



NOTICE IS HEREBY GIVEN THAT THE ANNUAL MEETING OF HART DISTRICT COUNCIL WILL BE HELD IN THE COUNCIL CHAMBER, CIVIC OFFICES, HARLINGTON WAY, FLEET ON THURSDAY, 16 MAY 2019 AT 7.00 PM

Joint Chief Executive

CIVIC OFFICES, HARLINGTON WAY  
FLEET, HAMPSHIRE GU51 4AE

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## **AGENDA**

**COPIES OF THIS AGENDA ARE AVAILABLE IN  
LARGE PRINT AND BRAILLE ON REQUEST**

- 1 At the start of the meeting, the Lead Officer will confirm the Fire Evacuation Procedure.**
- 2 The Chairman will also ask if anyone intends to record proceedings, and will announce that anyone remaining at the meeting has provided their consent to any such recording.**

### **1 ELECTION OF CHAIRMAN**

To elect a Chairman from among the Councillors of the District.

### **2 ELECTION OF VICE-CHAIRMAN**

To elect a Vice-Chairman from among the Councillors of the District.

### 3 MINUTES

To confirm the Minutes of a meeting of the Council held on 25 April 2019. **Paper A**

### 4 APOLOGIES FOR ABSENCE

### 5 DECLARATIONS OF INTEREST

To declare disclosable pecuniary, and any other, interests

### 6 CHAIRMAN'S ANNOUNCEMENTS

### 7 RETURNING OFFICER'S REPORT

The following members were elected on 2 May 2019.

Ward	Councillor	Party	Term Expires
Blackwater & Hawley	Harward	LD	2023
Crookham East	Axam	CCH	2023
Crookham West & Ewshot	Clarke	CCH	2023
Fleet Central	Davies	CCH	2023
Fleet East	Wildsmith	LD	2023
Fleet West	Kinnell	CCH	2023
Hartley Wintney	Farmer	C	2023
Hook	Tomlinson Smith	C I	2020 2023
Odiham	Dorn	C	2023
Yateley East	Neighbour	LD	2023
Yateley West	Lamb	LD	2023

### 8 MEMBERSHIP OF CABINET

The Leader to confirm membership of Cabinet.

### 9 MEMBERSHIP OF COMMITTEES

I To appoint Members to serve on the following Committees:

(THE FIGURES ARE CALCULATED ON **PROVISIONAL** PARTY GROUPS)

<u>Committee</u>	<u>Con</u>	<u>CCH</u>	<u>Lib-Dem</u>	<u>To be allocated</u>	<u>Total</u>
<b>Audit*</b>	2	2	2	1	7
<b>Licensing</b>	4	4	3	0	11
<b>Overview &amp; Scrutiny ***</b>	4	4	3	0	11

<b>Crime and Disorder Joint Scrutiny</b>	1	1	1	0	3
<b>Five Councils Partnership Joint Committee</b>				2	2
<b>Planning**</b>	4	4	3	0	11
<b>Standards</b>	2	2	2	0	6 †
<b>Staffing</b>	2	2	2	0	6 †
<b>Appeals</b>	2	2	2	0	6

† Committee size adjusted to take proportionality implications into consideration

Notes:

\* No Members of the Cabinet will be Members of the Audit Committee.

\*\* It is Council practice that membership of the Planning Committee will comprise the maximum of one representative from each Ward, provided this is consistent with the rules on political balance.

\*\*\* No Members of the Cabinet will be Members of the Overview and Scrutiny Committee.

I To confirm membership of the Standards Committee for the municipal year 2019/20

i Six District Councillors (as above)

ii One Lay Person (Peter Kern)

iii Three Parish Members to be appointed by Hart District Association of Parish and Town Councils.

## **10 ELECTION OF CHAIRMEN OF COMMITTEES**

The Chairman will take nominations for Chairmen of each of the Committees, and Members of each Committee will elect its Chairman for the forthcoming Municipal Year. Each Committee will elect their Vice-Chairman at their first meeting.

## **11 ANNUAL REPORT OF CHAIRMAN OF OVERVIEW & SCRUTINY COMMITTEE**

The Chairman of the 2018/19 Overview and Scrutiny Committee, Councillor Crookes, will present the Committee's Annual Report. **Paper B**

**12 ANNUAL REPORT OF CHAIRMAN OF THE AUDIT COMMITTEE**

The Chairman of the 2018/19 Audit Committee, Councillor Axam, will present the Committee's Annual Report. **Paper C**

**Date of Despatch: 8 May 2019**

## **COUNCIL**

**Date and Time:** Thursday, 25 April 2019 at 7.00 pm

**Place:** Council Chamber, Civic Offices, Fleet

**Present:**

### **COUNCILLORS –**

Makepeace-Browne - (Chairman)

Ambler	Crampton	Kinnell
Axam	Crookes	Neighbour
Bailey	Delaney	Oliver
Blewett	Drage	Parker
Burchfield	Dickens	Quarterman
Butler	Forster	Radley
Clarke	Gray	Wheale
Cockarill	Gorys	Worlock
Collings	Kennett	Wright

### **Officers Present:**

Daryl Phillips	Joint Chief Executive
Gill Chapman	Committee Services

## **I 07 MINUTES OF PREVIOUS MEETING**

The Minutes of the Meeting held on 28 March 2019 were confirmed and signed as a correct record.

Councillor Burchfield referred to his question at March Cabinet (page 79). He said it had not been addressed in the April Cabinet minutes. Councillor Neighbour responded that it would be addressed at the next Cabinet meeting.

## **I 08 APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillors Crisp, Harward, Renshaw and Southern.

## **I 09 DECLARATIONS OF INTEREST**

No declarations were made.

## **I 10 PRESENTATION BY COUNTRYSIDE SERVICES**

Adam Green, Ecological and Countryside Manager, gave a short presentation in celebration of Colin Grey MBE on his retirement as Chairman of Fleet Pond Society, and all the hard work he and his wife had done for Fleet Pond.

Many awards had been given for Fleet Pond over the years, particularly a Queen's Golden Jubilee Award and Green Flag Pond awards, towards which Colin was a major contributor, also in managing volunteers and helping to contribute many thousands of volunteer hours over the years.

Rangers and Councillors paid tribute to Colin as dedicated, hardworking and a pleasure to work with. Members thanked him for his many years of service to Fleet Pond Society and his dedication to the upkeep and improvement of Fleet Pond.

## **I 11 COUNCIL PROCEDURE RULE 12 – QUESTIONS BY THE PUBLIC**

No questions received.

## **I 12 COUNCIL PROCEDURE RULE 14 – QUESTIONS BY MEMBERS**

No questions received.

## **I 13 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman had attended the following events on behalf of the Council.

- 29 March Mayor Fareham Charity Ball, Fareham Hall, Fareham
- 12 April Mayor of Southampton Charity Dinner at Southampton Football Club, St Mary's Football Stadium
- 18 April Gosport Borough Council Civic Day, Gosport Town Hall

The Chairman thanked Members for their support throughout her term, and announced that just over £14,000 had been raised for the Chairman's Charities. She had enjoyed representing Councillors and the Council as a whole and attending the many interesting and enjoyable events.

Councillors paid tribute to Members leaving the Council, Councillors Burchfield, Gray, Gorys, and Renshaw, and thanked them for their years of hard work and service to residents and the Council.

## **I 14 CABINET MEMBERS ANNOUNCEMENTS**

The Leader of the Council, **Councillor Neighbour**, thanked those Councillors that were not standing for their contribution to the District, and wished everyone success in the elections.

The Cabinet Member for Contracts and Community Safety, **Councillor Radley**, reported:

This council under the previous administration outsourced some services, and unfortunately some of those outsourcing contracts have not been successful, and one even failed to deliver any services to us. Members will be pleased to hear that following lengthy negotiations to conclude the Vinci contract, we have exited this contract at a cost £257k.

The Cabinet Member for Technical Services, **Councillor Oliver**, reported

As part of the new waste services contract with Serco we will be conducting a review of the collection rounds in Hart to take account of new developments. This round review is anticipated to impact no more than ten per cent of Hart Households. The reason I am announcing it tonight is that our target date is July and letters will be going to residents in June, and we expect to continue the excellent service Hart residents receive.

A Member asked questions on the inclusion of fly tipping in the review and the proposed textile collection. Councillor Oliver responded that this was merely a round review and fly tipping would not be included, and that it was hoped the textile collections would be introduced in July of this year.

## **115 JOINT CHIEF EXECUTIVES' REPORT**

The Joint Chief Executive reported that the planned filming system in the Chamber had been delayed by a security issue and Capita were helping to resolve this.

## **116 MINUTES OF COMMITTEES**

<b>Meeting</b>	<b>Date</b>
<b>Overview and Scrutiny Committee (draft)</b>	<b>19 March 2019</b>

A Member questioned whether service boards were contributing to producing adequate service plans. The Chairman of Overview and Scrutiny Committee reported that there had been a discussion on the efficiency of service boards, which would be included in his Annual Report to Council in May.

<b>Audit Committee (draft)</b>	<b>26 March 2019</b>
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No questions asked.

<b>Cabinet (draft)</b>	<b>4 April 2019</b>
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No questions asked.

<b>Planning Committee</b>	<b>10 April 2019</b>
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No questions asked

## **I 17 OUTSIDE BODIES - FEEDBACK FROM MEMBERS**

Councillor Parker, had attended a meeting of SEEC and would circulate papers when available.

Councillor Collings had attended a Military Covenant Meeting, where access to Long Valley had been raised. Councillor Collings had been trying to get more information on this from the Army, and would be making contact shortly.

## **I 18 CONFIRMATION OF SOLICITOR TO THE COUNCIL**

The Joint Chief Executive asked Members to note the Solicitor to the Council. Councillor Gorys proposed to accept the understanding, and Councillor Parker seconded and after a vote it was

### **RESOLVED**

That the Basingstoke and Deane Legal Services Manager be also the Solicitor to the Council for Hart.

The meeting closed at 8.05pm



**ANNUAL COUNCIL**

**DATE OF MEETING: 16 MAY 2019**

**TITLE OF REPORT: REVIEW OF THE WORK OF OVERVIEW AND SCRUTINY COMMITTEE OVER THE PAST YEAR 2018/19**

**Report of: Chairman of the Overview & Scrutiny Committee**

**I PURPOSE OF REPORT**

**1.1** To report to Council on the work of Overview & Scrutiny Committee over the past year 2018/19.

**3 WHAT IS OVERVIEW AND SCRUTINY?**

**3.1** Although not a decision-making body, effective Overview and Scrutiny has enormous potential to influence and inform decisions made by both the Council and partner bodies affecting the District.

**3.2** The Committee can review and scrutinise any matters which affect the Council, its area or the residents of that area, in order to provide greater transparency and accountability in the delivery of local services.

**3.3** The following key roles were identified as areas which Overview and Scrutiny should be concerned with in Hart:

- Holding the Cabinet to account (through acting as a “critical friend”), which may include reviewing decisions taken by Cabinet, but not yet implemented, via the ‘call-in’ procedure;
- Monitoring Council performance;
- Reviewing policy;
- Developing policy; and
- Scrutinising externally issues of public concern which may affect the Council and its delivery of services.

**3.4** The Committee comprises 11 members. All Hart Councillors are eligible to sit on the Committee, except for members of the Cabinet. No Councillor can be involved in the scrutiny of a decision with which he/she has been directly involved. The Committee is chaired by a member of the main opposition party.

**3.5** An important part of the role of the Committee is through the use of Service Boards. These comprise Lead Service Portfolio Holders and a small number of Overview & Scrutiny members who appointed to look in depth at particular issues and their recommendations, which may suggest a change in policy or service provision. These are submitted to Overview & Scrutiny Committee for consideration and onward recommendation is appropriate.

**3.6** This year however, it must be acknowledged that the current Service Board arrangements were not working, with Boards being cancelled essentially due to lack of Member engagement and feedback. The recommendation to next year’s

Committee is that it should review Service Board arrangements to enable more effective arrangements to be put in place to monitor performance and scrutinise progress against Service Plans.

#### **4 REVIEW OF 2018/9 AND THE ACTIONS TAKEN**

##### **4.1 Regular reports -**

Quarterly performance/budget monitoring /RIPA/Flooding

##### **4.2 Regular annual one off reports -**

Treasury Management/ 2017/18 Outturn Position/ MTFS/ Draft Budget / Service Plans/ Corporate Risk Register/Local Government Ombudsman Annual Review Letter.

##### **4.3 Individual Items of Note**

###### **4.3.1 June 2018**

BIODIVERSITY ACTION PLAN 2018-23 - considered before Cabinet approval was sought.

###### **4.3.2 July 2018**

DRAFT TREE RISK MANAGEMENT STRATEGY - considered before Cabinet approval was sought

COMMERCIALISATION AT HART - Members considered the presentation of a 'strategic business case' for progressing the Commercialisation project across the Council as part of its project management programme, and supported the draft recommendation to Cabinet.

###### **4.3.3 August 2018**

PUBLIC SPACE PROTECTION ORDER IN FLEET TOWN CENTRE - Members agreed that it would not be appropriate to pursue a PSPO in Fleet Town Centre at this time, and supported the use of alternative tools and powers to tackle antisocial behaviour.

###### **4.3.4 September 2018**

FLY TIPPING UPDATE - Members received an update on the Council's arrangements for the enforcement of fly-tipping offences and the Hart Fly Tipping Strategy.

REVIEWING THE OUTCOME OF THE LITTER AND DOG FOULING ENFORCEMENT TRIAL - The Committee was updated on the outcomes of the litter and dog fouling enforcement trial operated by East Hampshire District Council (EHDC). The Committee recommended that Cabinet delegate to East Hampshire District Council the enforcement functions for littering and dogs.

ASSESSMENT OF AVAILABILITY OF SUITABLE ALTERNATIVE NATURAL GREEN SPACE (SANG) - Members were updated on the latest position regarding Suitable Alternative Natural Green Space (SANG) capacity within Hart.

#### **4.3.5 October 2018**

FLY TIPPING FIXED PENALTY NOTICES - Members were informed of the provisions for fixed penalty notices for fly tipping and support was sought, through a recommendation to Cabinet, for authority to serve Fixed Penalty Notices for fly-tipping offences.

NEW SETTLEMENT DPD GOVERNANCE AND RESOURCING ARRANGEMENTS - Members considered some of the possible first stages in delivering a new settlement in the District, including draft proposals for a governance framework for the development of the new settlement and for additional resources to take the project forward. It was agreed to request that Cabinet include the Chairman of Overview and Scrutiny on the proposed Member New Settlement Working Group and also to provide some input into the Garden Communities funding bid.

#### **4.3.6 November 2018**

TENANCY STRATEGY 2018 – 2023 - The Committee considered the Tenancy Strategy 2018-23, before Cabinet approval was sought for its adoption.

TRAFFIC MANAGEMENT PROGRAMME – 2018/19 & 2019/20 - Prior to consideration by Cabinet, the Committee's views were sought on a proposed draft priority traffic management programme to be delivered by 31 March 2020.

HART DISTRICT COUNCIL VISION 2040 - The Committee was given an opportunity to have an input into the draft Vision 2040, which had been put together by a cross party Member sub-group. The Committee did not feel that the existing Vision 2040, as presented, achieved its objectives, and recommended that it did not go forward to Cabinet until more work has been done.

#### **4.3.7 December 2018**

OMBUDSMAN COMPLAINT - Members were informed of the outcome of a complaint which had been lodged with the Local Government Ombudsman.

UPDATED PRIVATE SECTOR RENEWAL POLICY - Members considered the updates to the Council's Private Sector Renewal Policy.

PROGRESS REPORT ON THE PEER REVIEW ACTION PLAN - Members considered the progress that the Council had taken in response to the key findings from the LGA Peer Review undertaken in March 2018. Members discussed the proposal to reduce the number of Council meetings and queried why statistics of Member attendance at meetings and training events were no longer published.

**4.3.8 January 2019**

HART AND SKY OCEAN RESCUE - Members' views were sought on a proposed joint initiative with Sky Ocean Rescue to eliminate single use plastic in Hart prior to the proposal being considered by Cabinet.

CIVIL PARKING ENFORCEMENT AND TRAFFIC MANAGEMENT AGENCY UPDATE - Members considered the proposals to renew the agency agreements for Civil Parking Enforcement and Traffic Management prior to this being considered by Cabinet.

SHARED SERVICES REVIEW AT HART - The Committee considered a 'strategic business case' for progressing a shared service review as part of its Commercialisation Strategy, and the proposed scope of the shared service review.

**4.3.9 February 2019**

LOCAL DISCRETIONARY BUSINESS RATE RELIEF SCHEME 2018/19 - Members were asked to consider the Local Discretionary Relief Scheme for 2018/19, and it was suggested that the Fleet Business Improvement District could be engaged to help their businesses apply for the discretionary business rate relief.

DOG CONTROL PUBLIC SPACE PROTECTION ORDER - Members considered a proposed Dog Control Public Spaces Protection Order (PSPO) across the District prior to the proposal being considered by Cabinet.

**4.3.10 March 2019**

DRAFT SERVICE PLANS - Members considered draft service plans for 2019/20. It was disappointing that two service plans were not included in the agenda papers but presented on the evening of the meeting. The Chair of Scrutiny attended the subsequent Cabinet meeting and suggested that the format and content of the Service Plans could be improved.

**4.3.11 April 2019**

FLY TIPPING UPDATE – the Committee received an update report on the testing of the Council's arrangements for managing fly-tipping. Members considered the feedback on the camera trials and the adjustment to Hart's Fly-Tipping Strategy. In a wide ranging discussion Members note the effort of the officers to test both the adopted Fly-tipping Strategy and also the use of cameras and enforcement powers. The general consensus however was that despite best endeavours the testing had demonstrated that perhaps a more radical approach to tackling fly-tipping should be explored before further expenditure was considered. The first step was to seek more informed data on the nature, rates and costs of fly-tipping in Hart and then, in light of more informed data, Officers could look to explore and report back to Committee on what was possibly could be more effective approaches to dealing with fly-tipping.

## **PAPER D**

REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES - The Committee were informed of members' work in 2018/19 as representatives of the Council on outside bodies via a summary of reports from the Council's representatives on those external bodies. The Committee noted the responses that had been received but expressed disappointment that not all the representatives appointed by the Council to serve on outside bodies had provided any feedback.

**Contact Details:** Ken Crookes, Chairman of Overview and Scrutiny Committee



**Annual Report of the Audit Committee 2018/19**

## **I. INTRODUCTION**

- 1.1 The purpose of this report is to inform members and the public of the work carried out by the Council's Audit Committee during 2018/19. It will also provide details of how the Committee fulfilled its Terms of Reference and responsibilities and obtained assurances on the Council's internal control and risk management arrangements.
- 1.2 The Chartered Institute of Public Finance (CIPFA), have issued guidance on to local authorities on how Audit Committees can operate effectively. The guidance recommends that Audit Committees provide an annual report on how they have discharged their responsibilities.

## **2. BACKGROUND**

- 2.1 The Audit Committee is a key element of the Council's governance arrangements. It reviews the effectiveness of the risk management and internal control frameworks of the Council using information provided by both Internal and External Audit.
- 2.2 It will also provide assurance on the on the integrity of the Council's Financial Statements, and consider the opinion provided by External Audit on the arrangements in place to obtain value for money.
- 2.3 During 2018/19 the Committee has met four times, this is in accordance with the Schedule of Meetings for the Council for 2018/19. Members of the Committee for 2018/19 were:

Councillors: Axam (Chair), Burchfield (Vice Chair), Blewett, Crookes, Harwood, Kennett and Makepeace-Browne

## **3. Governance, Risk and Control**

### **What Did We Do?**

- In March 2018, we approved a revised Terms of Reference for the Committee. This better aligned the committee to CIPFA good practice.
- We also reviewed and updated the Council's Anti-Fraud and Corruption Policy. This should ensure that our policy is up to date and contains best practice.
- In July 2018, we reviewed and approved the Annual Governance Statement. This details the council's governance arrangements and highlights any significant weaknesses that management need to address.
- In July 2018 we reviewed a Fraud Risk Assessment which identified the controls that are in place to prevent the risk of fraud and corruption.

- We received half yearly reports on the effectiveness of our risk management arrangements.
- We provided an appropriate challenge to management on the robustness of our risk and internal control environments during the year. Where appropriate key partners such as Capita were asked to attend the Committee to explain significant weakness in services that they provide.

#### 4. Internal Audit

##### What Did we Do

- In March 2018 we approved the Internal Audit Plan, this provides detail of the work that internal audit planned to carry out during 2018/19.
- We received regular progress reports from Internal Audit on their work. These provided the Committee with assurance or otherwise on the effectiveness of internal controls. We were able to consider key findings and actions from internal audit reports and, if necessary ask management for updates on progress on agreed actions. The reports also provided updates on fraud and allows the committee to monitor progress on planned work
- In July 2018 we received a report from Internal Audit which provided their opinion on the Council's internal control framework. The report provided a satisfactory level of assurance on the internal control environment.
- In May 2018 we received and reviewed a self assessment from Internal Audit on how the service complies with the requirements of the Public Sector Internal Auditing Standards.
- As Chairman of the Committee I have maintained effective on-going communication with the Internal Audit Manager during the year. This has ensured that any significant risks identified by internal audit are reported to members in a timely manner.

#### 5. External Audit

##### What did we do?

- In March 2018 we received and reviewed the annual External Audit Plan, this detailed the planned work of our External Auditors for the year.
- In July 2018 we received our external Auditors report on the Statement of Accounts for 2017/18. We were pleased to receive an unqualified opinion on our financial statements.



- We also received an unqualified opinion on our arrangements in place to secure value for money.
- In October 2018 we received the Annual Audit Letter. Any issues raised have been noted by management to complete agreed actions.

## 6. Financial Reporting

### What did we do?

- In July 2018, the Committee reviewed and signed off the Statements of Accounts for 2017/18.
- During the year we have received reports from internal audit on the effectiveness of financial controls.
- The Committee considered any significant risks and governance issues arising from the audit of the accounts by our External Auditors.
- The Head of Corporate Services who is the Section 151 Officer attends all Audit Committee meetings. This has ensured the committee has direct access to the Section 151 Officer to discuss any financial control issues.

## 7. Have we added value to Hart District Council

The Audit Committee fulfils a technical and challenging role. During the year it has sought assurances from both officers and our External Auditors that the risks and threats to the council are identified and mitigated appropriately.

We have made appropriate enquiries to confirm that the Council's Financial Statements are accurate and reliable.

It is in seeking these assurances that the Committee adds value to Hart District Council. We believe that during 2018/19, the Committee has met its Terms of Reference and provided an effective governance role.

**Councillor Chris Axam**  
**Chairman of the Audit Committee**

# **AUDT COMMITTEE**

## **TERMS OF REFERENCE**

### **1.0 Purpose of the Committee**

1.1 The Audit Committee is a key element of the Council's corporate governance framework., the Committees main roles are to:

- To provide independent assurance on the adequacy of the Council's governance arrangements including its risk management framework and the internal control environment.
- To oversee financial reporting including the approval of the Statement of Accounts.
- To oversee the work of internal and external audit, helping to ensure effective assurance arrangements are in place for both functions.

### **2.0 GOVERNANCE, RISK and CONTROL**

- 2.1 To review the Annual Governance Statement prior to approval and consider whether it properly reflects the risk environment taking into account internal audit's opinion on the overall adequacy and effectiveness of the council's framework of governance, risk management and control.
- 2.2 To monitor the effective development and operation of risk management in the Council.
- 2.3 To review progress being made to address risk related issues that are reported to the committee.
- 2.4 To consider the council's arrangements in place to secure value for money.
- 2.5 To review the assessment of fraud related risks and ensure appropriate mitigations are in place to manage them.

2.6 To consider reports on the effectiveness of internal controls in place and obtain assurance that agreed actions are implemented to improve the internal control framework.

2.7 To consider the council's framework of assurance and ensure that it adequately addresses the risks and priorities of the council.

### **3.0 INTERNAL AUDIT**

3.1 To approve the annual risk based internal audit plan and the resource requirements to meet the needs of the plan.

3.2 To approve significant changes to the annual plan.

3.3 To approve the Internal Audit Charter

3.4 To receive updates on the work of internal audit, to include the reporting of key findings and review agreed actions to rectify internal control and risk management issues.

3.5 To receive summaries of any specific internal audit reports that are requested.

3.6 To consider how the work of internal audit complies with the Public Sector Internal Auditing Standards. Including any improvement actions required where the service does not conform to the standards.

3.7 To review the Internal Audit Manager's annual report.

3.8 To maintain effective communication between the Audit Committee and the Internal Audit Manager.

3.9 To make appropriate enquiries of management and the Audit Manager to determine if there are any inappropriate scope or resource limitations, in respect of carrying out internal audit work.

3.10 To receive regular updates on the performance of internal audit work against the annual audit plan.

3.11 To receive reports outlining the action taken where the internal audit manager has concluded that management has accepted a level of risk that may be unacceptable to the authority or there are concerns about progress with the implementation of agreed actions.

#### **4.0 EXTERNAL AUDIT**

- 4.1 To consider the Annual Audit Letter, other relevant reports and the report to those charged with governance.
- 4.2 To consider the Annual opinion report on the Statement of Accounts, Value for Money and Annual Governance Statement.
- 4.3 To comment on the scope and depth of External Audit work and ensure it provides value for money.
- 4.4 To commission work from internal and external audit.

#### **5.0 FINANCIAL REPORTING**

- 5.1 To review and approve the Statement of Accounts on completion of the annual audit by the Council's External Auditors.
- 5.2 To consider the external auditor's report to those charged with governance on any issues arising from the audit of the accounts.

#### **6.0 ACCOUNTABILITY**

- 6.1 Where considered appropriate report, to full council and those charged with governance on any issues concerning the effectiveness of the arrangements in place for governance, risk, and internal control frameworks.

## **Audit Committee Work Plan 2018/19**

### **March 2018**

- Certification of Claims and Returns Report 16/17
- External Audit Plan Report
- Internal Audit Progress Report Q4
- Internal Audit Charter & Internal Audit Plan
- Audit Committee Draft Terms of Reference
- Revised Risk Management Policy
- Revised Fraud and Corruption Policy

### **May 2018**

- Draft Annual Governance Statement
- Internal Audit Progress Report
- Risk Management Effectiveness Update Report
- Internal Auditor Managers Report and Opinion
- Internal Audit Standards Report

### **July 2018**

- Management Representation Letter
- Local Code of Good Governance Review
- Annual Financial Report in financial statements
- Annual Governance Statement
- External Audit - Audit Results Report
- Internal Audit Progress Report

### **October 2018**

- External Auditor – Annual Audit Letter
- Certification of Claims and Returns Annual Report 17/18
- Internal Audit Progress Against the Audit Plan
- Risk Management Effectiveness Update Report

## **COUNCIL**

**Date and Time:** Thursday, 16 May 2019 at 7.00 pm

**Place:** Council Chamber, Civic Offices, Fleet

**Present:**

### **COUNCILLORS –**

Wheale - (Chairman)

Ambler	Davies	Neighbour
Axam	Delaney	Oliver
Bailey	Dorn	Quarterman
Blewett	Drage	Radley
Butler	Farmer	Smith
Clarke	Harward	Southern
Cockarill	Kennett	Tomlinson
Crampton	Kinnell	Wildsmith
Crisp	Lamb	Worlock
Crookes	Makepeace-Browne	Wright

Officers Present:

Patricia Hughes	Joint Chief Executive
Daryl Phillips	Joint Chief Executive
Gill Chapman	Committee Services
Alison Cottrell	Committee Services

## **I ELECTION OF CHAIRMAN**

Councillor Wheale was proposed by Councillor Radley and seconded by Councillor Neighbour as Chairman of the Council.

### **DECISION**

That Councillor Wheale be elected Chairman of the Council for the municipal year 2019/20.

The Chairman of the Council, having signed the required Declaration of Acceptance of Office, then took the Chair and thanked the Council for the honour bestowed on her.

Councillor Wheale thanked Councillor Makepeace-Browne, and members paid tribute to her Chairmanship and fund raising work throughout her year in office.

Councillor Makepeace-Browne responded, thanking Members for their complimentary comments, and that it had been an honour to serve as Chairman.

Members' support had been appreciated through the year, and it had been a pleasure meeting the representatives from other Hampshire districts. She had been privileged to be involved with many interesting and enjoyable events.

## **2 ELECTION OF VICE CHAIRMAN**

Councillor Kennett was proposed as Vice-Chairman of the Council by Councillor Neighbour and seconded by Councillor Radley.

### **DECISION**

That Councillor Kennett be elected Vice-Chairman of the Council for the ensuing year.

The Vice Chairman of the Council, having signed the required Declaration of Acceptance of Office, thanked the Council for the honour bestowed on him.

## **3 MINUTES**

The Minutes of the meeting of the Council held on 25 April 2019 were confirmed and signed as a correct record.

## **4 APOLOGIES FOR ABSENCE**

Apologies had been received from Councillors Collings and Forster.

## **5 DECLARATIONS OF INTEREST**

None declared.

## **6 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman welcomed everyone to the new year, especially the new members, stressing that there was a wealth of experience in Officers and Members for new Councillors to draw on. The Chairman wished the leaving Councillors well and thanked them for their service.

The Chairman congratulated Councillor Blewett on his 30 years of service as a Councillor on Hart District Council. Members echoed her congratulations and thanked Councillor Blewett for his work and dedication over the years.

The Chairman confirmed that she would be working with three charities this year from the West, East and Central areas of the district. She would announce her charity plan at the next meeting.

## 7 RETURNING OFFICER'S REPORT

Members noted that the following members had been elected on 2 May 2019.

Ward	Councillor	Party	Term Expires
Blackwater & Hawley	Harward	LD	2023
Crookham East	Axam	CCH	2023
Crookham West & Ewshot	Clarke	CCH	2023
Fleet Central	Davies	CCH	2023
Fleet East	Wildsmith	LD	2023
Fleet West	Kinnell	CCH	2023
Hartley Wintney	Farmer	C	2023
Hook	Tomlinson Smith	C I	2020 2023
Odiham	Dorn	C	2023
Yateley East	Neighbour	LD	2023
Yateley West	Lamb	LD	2023

C - Conservative      LD - Liberal Democrat      CCH - Community Campaign Hart  
I - Independent

## 8 MEMBERSHIP OF CABINET

The Leader confirmed membership of Cabinet and their Portfolios:

Councillor Neighbour	Leader - Strategic Direction and Partnerships
Councillor Radley	Deputy Leader - Finance and Corporate Services
Councillor Oliver	Environment
Councillor Cockarill	Place
Councillor Kinnell	Regulatory
Councillor Ambler	Digital
Councillor Bailey	Community
Councillor Quarterman	Commercialisation

## 9 MEMBERSHIP OF COMMITTEES

The nominations for Membership for each Committee, with regard to the rules of political proportionality, were confirmed.

For the purposes of Part I of the Local Government and Housing Act 1989, the allocation of Members and seats on the Committees of the Council be as follows:

Committee	Seats	Conservative	Lib Dem	CCH
<b>Audit</b>	7	Southern Tomlinson	Blewett Harward	Axam Clarke Smith



<b>Licensing</b>	11	Farmer Kennett Tomlinson Wright	Crisp Harward Wildsmith	Butler Clarke Collings Delaney
<b>Overview and Scrutiny</b>	11	Crookes Dorn Farmer Worlock	Drage Lamb Wildsmith	Axam Collings Davies Smith (I)
<b>Crime and Disorder Joint Scrutiny</b>	3	Forster	Wildsmith	Collings
<b>Five Councils Partnership Joint Committee</b>	2	Crookes		Radley
<b>Planning</b>	11	Kennett Southern Worlock Wheale	Blewett Cockarill Quarterman	Ambler Delaney Oliver Radley
<b>Staffing</b> (Group Leaders)	6 †	Kennett Worlock Crampton	Drage Wildsmith Neighbour	Butler Kinnell Radley
<b>Standards</b>	6 †	Dorn Kennett	Bailey Neighbour	Ambler Clarke

† Committee size adjusted to take proportionality implications into consideration

- I That membership of the Standards Committee for the municipal year 2019/20 would be as follows.
  - i 6 District Councillors (as above)
  - ii Lay Person - Peter Kern
  - iii Three Parish Members to be appointed by Hart District Association of Parish and Town Councils.
- 2 That the Chairman of the Standards Committee be elected at its first meeting.

### **Appeals Panel**

<b>Appeals Panel</b>	6	Kennett Southern	Bailey Lamb	Amber Makepeace-Browne
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## **10 ELECTION OF CHAIRMEN OF COMMITTEES**

Members of the Committees established under Minute No 9 above elected their Chairmen for the 2019/20 municipal Year.

## **DECISION**

That the Committee Chairmen be agreed:

<b>Committee</b>	<b>Chairman</b>
Audit	Axam
Licensing	Butler
Planning	Oliver
Overview & Scrutiny	Crookes
Staffing	Kennett

### **11 ANNUAL REPORT OF CHAIRMAN OF OVERVIEW & SCRUTINY COMMITTEE**

The Chairman of the 2018/19 Overview and Scrutiny Committee, Councillor Crookes, presented the Committee's Annual Report, highlighting some areas.

Members noted the work of the Overview and Scrutiny Committee over the last year.

### **12 ANNUAL REPORT OF CHAIRMAN OF AUDIT COMMITTEE**

The Chairman of the 2018/19 Audit Committee, Councillor Axam, presented the Committee's Annual Report.

Members noted the work of the Audit Committee over the last year.

The meeting closed at 7.40 pm