329,109 in funding to provide a 4+ bed home for an Afghan family currently residing in bridging hotels. The Council has entered into a memorandum of understanding to deliver the programme.
- 11.3 Within the objectives of the fund local authorities have been given flexibility as to how the money is spent however due to short timescales for the spend DLUHC has assumed that most delivery will be via stock acquisition. In order to draw down the second tranche of funding the Council will have (as a minimum requirement) to have exchanged contracts on the properties it intends to acquire by November 2023.

Proposal

- 11.4 A local property company who primarily offer Housing in Multiple Occupation (HMO) student accommodation in ex council housing stock were looking to sell part of their portfolio. After initial discussions 16 properties were identified (Appendix 1 – list of properties) which the company were prepared to sell. Inspections of all the properties have been undertaken and they are in good condition (although full structural surveys were not carried out) and independent valuations have confirmed the offer price on that basis. Draft Heads of Terms have been agreed and are attached as Exempt Appendix 3
- 11.5 The company had valued the properties based on their existing use as HMO's however following negotiations they were prepared to offer them with a discount (details in Exempt Appendix 2). No stamp duty will be payable on the basis that as part of the Spring Budget 2023, the Chancellor announced a

change to the Stamp Duty Land Tax (SDLT) rules to ensure that purchases made by registered providers of social housing using the Local Authority Housing Fund (LAHF) qualify for the exemption from SDLT.

- 11.6 An allowance of up to £20,000 per property has been allowed as part of DLUHC funding conditions to fund repairs and decorations to bring the properties back into family use. For the purposes of the funding criteria the purchase price plus the £20,000 per property allowance makes the notional Total Scheme Cost £6,065,354. The council is able therefore to demonstrate a minimum spend of £6,065,000 allowing it to draw down the full allocation of funding of £2,400,000.
- 11.7 All the properties are either semi-detached or terraced family sized homes, all bar one property on Badger Farm, are ex-council homes. Three are located at Highcliffe, one at Winnall and eleven on Stanmore. There will be additional costs associated with bringing the properties back into family use as they have been adapted as HMO's. It has not been possible to prepare a repair schedule for individual properties but estimates following the initial visits suggest that the cost will on average be below £20,000 per property. The quality of the homes will therefore be improved.
- 11.8 Whilst the council can exchange contracts on all 16 properties in June 2023 only 14 of the properties will be available for occupation in July 2023. This is due to 2 properties being let until June 2024, these will be unavailable until the occupants vacate. This will not affect the draw down of funding as this is dependant on exchange of contracts.
- 11.9 The 16 acquired properties do not have to be let to Ukrainian families if there are no Ukrainian families requiring accommodation when the acquired homes are available for letting. DLUHC recognise that some family sizes will not match the size of the acquired properties. The purpose of the LAHF programme is to increase the overall number of affordable homes available to meet housing need including the need of the Ukrainian families. The Council will need to demonstrate that it has provided homes to 16 Ukrainian families to comply with the grant conditions.
- 11.10 The element of the programme for bridging hotel accommodation commits the council to provide one 4 bedroom house with a grant available of up to £329,109 representing up to 50% of the cost of the property and an allowance of £20,000 for repairs. A property has been viewed which meets the funding criteria however advice is being sought on its suitability for a family with the County Council resettlement team as the purchase will be bespoke to the needs of a family. Unlike the main element of the programme the Bridging property has to be offered to a family in Bridging accommodation. When or if the property is no longer required as Bridging accommodation the council is free to choose what to do with it and will not be required to pay back the grant. This also applies to the main element of the programme of 16 properties.

12 OTHER OPTIONS CONSIDERED AND REJECTED

- 12.1 Consideration was given to substituting existing HRA funding of schemes in the development programme in order to claim the LAHF funding (where the rules of the LAHF were met). Acquiring 17 additional homes will provide the accommodation in a more timely way to meet the present demand and so the development option was not pursued.
- 12.2 The Council was not obliged to accept the offer of funding from the government however there would still be a potential obligation to assist Ukrainian families that became homeless. Therefore, that option was not recommended.

BACKGROUND DOCUMENTS:-

Previous Committee Reports: - CAB3387 – HRA Budget 23/24, 9th Feb 2023

Other Background Documents:- None

APPENDICES:

- Exempt Appendix 1 - List of 16 properties
- Exempt Appendix 2 - Viability Appraisal
- Exempt Appendix 3 – Draft Heads of Terms



Strategic Director: City Offices
Resources Colebrook Street
Winchester
Hampshire
SO23 9LJ
Tel: 01962 848 220
Fax: 01962 848 472
email ngraham@winchester.gov.uk
website www.winchester.gov.uk

Forward Plan of Key Decisions

June 2023

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 Members 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 2023** 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 £250,000 or which will have a significant effect on people or organisations in two or more wards.

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

The Plan has been set out in the following sections:

Section A – Cabinet

Section B - Individual Cabinet Members

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 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 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 Martin Tod

Leader of the Council

2 May 2023

	Item	Cabinet Member	Key Decision	Wards Affected	Lead Officer	Documents submitted to decision taker	Decision taker (Cabinet, Cabinet Member 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

Page 53	1	Station Approach - results of capacity study findings and next steps	Cabinet Member for Asset Management	n/a	Town Wards	Emma Taylor	Cabinet Committee report	Cabinet Committee: Regeneration	Jun-23	7-Jun-23	Part exempt 3
		Park and ride bus contract	Cabinet Member for Climate Emergency	Expenditure > £250,000	Town Wards	Andy Hickman	Cabinet report	Cabinet	Jun-23	21-Jun-23	Part exempt 3
	3	Masterplan governance	Cabinet Member for Place & Local Plan	Significantly effect on 2 or more wards	All Wards	Eze Ekeledo	Cabinet report	Cabinet	Jun-23	21-Jun-23	Open

	Item	Cabinet Member	Key Decision	Wards Affected	Lead Officer	Documents submitted to decision taker	Decision taker (Cabinet, Cabinet Member 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	Bushfield Camp masterplan	Cabinet Member for Place & Local Plan	Significantly effect on 2 or more wards	Badger Farm & Olivers Battery	Eze Ekeledo	Cabinet report	Cabinet	Jun-23	21-Jun-23	Open
5	Public Conveniences strategy - Pride in Place	Cabinet Member for Service Quality	Expenditure > £250,000	All Wards	Andy Hickman	Cabinet report	Cabinet	Jun-23	21-Jun-23	Open
6	Land transaction	Cabinet Member for Asset Management	Expenditure > £250,000	All Wards	Geoff Coe	Cabinet report	Cabinet	Jun-23	21-Jun-23	Part exempt 3

Section B

Decisions made by individual Cabinet Members

7	Biodiversity Net Gain - Technical Advice Note	Cabinet Member for Place & Local Plan	Significantly effect on 2 or more wards	All Wards	Steve Lincoln	Cabinet Member decision report	Cabinet Member for Place & Local Plan Decision Day	Jun-23	5-Jun-23	Open
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	Item	Cabinet Member	Key Decision	Wards Affected	Lead Officer	Documents submitted to decision taker	Decision taker (Cabinet, Cabinet Member 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
8	Winchester residents off-street parking season tickets and evening parking charge rate	Cabinet Member for Climate Emergency	Significantly effect on 2 or more wards	Town Wards	Campbell Williams	Cabinet Member decision report	Cabinet Member for Climate Emergency Decision Day	Jun-23	5-Jun-23	Open
6 Page 55	The Dean Car Park, New Alresford	Cabinet Member for Climate Emergency	Expenditure > £250,000	Alresford & Itchen Valley	Andy Hickman	Cabinet Member decision report	Cabinet Member for Climate Emergency Decision Day	Jun-23	5-Jun-23	Part exempt 3

Section C

Decisions made by Officers

10	Treasury Management - decisions in accordance with the Council's approved strategy and policy	Cabinet Member for Finance & Value	Expenditure > £250,000	All Wards	Designated HCC Finance staff, daily	Designated working papers	Designated HCC Finance staff, daily	Jun-23	Jun-23	Open
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