



Council Meeting

22 July 2015

HASTINGS BOROUGH COUNCIL

Dear Councillor

You are hereby summoned to attend a meeting of the Hastings Borough Council to be held at the Town Hall, Queen's Square, Priory Meadow, Hastings, TN34 1QR, on Wednesday, 22nd July, 2015 at 6.00 pm at which meeting the business specified below is proposed to be transacted.

Yours sincerely,

Chief Legal Officer

Aquila House
Breeds Place
Hastings

15 July 2015

AGENDA

1. Apologies for Absence
2. To approve as a correct record the minutes of the Annual Council meeting held on 20 May 2015
3. Declarations of Interest
4. Announcements from the Mayor and Leader
5. Questions (if any) from:-
 - (a) Members of the public under Rule 11
 - (b) Councillors under Rule 12
6. Membership of Committees
To give effect to any request received from a political group for a change in their representation on committee(s).
7. Annual Audit Report 2014/15 to Council
(Report of the Chief Auditor)

8. Co-location of ESCC Register Office in Hastings Town Hall and creation of civic facilities within Aquila House

(Report of the Director of Corporate Services and Governance)

9. Reports of Committees

(a) To resolved that the public be excluded from the meeting during the discussion of any items considered while the public were excluded by the relevant committee because it is likely that if members of the public were present there would be disclosure to them of “exempt” information as defined in the respective paragraphs of Schedule 12A to the Local Government Act 1972 referred to in the minutes of the relevant committee

(b) To receive and consider the recommendations and any decisions of the following committees:-

Minute No.	Subject	Cabinet Member / Chair
CABINET – 6 July 2015		
2 (C)	Boundary Review Council Size	Cartwright
3 (C)	Amendments to the Council’s Constitution	Cartwright
4	Cabinet Appointments to Committees, Working Groups and Partnerships	Chowney
5	Corporate Plan Retrospective Report on Performance During 2014/15 and Proposed Performance Indicator Targets for 2015/16	Forward
6 (C)	Sex Establishment Policy – Review of Numbers and Development of a Policy	Davies
7	Reducing Health Inequalities	Forward
8	Final Accounts 2014/15	Chowney
9 (C)	Annual Treasury Management Report 2014/15	Chowney
10	EU Funding Project Approval (SHINE)	Forward

(C) = Council Decision

Notes:

- (1) The Mayor will call over the minutes and members will rise and indicate those items, which they wish to have discussed
- (2) No discussion shall take place at this stage upon any part II minute covered by the resolution at 8 (a) above. Any such discussion shall be deferred until item 9 on this agenda.

PART II

10. Co-location of ESCC Register Office in Hastings Town Hall and creation of civic facilities within Aquila House
(Report of the Director of Corporate Services and Governance)
11. To consider the recommendations and decisions of committees (if any) which the Council has resolved should be discussed after the exclusion of the public from the meeting

Note: Nothing contained in this agenda or in the attached reports and minutes of committees constitutes an offer or acceptance of an offer or an undertaking or contract by the Borough Council

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Agenda Item 2 Public Document Pack

ANNUAL COUNCIL

20 MAY 2015

Present: The Right Worshipful the Mayor (Councillor Bruce Dowling (in the Chair), Councillors Rogers, Batsford, Cartwright, Charlesworth, Chowney, Clark, Cooke, Davies, Forward, Hodges, Howard, Poole, Pragnell, Roberts, Sabetian, Scott, Sinden, Street, Turner, Webb, Westley, Wincott, Beaver, Charman, Lee, Fitzgerald, Beaney, Atkins and Edwards

Prior to the start of the meeting, the Mayor paid tribute to Councillor Jeremy Birch who had served as Leader of Hastings Borough until his sudden death on 6 May 2015. Members of the Council stood and observed one minutes silence in memory of Councillor Birch.

35. ELECTION OF MAYOR

Councillor Dowling announced that he was seeking re-election as Mayor of the Borough of Hastings and withdrew from the meeting to allow the Deputy Mayor to preside over the election.

Councillor Scott proposed that Councillor Bruce Dowling be elected Mayor of the Borough of Hastings for the current municipal year, which was seconded by Councillor Westley. No further nominations were received.

RESOLVED (unanimously) that Councillor Bruce Dowling is elected as Mayor of the Borough of Hastings for the current municipal year

Councillor Dowling made the declaration prescribed by Section 83 of the Local Government Act 1972.

36. ELECTION OF DEPUTY MAYOR

Councillor Rogers announced that she was seeking re-election as Deputy Mayor of the Borough of Hastings and withdrew from the meeting.

Councillor Hodges proposed that Councillor Judy Rogers be elected Deputy Mayor of the Borough of Hastings for the current municipal year, which was seconded by Councillor Sinden. No further nominations were received.

RESOLVED (unanimously) that Councillor Judy Rogers is elected Deputy Mayor of the Borough of Hastings for the current municipal year

Councillor Rogers made the declaration prescribed by Section 83 of the Local Government Act 1972.

37. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON 15 APRIL 2015

ANNUAL COUNCIL

20 MAY 2015

RESOLVED – that the minutes of the meeting held on 15 April 2015 be signed by the Mayor as a correct record of the proceedings

38. **ELECTION OF LEADER OF THE COUNCIL**

Councillor Turner proposed that Councillor Peter Chowney be elected Leader of the Council for a four year term of office, which was seconded by Councillor Davies. No further nominations were received.

RESOLVED (unanimously) that Councillor Peter Chowney be elected Leader of the Council for a four year term of office

Councillor Chowney addressed the meeting; during his speech he paid tribute to the work of Councillor Birch and his dedication to improving Hastings and St Leonards. The Leader of the Conservative group, Councillor Atkins, then addressed the meeting and paid tribute to Councillor Birch.

39. **TO RECEIVE THE LEADER'S REPORT ON THE APPOINTMENT OF THE DEPUTY LEADER OF THE COUNCIL**

Councillor Chowney announced that Councillor Kim Forward had been appointed as Deputy Leader of the Council and Housing, Communications and Equalities Portfolio Holder for the current municipal year.

40. **TO RECEIVE THE LEADER'S REPORT ON THE NUMBER OF MEMBERS TO BE APPOINTED TO THE CABINET AND THE NAMES OF THE MEMBERS OF CABINET APPOINTED**

Councillor Chowney reported that: -

- (1) membership of the council's Cabinet would be 8 Councillors, and
- (2) the seats on Cabinet be allocated 6 to the Labour group (to include the Chair of the Charity Committee) and 2 to the Conservative group and members be appointed in accordance with the nomination of groups as shown in Schedule A.

41. **TO RECEIVE THE LEADER'S REPORT ON THE CABINET PORTFOLIOS AND THEIR ALLOCATION TO MEMBERS OF THE CABINET**

Councillor Chowney reported that the allocation of responsibilities of Cabinet Lead Members would be as follows:

<u>Cabinet Lead Member</u>	<u>Portfolio</u>
Councillor Chowney	Leader of the Council and Finance Portfolio Holder
Councillor Forward	Deputy Leader of the Council and Housing, Communications and Equalities Portfolio Holder

ANNUAL COUNCIL

20 MAY 2015

Councillor Poole	Regeneration, Communities and Culture Portfolio Holder
Councillor Davies	Environment, Leisure and Amenities Portfolio Holder
Councillor Cartwright	Corporate Services Portfolio Holder
Councillor Hodges	Charity Committee Chair

42. TO AGREE THE APPOINTMENT OF OVERVIEW AND SCRUTINY COMMITTEES AND THEIR TERMS OF REFERENCE

RESOLVED that Overview and Scrutiny committees be appointed with the following key areas of responsibility: -

Overview and Scrutiny Committee - Services

Strategy Targets, reviewing progress on the implementation of Cabinet decisions, policy development work with portfolio holders, officers and partners and service reviews.

Overview and Scrutiny Committee - Resources

Collection of Council Tax and other charges, payment of benefits, management of resources, public sector efficiency programmes, progress on the implementation of Cabinet decisions, policy development work with portfolio holders, officers and partners, service reviews and cross cutting issues.

43. TO APPOINT THE COMMITTEES OF THE COUNCIL, TO DETERMINE THE REPRESENTATION OF POLITICAL GROUPS ON THOSE COMMITTEES, TO APPOINT MEMBERS TO THOSE COMMITTEES AND TO APPOINT THE CHAIRS AND VICE CHAIRS (AS INDICATED) FOR THE MUNICIPAL YEAR 2015/16 (LIST TO BE CIRCULATED SEPARATELY)

Councillor Chowney proposed a motion regarding the appointment of committees as set out in the resolution below. He added that Councillors Rogers, Turner and Wincott had been nominated to sit on Employment Committee, with the Chair and Vice-Chair places allocated as shown on Appendix A to the minutes. Councillor Atkins announced that Councillor Cooke had been appointed as Deputy Leader of the Conservative Group and would therefore take up the second seat on Cabinet. Councillor Pragnell had been appointed to Overview and Scrutiny Committee for Resources, as shown on Appendix A to the minutes.

ANNUAL COUNCIL

20 MAY 2015

RESOLVED that the council adopts the following arrangements for the appointment of committees:

- (1) membership of the Council's committees be as follows:-

	<u>Councillors</u>	<u>Non-Councillors</u>
Overview and Scrutiny Committee - Services	7	-
Overview and Scrutiny Committee - Resources	7	-
Audit Committee	5	-
Standards Committee	5	2
Licensing Committee	15	-
Council Appointments Committee	5	-
Employment Committee	4	-
Employment Appeals Committee	4	-
Planning Committee	10	-
Environment and Safety Committee	5	-

- (2) following a review of the political balance on the council, that the seats on the committees of the council be allocated to political groups and members be appointed to those committees in accordance with the nominations of the political groups as shown in Schedule A; and
- (3) the Chairs and Vice – Chairs of the committees be appointed as shown on schedule A

(The Mayor adjourned the meeting at 4.23pm and the remaining business stood referred to the re-convened meeting to be held on 20 May 2015 at 6.00pm)

ANNUAL COUNCIL

20 MAY 2015

RE-CONVENED ANNUAL MEETING OF THE HASTINGS BOROUGH COUNCIL HELD AT ST MARY IN THE CASTLE, HASTINGS ON 20 MAY 2015

44. THE YEAR'S PROGRAMME

In accordance with the Constitution Rule 1.1 (xii) the Leader of the Council outlined proposals for the ensuing municipal year.

RESOLVED (by 22 votes for 0 against with 7 abstentions) that the council agrees the programme for the ensuing municipal year as proposed by the Leader of the Council

45. COUNCIL MEETINGS 2015/16

RESOLVED that meetings of the council be held on the following dates: -

6.00pm on 22 July 2015

6.00pm on 21 October 2015

6.00pm on 16 December 2015

6.00pm on 10 February 2016

6.00pm on 24 February 2016 (Budget Meeting) (Provisional)

6.00pm on 13 April 2016

4.00pm on 18 May 2016 (Annual Council – Part 1)

6.00pm on 18 May 2016 (Annual Council – Part 2)

(The Mayor declared the meeting closed at. 7.15 pm)

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SCHEDULE A

**HASTINGS BOROUGH COUNCIL APPOINTMENTS TO COMMITTEES – AS OF COUNCIL ON MAY 2015
POLITICAL BALANCE RULES APPLY TO COMMITTEES**

				NOMINATIONS FOR 2015/16		NOTES
COMMITTEE	SEATS TO BE FILLED	ALLOCATION TO POLITICAL GROUPS		LABOUR GROUP	CONSERVATIVE GROUP	
		LAB	CON			
Cabinet	Up to 10	6	2	Chowney (Leader) Forward (Deputy Leader) Cartwright Davies Hodges Poole	Atkins Cooke	1 member from the majority group to be a non-portfolio holder and to Chair the Charity Committee.
Audit Committee	5	4	1	Clark (Vice Chair) Charman Chowney (ex officio) Westley	Beaver (Chair)	The Leader of the Council, who shall not be the Chair, is a member ex officio. With the exception of the above, members of this Committee may not be members of Cabinet. The Chair may not be in the same political group as the Leader of the Council.
Council Appointments Committee	5	4	1	Chowney (Chair) Poole Forward	Cooke	
Standards Committee	5 (+ 2 independents)	4	1	Roberts (Chair) Webb (Vice Chair) Sinden Street	Cooke	No more than 1 Cabinet member who is not to be the Leader. Members may not appoint substitutes.

SCHEDULE A

				NOMINATIONS FOR 2015/16		NOTES
COMMITTEE	SEATS TO BE FILLED	ALLOCATION TO POLITICAL GROUPS		LABOUR GROUP	CONSERVATIVE GROUP	
		LAB	CON			
Employment Appeals Committee	4	3	1	Chowney (Chair) Dowling Sinden	Beaver	
Employment Committee	4	3	1	Wincott (Chair) Turner (Vice Chair) Rogers	Edwards	
Overview and Scrutiny Committee - Services	7	5	2	Westley (Chair) Fitzgerald (Vice Chair) Charman Scott Turner	Edwards Lee	No Cabinet Member may sit on O & S Committees. Mayor and Deputy Mayor not eligible for membership. Political Balance applies to Chairs and Vice-Chairs of O&S Committees
Overview and Scrutiny Committee - Resources	7	5	2	Webb (Chair) Howard (Vice Chair) Batsford Roberts Sinden	Beaver Pragnell	No Cabinet Member may sit on O & S committees Mayor and Deputy Mayor not eligible for membership. Political Balance applies to Chair and Vice-Chairs of O&S Committees

SCHEDULE A

				NOMINATIONS FOR 2015/16		NOTES
COMMITTEE	SEATS TO BE FILLED	ALLOCATION TO POLITICAL GROUPS		LABOUR GROUP	CONSERVATIVE GROUP	
Licensing Committee	15	11	4	Sabetian (Chair) Sinden (Vice Chair) Batsford Beaney Charman Dowling Fitzgerald Howard Roberts Street Webb	Cooke Charlesworth Lee Pragnell	No Cabinet member with Portfolio. No more than 5 members of Planning Committee. Chair and Vice-Chair not to be elected from members of the Planning Committee.
Planning Committee	10	7	3	Street (Chair) Scott (Vice Chair) Beaney Dowling Roberts Rogers Wincott	Beaver Edwards Lee	No Cabinet member with portfolio
Environment and Safety Committee	5	4	1	Roberts (Chair) Rogers (Vice Chair) Dowling Sinden	Charlesworth	No Cabinet member with Portfolio.

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Agenda Item 7



Agenda Item No: 7

Report to: Council

Date of Meeting: 22 July 2015

Report Title: Audit Committee Report 2014/15 to Council

Report By: Tom Davies
Chief Auditor

Purpose of Report

Report from the Audit Committee on its annual review of the effectiveness of Internal Audit to Council.

Recommendation(s)

1. That the Audit Committee Report 2014/15 to Council is accepted.

Reasons for Recommendations

Regulation 6 of the Accounts and Audit Regulations (England) 2011 requires relevant bodies to conduct an annual review of the effectiveness of its system of internal audit and for a committee of the body to consider the findings.

Introduction

1. Regulation 6 of the Accounts and Audit Regulations (England) 2011 requires Local Authorities to conduct a review at least once a year of the effectiveness of its system of internal control and publish a statement on internal control each year with the authority's financial statements.
2. This report, which follows the format recommended by the Chartered Institute of Public Finance and Accountancy, sets out the review of internal control and assurance gathering process as required by the statute and accompanying guidance.
3. In addition, Regulation 6 of the Regulations requires relevant bodies to conduct an annual review of the effectiveness of its system of internal audit and for a committee of the body to consider the findings. Proper practices in relation to internal audit for relevant bodies for the period up to 31 March 2014 may be found in the "Public Sector Internal Audit Standards 2013". We are working with the Sussex Audit Group on a reciprocating basis to arrange a "peer" review of Internal Audit which must be completed by 31 March 2018.

Principal statutory obligations and organisational objectives

Responsibility for Statutory Obligations

4. The Council has formally established responsibilities for its statutory obligations through the Constitution that sets out individual officer and member responsibilities, delegations to officers and committees, and committee terms of reference. These records are accessible on the Council's website and through the Monitoring Officer.
5. Detailed officer responsibilities are set out in job descriptions and structure charts.
6. Directors are accountable for ensuring that responsibilities, authorities and any limits to authorities are appropriately and clearly established within their directorates. The Audit Committee receives internal and external audit reports and ensures that any non-compliance is remedied through appropriate recommendations, and where necessary, requires assurance that recommendations have been implemented.

Organisational objectives and priorities

7. The multi-functional nature of the Council means that there are a large number of mandatory and discretionary requirements and powers. Hastings Borough Council took action to identify its priority objectives resulting in a list of principles and priorities underpinning the Corporate Plan. The priority areas were then devolved through Directors to Service Managers in the form of Service Delivery Plans.
8. There is a Local Code of Corporate Governance. Audit Committee Terms of Reference clearly assign responsibility for the scrutiny of corporate governance arrangements to the Audit Committee.

Performance against planned outcomes

9. The Authority knows how well it is performing against its planned outcomes through a comprehensive and effective performance management system. This system monitors performance against plans, targets, and financial budgets, with quarterly reports to the Overview and Scrutiny Committees.

Identifying principal risks to achieving the objectives

10. 'Risk' is any obstacle, or potential obstacle, to the achievement of the Council's priority objectives or statutory duties. The purpose of risk management is to ensure the achievement of the Council's objectives with efficient use of resources.
11. By identifying high-risk groups or areas, corporate policies and service resources can be targeted on those groups or areas.
12. The Council has a formal Risk Management Framework that was approved by Cabinet. The Framework is designed to encourage managers to 'own' the risks associated with their areas of responsibility. Managers use a corporately agreed matrix for identifying and assessing risks and controls.
13. The council continues to ensure the identification of key risks from both a strategic and operational perspective. Using a process of self-assessment, senior management re-assessed the strategic risks (those to service provision, statutory compliance, and reputation) and services assessed operational risks (financial, physical and contractual risks).
14. During 2014/15 both the Strategic Risk Register and Operational Risk Registers were regularly updated.
15. Council has approved Terms of Reference for the Audit Committee giving it a clear remit to,

"Review, evaluate and approve: The effectiveness of the Council's process for assessing significant risk exposures and the measures taken by management to mitigate risks to an acceptable level".
16. A large part of the internal audit plan is risk-driven.

Key controls for managing principal risks

17. To ensure that its controls are fully up to date with the current operating environment, Financial Operating Procedures provide the framework within which Members and Officers must operate and compliance is routinely checked through audit reports to the Audit Committee.

18. In addition, the Council has these controls in place:

- a. The Council has adopted the CIPFA Code on Treasury Management to ensure compliance with the Prudential Code
- b. An Anti-Fraud and Anti-Corruption Strategy (Fighting Fraud Locally)
- c. A Whistle-blowing Policy
- d. Codes of Conduct for Members and Officers
- e. Registers of Interests for Members and Officers
- f. Risk Registers (reviewed by Audit Committee) are updated on an ongoing basis
- g. Performance is monitored through quarterly Performance Reviews
- h. A Corporate Health and Safety system of monitoring and review is in place
- i. A Corporate complaints procedure operates

Sources of assurance

19. Sources of assurance on the adequacy and effectiveness of the Council's controls over key risks include:

20. a. An Audit Committee that is a fully constituted Committee of the Council
- b. An Internal Audit and Investigations service that is independent in planning, operating, and reporting, and that reports to the Audit Committee
 - c. A Chief Finance Officer with responsibility for ensuring the proper administration of the Council's financial affairs
 - d. Processes for maintaining internal control include a framework of regular management information, Financial Rules and Finance Operating Procedures, administrative procedures (including segregation of duties), management supervision and a system of delegation and accountability
 - e. A performance management system that includes commentary on service-level risk, the setting of targets for service delivery and monitoring of performance against targets and plans
 - f. A strategic Corporate Plan setting out the Council's priorities, which cascades to operational plans at service and project level, including consideration of risks
 - g. An annual budget and quarterly reviews of actual expenditure to budget
 - h. A Local Code of Corporate Governance agreed by Cabinet
 - i. A project management methodology for major projects

- j. A Risk Management Framework
- k. Declaration of related party transactions forms for members
- l. Codes of Conduct for Members and Officers
- m. A Staff Health & Safety Group that monitors insurable and public liability risks
- n. A Corporate Risk Management Group that meets regularly
- o. Risk management processes designed to ensure that Directors and Managers retain ownership of the risks and internal controls associated with their areas of responsibility. Directors and Managers are therefore an important source of assurance on the effectiveness of controls for managing risks
- p. The Audit and Investigations service carries out audit and risk reviews of high-risk areas to provide assurance that major risks have been identified and are being actively managed, and that the internal control environment is adequate
- q. The Assistant Director - Financial Services and Revenues in his role provides a source of assurance that the requirements of the Local Government Act 1972 Section 151 are being met
- r. The Monitoring Officer, undertakes the relevant statutory duties and provides a source of assurance that the Council's affairs are conducted in compliance with relevant legislation and Codes of Conduct
- s. External audit provides a source of assurance on the operation of internal controls in that BDO inspects internal audit work at each annual external audit

Evaluation of assurances and identification of gaps

Internal Audit

- 21. On the basis of the audits reported to the Audit Committee by Internal Audit, the audit conclusion is that during the year 2014/15, all of the Council's operations that were audited incorporate control systems that are 'Satisfactory' or better.
- 22. In financial systems, the audit aims to evaluate the strength of controls for ensuring the proper administration of financial resources. In the audit of non-financial areas, the audit aims to evaluate the strength of controls for ensuring that external obligations are met and that the success criteria of the activity under review are achieved. The following table shows the audit conclusion for each of the main audits carried out in 2014/15.

23.

Audit Conclusion	No of Audits
A: Good More than the key controls are in place and work effectively. While improvement may be possible, there are no significant audit concerns	6
B: Satisfactory The key controls are in place and work effectively. Improvement is possible but there are no significant audit concerns	1
C: Adequate but with reservations in some areas Some controls in place are adequate but there are audit concerns in some areas	0
D: Poor Controls are not adequate or not present or not adequately complied with. Improvement is essential	0
Total audits	7

24. This compares with previous years as follows:

Audit Conclusion	2011-12	2012-13	2013-14	2014-2015
	No of audits	No of audits	No of audits	No of audits
A, B: Good / Satisfactory	5	8	4	7
C, D: Adequate / Poor	1	0	1	0

25. The audit conclusions are defined in the service's own Internal Audit Manual.

26. The Housing Benefit Subsidy Grant work and all of the International Auditing Standards work was completed within the deadlines. The internal audit of employee expenses has been re-timetabled. This work was substituted by a management request to review credit card transactions and which did cover an element of employee expenses. This work also formed part of our ethical audit work programme.

27. Based on the audit work undertaken by Internal Audit, the Authority's overall internal control system is considered to be satisfactory.

External Audit

28. External audit is carried out by BDO and is an important source of assurance on the adequacy of the Council's arrangements for ensuring proper arrangements for its financial affairs. During 2014/15 the Audit Committee received the following reports:

Report Title	Date issued
Report on Final Accounts	Sept 2014
Annual Audit Letter 2013/14	Oct 2014
Audit of Housing Benefit subsidy claim (Year ended 31 March 2014)	Jan 2015
Planning Letter 2015/16	Jan 2015
Audit Plan to the Audit Committee	Mar2015

29. BDO gave an unqualified opinion on the Council's accounts for 2013/14 and an unqualified opinion on value for money and concluded that the Council's 2013/14 expenditure plans were met.

Areas of audit concern arising from internally conducted audits

30. There were no major concerns arising from internally conducted audits.

Areas of audit concern arising from External Audit

31. No significant areas of audit concern have been highlighted in the Annual Audit Letter (October 2014).

32. The key findings reported in it were:

- (i) "We issued an unqualified true and fair opinion on the financial statements for the period ended 31 March 2014 on 30 September 2014. The Council met the Government's deadline for submitting its financial statements to us. We completed our audit in accordance with our plans.
- (ii) We are satisfied that, in all significant respects, the Council has put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources. The Council has maintained effective arrangements for securing its financial resilience, though the outlook remains challenging as further reductions in resources are anticipated. Hastings has maintained effective arrangements to prioritise available resources through the integrated approach to its programme of efficiency reviews, involving staff, external partners and other public sector organisations appropriately. We issued an unqualified value for money conclusion on 30 September 2014.
- (iii) We are satisfied that the Annual Governance Statement is not inconsistent or misleading with other information we were aware of from our audit of the financial statements and it complies with relevant guidance.
- (iv) The Council's Whole of Government Accounts (WGA) return was below the threshold for a detailed audit and we were required to review only the total amounts included in the 'Data Collection Tool' submitted to the Government for property, plant and equipment balances and for the net pension liability. We confirmed these reported totals were consistent with the audited financial Statements".

Policy Implications

Risk Management

33. This report has referred to the way that the council manages its risks.

Wards Affected

None

Area(s) Affected

None

Policy Implications

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness	No
Crime and Fear of Crime (Section 17)	No
Risk Management	Yes
Environmental Issues	No
Economic/Financial Implications	No
Human Rights Act	No
Organisational Consequences	No
Local People's Views	No

Background Information

External audit Annual Governance Report 2013/14
Annual Audit Letter 2013/14

Officer to Contact

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Agenda Item 8



Report to: Council

Date of Meeting: 22 July 2015

Report Title: **Co-location of ESCC Register Office in Hastings Town Hall and creation of civic facilities within Aquila House**

Report By: Jane Hartnell
Director of Corporate Services and Governance

Purpose of Report

To invite Council to agree to lease space within Hastings Town Hall to accommodate the ESCC Register Office, and refurbish space within Aquila House to accommodate the council's democratic and civic functions in a fully accessible Council Chamber, Committee Rooms and Mayor's Parlour together with Member facilities.

Recommendation(s)

1. **Council is recommended that the Director of Corporate Services and Governance, be given delegated authority, in consultation with the Leader, to:**
 - a) **Agree Heads of Terms with East Sussex County Council for the lease of space in the Town Hall for 10 years;**
 - b) **Design and implement a programme of refurbishment to accommodate the civic functions within Aquila House and any other accommodation works as required to facilitate the move, to a maximum cost of £200,000;**
 - c) **Renegotiate the existing Aquila House internal refurbishment work contract to undertake the works, rather than tender the additional works on the grounds of expediency and urgency.**
2. **That the Council agrees to the replacement of the existing microphone system, and the purchase of new audio visual equipment at an estimated cost of £50,000.**

Reasons for Recommendations

An opportunity has arisen to achieve a substantial capital receipt for sale of land at Summerfields for affordable housing. This sale has prompted the proposal to co-locate the ESCC Register Office within the Town Hall - providing an income stream, and an opportunity to relocate the Council's civic and democratic functions to an efficient, modern, flexible working environment in Aquila House.

Introduction

1. The opportunity has arisen to consider whether HBC wishes to lease out part of the Town Hall to the ESCC Register Office, as the decision is outside of the Council's normal day to day decision making process the decision needs to be determined by Full Council.
2. The factors that have led to this proposal are as follows:
 - a. Amicus Horizon has made an offer to purchase land at Summerfields for a social housing scheme which will create a minimum of 30 affordable units by 31st March 2018. The sale of this land would create a significant capital receipt for HBC as landowner. The offer is however time limited as the site would need to be vacant by January 2016. This timescale is therefore driving the speed at which decisions and implementation of this project will need to be made.
 - b. The existing office complex on the site is leased by both Let's Do Business (LDB) and the ESCC Register Office. If Council is minded to progress with this scheme, LDB will be given notice to terminate their lease, and we will offer support for their search for alternative accommodation.
 - c. HBC in early March 2015 informed the County Council that it would consider sharing Hastings Town Hall with other organisations as a way of reducing the running costs of the building, whilst ideally retaining a key role for the building in the lives of local people. The ESCC Registration Service was due to relocate to the newly refurbished library building in Claremont, however due to difficulties with this proposed scheme the two councils have worked together to seek a mutually beneficial outcome
3. Inter-authority officer discussions have identified Hastings Town Hall as an appropriate venue for the Register Office. There is enough space to accommodate the 'back office' requirements as well as appropriate ceremony space. The town centre venue would offer an improved customer experience for local people using the Register Office (including public transport access) and the attraction of the Town Hall as a venue for weddings, civil partnerships and other ceremonies is clear.
4. The Register Office would require use of approx. 1/3 of the Town Hall and would wish to maximise use of the historic parts of the building including the Council Chamber, Mayors Parlour and the sweeping staircase, as well as committee rooms 2 and 3 and the lower floor front office space.
5. At the same time, as part of its Transformation Programme, the council is implementing a programme of alternative use of space and working arrangements. The current Aquila House (AH) refurbishment project offers a timely opportunity to 'piggy-back' on the works underway and to locate most council services and functions in one smart, efficient, flexible and modern environment.
6. The refurbishment project and new working arrangements are on schedule to free up space in Aquila House by October 2015. This provides an opportunity to re-fit

space to accommodate civic functions from January 2016. A newly refurbished and purpose designed area within Aquila House could provide Members and the public with the facilities currently available within the Town Hall, together with greater accessibility, improved on-site support and more flexibility than can be provided with the many conservation and building restrictions in the Town Hall.

7. In addition, the council would be able to offer good quality conference facilities for hire with a fabulous viewpoint of the sea and parking facilities opposite.

The proposals in detail

8. There are a number of issues that will need to be addressed if the project is to be approved, these are identified below.

Town Hall

9. The space proposed to be leased by ESCC includes:
 - i. Current Committee Room 2 and 3
 - ii. General Office
 - iii. Reception desk and back office
 - iv. Council Chamber
 - v. Mayors Parlour
 - vi. Members Room (but not the Members IT/work room)
10. ESCC have agreed that pre-arranged access to the current Mayors Parlour and Chamber for visiting dignitaries etc. can be facilitated. In addition, if Members were minded to require that Full Council meetings still be held in the Chamber, this could also be accommodated, again on a pre-planned basis (up to 12 times per year). It would however be likely that special/urgent full Council meetings would need to be held in an alternative venue.
11. The remaining areas in the Town Hall would be marketed for rental. However it is acknowledged that this is more difficult space to let due to the listed building status and the accessibility issues. There are no plans at this stage to relocate the Community Contact Centre, but that could be a medium term option should an appropriate tenant be forthcoming.

Aquila House

12. The current proposal for accommodating civic and democratic functions in Aquila House is based on the experience gained of designing space during the refurbishment project. The brief would be to create space that is appropriate for the functions required, is comfortable, accessible, and flexible and offers potential for income generation from lettings for conferences etc.
13. Members' views will be sought on the design of the final layout and how the available space could be utilised for council and Member functions. Including: a

large meeting room - with scope to be used for large/full council meetings, three committee rooms, Mayors Parlour, Members' room and Leader's office/meeting room

14. The proposal would re-locate the publicly accessible meetings rooms to the Upper Ground Floor of Aquila House. This floor is currently used for Personnel and Business Support and the rear portion is leased to a third party. These functions would need to be transferred to the vacant first floor.
 - a. A large meeting room could be created with the capacity to seat the whole council if that were desirable. The sea view would be spectacular and the space could be equipped with modern Audio Visual equipment for presentations etc. and modern energy efficient lighting and acoustics. This room would be created with glass walls providing a light, modern, open and welcoming environment.
 - b. The committee rooms would also be replicated on the upper ground floor.
 - c. The rest of the floor would house the Mayors Parlour, a new unisex disabled toilet and a small kitchenette for preparation of refreshments.
 - d. The public access to the floor would be provided via the existing Disability Discrimination Act (DDA) compliant lift from the Tourist Information Centre and the stairs to the upper ground. Access to the rest of the floors would be restricted by fob access. Visitors would therefore need to be accompanied by officers or members (as now) if they needed to access other parts of the building.
15. The Leader's office and Member's room would be located on the 1st floor (the upper ground floor is narrower than the first floor).

Timetable and decision dates

16. Were Council minded to progress, the timetable for the project is very tight:
 - a. In order to achieve the sale to Amicus, vacant possession of the Summerfields site is needed by January 2016.
 - b. The Register Office would need to move from its current location and be operational from late December 2015.
 - c. There is a window of opportunity to undertake fit out works by the existing contractor in autumn 2015 if the works are scheduled shortly. The costings for furniture, room construction etc. is available as they have been tendered for the existing works – this could expedite the process and enable occupation of the 1st floor by early 2016.
 - d. Works are required by the Register Office (to transform the committee rooms into appropriately sized interview rooms etc.), however as these are very likely to need Listed Building Consent, they will not be completed by the time the service is operational. They would however wish to have access to start permitted works from early September – this will be for the ground floor meeting rooms only and will not affect Chamber bookings.
17. Key decision dates:

- i. HBC Full Council Meeting recommended to approve the move and proposals for refurbishment of Aquila House - Wednesday 22 July
- ii. ESCC Lead Member Meeting (open to the public) to agree to signing of the lease for the Town Hall - Thursday 23rd July

Financial Implications

18. The sale of land at Summerfields is already included in the Council's land disposal programme and will provide a significant Capital receipt. (Details included in Part II). The money received will be used to finance the Council's capital programme. There are a range of opportunities for which this money could be used, and it will be particularly important to consider using it to create income generating opportunities into the future.
19. The proposed income from ESCC would be up to £58,000 p.a. this includes service charges, rates and £24,000 rental.
20. The Council has a notional income figure included in its Medium Term Financial Plan for 2016/17 of £35k, rising to £70k for 17/18 for lease of the 1st floor of Aquila House. It is however by no means certain that we would realise this income stream on the open market.
21. In addition to income generated from the rent of the Town Hall, the refurbishment costs of the 1st floor of Aquila House would need to be funded from the capital programme.
22. The estimated £200,000 refurbishment, construction and furnishing costs are based on the pre-tendered prices for works currently underway in Aquila House. This includes a 10% contingency and contract management fees.
23. The proposal assumes we will be re-locating the existing tables/chairs from the Council Chamber, the members' room furniture and some additional tables and chairs.
24. Note this budget does NOT include the costs of the hearing loop or a replacement microphone system which is a cost the Council is looking to meet due to the almost end of useful life of the current system. Initial investigations suggest this will be in the region of £50,000. New AV screens for presentations will also need to be installed. It is recommended that these facilities are acquired at the same time as the works are undertaken.
25. This investment would equate to 3.5 years of income from Town Hall rental, and the pay-back period would be reduced if other space were let in the Town Hall during this period.

Policy Implications

26. Equalities -
 - a. The issues of DDA access to the public meeting areas have been addressed in the proposal to use the Upper Ground Floor of Aquila House for the majority of public meetings. The added advantage of using this floor for our public meeting rooms is

that the current restriction on wheelchair users attending meetings could be lifted as there is a ground floor level fire exit route out of the building at the rear.

- b. The inclusion of a replacement microphone system will be a cost the council will need to meet regardless of whether this project progresses or not, however it is worth noting that the acoustics in Aquila House are superior to those in the town hall.
27. Anti-poverty - the sale of land at Summerfields for affordable housing will contribute to the stock of decent homes for people on lower incomes and in housing need. The current proposal for the sale of land at Summerfields includes a covenant that the site is to be developed to provide a minimum of 30 affordable units by a longstop date of 31st March 2018. This will contribute to the council's new homes target of 200 per year.
28. Environmental Issues - Aquila House is a far more energy efficient building than the Town Hall and room design can capitalise on modern standards of working conditions e.g. better acoustics, lighting etc. all of which are more challenging in a listed building.
29. Organisational consequences - the opportunity to further enhance one team working by having members, officers and civic space in one building is also complemented by the efficiency of officers/members not needing to move between buildings frequently during the working week. We will however need to ensure that the Community Contact Centre staff are not isolated in the Town Hall.
30. Local people's views - the urgency of the programme and need for rapid decision making will not allow for public consultation on this issue. The functions of the council will however not be affected by this decision, merely the location from which they are undertaken. However officers are of course sensitive to the attachment people in the town have to buildings. An alternative viewpoint is that many more local people will have cause to use parts of the Town Hall that are not readily accessible now if this proposal is progressed. The agreement for Council to continue to use the Council Chamber for pre-planned full Council meetings may assist with people's readiness to try new working arrangements.

Wards Affected

Castle

Policy Implications

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness	Yes
Crime and Fear of Crime (Section 17)	No
Risk Management	Yes
Environmental Issues	Yes
Economic/Financial Implications	Yes
Human Rights Act	No
Organisational Consequences	Yes

Report Template v28.0

Local People's Views
Anti-Poverty

Yes
Yes

Additional Information

Officer to Contact

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Agenda Item 9 Public Document Pack

CABINET

6 JULY 2015

Present: Councillors Chowney (Chair), Forward, Cartwright, Hodges, Poole, Atkins, Cooke and Davies

1. MINUTES OF THE MEETING HELD ON 30 MARCH 2015

RESOLVED that the minutes of the meeting held on 30 March 2015 be approved and signed by the chair as a correct record

RESOLVED the chair called over the items on the agenda, under rule 13.3 the recommendations set out in minute numbers 3, 4, 8 and 9 were agreed without being called for discussion

MATTERS FOR COUNCIL DECISION

2. BOUNDARY REVIEW COUNCIL SIZE

The Sustainability Policy Officer presented a report on the boundary review of council size. In March 2015, the Local Government Boundary Commission for England (LGBCE) had instigated an electoral review for East Sussex County Council and the boroughs and districts within the county.

The review of council size had considered key aspects of the role of elected members, including governance arrangements, scrutiny and community representation. All members had been invited to respond to a survey to give their views on council size, 70% of respondents believed that council size was about right at 32 members, 30% considered that there were too many members and one respondent stated that there were not enough members.

The findings of the all member survey, together with further background research, were considered by the Working Arrangements Group at its meeting on 17 June 2015. The group was asked to consider options to maintain, increase or reduce the council size in the future. The Sustainability Policy Officer advised Cabinet of a correction to the report; the Working Arrangements Group had recommended by four votes to one that the council maintain the existing number of members at 32 members, rather than unanimously as stated in the report.

The council was required to submit proposals to the LGBCE in respect of council size by 7 August 2015. The commission would then publish its decision on council size by 22 September 2015. Once the decision on council size had been published, the consultation on the second phase of the review, which considered ward numbers, boundaries and names, would begin.

Councillor Cartwright moved approval of the recommendations to the report, which was seconded by Councillor Davies.

CABINET

6 JULY 2015

RESOLVED (by 6 votes for, 2 against) that Cabinet recommend to Full Council to maintain the existing number of members at 32 members, across 16 wards in respect of the council size, and that that this recommendation is submitted to the LGBCE

The reason for this decision was:

To enable Cabinet to make recommendations to Full Council on council size as part of the boundary review, taking account of the findings of an all member survey and the recommendations of WAG in relation to the review.

3. AMENDMENTS TO THE COUNCIL'S CONSTITUTION

The Chief Legal Officer submitted a report on amendments to the council's constitution. The constitution formed the basis of the council's corporate governance. Following the recent senior-management restructure, it was necessary to re-draft parts 7 and 8 of the constitution, including the standing instructions to officers. Following a suggestion by the Leader of the Council, the rule on council motions had been reworded.

The proposed amendments to the constitution had been approved by the Working Arrangements Group at its meeting on 17 June 2015, subject to adding "and/or its residents" to the reworded motion.

RESOLVED that Cabinet recommend to Council the approval of the changes to the council's constitution

The reason for this decision was:

The council's constitution is the basis for the council's corporate governance. It is necessary to amend and improve the documents on an ongoing basis.

MATTERS FOR CABINET DECISION

4. CABINET APPOINTMENTS TO COMMITTEES, WORKING GROUPS AND PARTNERSHIPS

The Chief Legal Officer submitted a report to consider nominations received and to make appointments to committees, working groups and partnerships.

A copy of the schedule of Cabinet appointments had been circulated to the group leaders, and nominations had been sought to fill the places available. Cabinet committees were not required to be politically balanced, Members were appointed until the Borough elections in 2016. Prior to the start of the meeting, Councillor Beaver withdrew his nomination to sit on the Local Government Association Coastal Issues Group, Councillor Hodges was therefore appointed to the group.

The remaining nominations were agreed as detailed in Appendix A and B to the minutes.

RESOLVED that:

CABINET

6 JULY 2015

- 1) **Members be appointed to committees, working groups, partnerships and representative bodies as set out in Appendix A and B, and;**
- 2) **Chairs and Vice Chairs of Museums Committee be appointed, as listed in Appendix A**

The reason for this decision was:

Members are required to serve on the committees, working groups, partnerships and representative bodies to which Cabinet appoints. Chairs and Vice Chairs are required for the committees that report to Cabinet.

5. **CORPORATE PLAN RETROSPECTIVE REPORT ON PERFORMANCE DURING 2014/15 AND PROPOSED PERFORMANCE INDICATOR TARGETS FOR 2015/16**

The Director of Corporate Services and Governance presented the corporate plan 2015/16 retrospective report back on performance in 2014/15. The report also set out proposed performance targets for 2015/16.

The Council had agreed its corporate plan for 2015/16 to 2017/18, which set out the authority's strategic direction and associated areas of work, at its meeting on 25 February 2015.

Both Overview and Scrutiny Committees had considered the year-end performance for 2014/15 and proposed performance indicator targets for 2015/16 at their quarter four meetings, and their comments had been included in the report. Cabinet had been given delegated authority by the Council to agree this information before it was published on the council's website.

The Director of Corporate Services and Governance highlighted that organisational transformation remained a key focus of the council's activities throughout 2015/16. As part of this process, there was an intention to review and test new ways of reporting performance information over the coming year.

Councillor Cooke proposed an amendment to the proposed performance indicator targets for 2015/16, seconded by Councillor Atkins, as follows:

- "1) Environment Services Directorate target 1.4, % of food establishments broadly complain with food hygiene law, change target from 92% to 93%
2) Amenities, Resorts, Leisure and Tourism target 2.1, number of people attending White Rock Theatre performances, change target from 75,000 to 77,000"

The proposed amendments were lost by two votes for, to six against.

Members thanked staff for their efforts and achievements in 2014/15.

Councillor Forward moved approval of the recommendations to the report, seconded by Councillor Cartwright.

RESOLVED (by 6 votes for, 2 against) that:

CABINET

6 JULY 2015

- 1) **The comments of the Overview and Scrutiny Committees be considered;**
- 2) **The year-end performance for 2014/15 and proposed performance indicator targets for 2015/16 be approved for publication (the 25 February 2015 Council delegated authority to the Cabinet to approve these), and;**
- 3) **Cabinet support intentions to review corporate performance and planning arrangements in line with the transformation programme approved by Council on 25 February 2015**

The reason for this decision was:

The council's corporate plan is one of the key documents by which the council is held to account for its performance, therefore honest and transparent reporting back of how well we performed against targets in the previous year is essential.

Local people and staff also need to be aware of the targets and standards we have for ourselves, and where any of these targets have changed from previous years we need to be clear about the reasons why.

MATTERS FOR COUNCIL DECISION

6. SEX ESTABLISHMENT POLICY - REVIEW OF NUMBERS AND DEVELOPMENT OF A POLICY

The Assistant Director Environment and Place presented a report which proposed a council policy on licensed sex establishments.

Under schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982, the council was able to license sex establishments. When the 1982 Act was amended under section 27 of the Policing and Crime Act 2009, the council also became responsible for licensing sexual entertainment venues.

The purpose of the sex establishment policy was to make the application process for such establishments more transparent for applicants, objectors and members of the Environment and Safety Committee, who determine these applications on behalf of the council.

The draft policy was developed with reference to similar policies adopted by other licensing authorities, statutory guidance from the Home Office and advice from the council's Chief Legal Officer.

The draft policy had been subject to a full public consultation, which included all statutory consultees, and a range of community, faith and business groups. As a result of the consultation responses, revisions were made to the draft policy.

The proposed policy specified that a maximum of one sex shop and one sexual entertainment venue would be permitted, and no sex cinemas. The policy indicated that the most appropriate location for sex establishments was in places such as industrial estates, away from sensitive premises such as schools, places of worship

CABINET

6 JULY 2015

etc. It also provided safeguards for the employees and customers of sex establishments.

Councillor Davies moved approval of the recommendations to the report, which was seconded by Councillor Hodges.

RESOLVED (unanimously) that Cabinet endorse the draft policy attached to the report at appendix A, and recommend that it is adopted by Full Council

The reason for this decision was:

To clarify the council's position on licensed sex establishments, and to provide clear guidance to anyone considering applying for such a licence, or wishing to comment on an application, and to members of the council's Environment and Safety Committee when determining such applications.

MATTERS FOR CABINET DECISION

7. **REDUCING HEALTH INEQUALITIES**

The Assistant Director of Housing and Built Environment presented a report on reducing health inequalities.

The Hastings and Rother Clinical Commissioning Group (CCG) had invested £5 million in a programme of work to improve access to healthcare and provide services and projects that support healthier living. As part of this programme, the CCG had provided funding of £620,000 to the council in the last financial year to address health inequalities, as part of their wider programme. The development of projects had involved input from a wide range of council services and partner organisations which reflected the importance of improving health outcomes in the future.

The CCG had identified significant causes of health inequality as; social, economic and environmental determinants including; housing, employment etc), lifestyle and behaviour and access to healthcare and other support services that benefit health. Workstreams were being developed around six thematic areas, which addressed the causes of health inequality and related to the CCG's strategic priorities. It was anticipated that the projects, once agreed, would be running by September 2015.

Councillor Forward moved approval of the recommendations to the report, which was seconded by Councillor Cartwright.

RESOLVED (unanimously) that:

- 1) The opportunity for the council and CCG to work together to address health inequalities be welcomed;**
- 2) The development and delivery of the projects described in the report be approved, within the financial resources available, and;**

CABINET

6 JULY 2015

- 3) The Director of Operational Services be authorised to take the necessary steps to develop and deliver the projects in consultation with the Deputy Leader**

The reason for this decision was:

- 1) The council has long held the position that good health is a key factor in determining the quality of people's lives and that health inequality is a significant outcome and contributor to poverty.
- 2) If members approve the direction outlined in the report it is necessary to provide the authorisations to allow the development and delivery of funded projects.
- 3) As public sector budgets shrink it becomes ever more essential for public sector partners to co-operate in addressing issues of exclusion and inequality. This work may help lay the basis for more integrated work in the future.

8. FINAL ACCOUNTS 2014/15

The Assistant Director Financial Services and Revenues submitted a report which set out the draft final accounts position for 2014/15. The final accounts were subject to an external audit.

The Accounts and Audit Regulations 2011, required the council's section 151 officer to certify the statement of accounts by 30 June each year and to publish them by 30 September.

The final accounts set out variances in the council's income and expenditure since the budget was set for 2014/15, the report included the outturn results for the general fund and capital programme for this period. The council continuously seeks to improve value for money and any over or underspends identified in the final accounts were being investigated to help inform the budget setting process for future years.

RESOLVED that:

- 1) Cabinet reviewed the outturn position on the general fund for 2014/15;**
- 2) Cabinet reviewed the capital outturn position for 2014/15 of £5.719m, and;**
- 3) The 2014/15 outturn position, along with the revised estimates for 2015/16 be taken into account when preparing the 2016/17 budget**

The reason for this decision was:

Compliance with statutory requirements and good practice. The council is accountable for the use of public money and continuously seeks to improve value for money.

The outturn position informs the budget setting process. Where there are under or overspends the reasons behind these are being investigated with a view to reallocating resources to meet priorities.

CABINET

6 JULY 2015

MATTERS FOR COUNCIL DECISION

9. **ANNUAL TREASURY MANAGEMENT REPORT 2014/15**

The Assistant Director Financial Services and Revenues submitted a report on the treasury management activities and performance over the 2014-15 financial year.

Treasury management referred to the management of the authority's investments, cash flow, banking, money market and capital market transactions and the potential risks associated with these activities. The report also gave an overview of the wider economic context within which the council operated.

The council complied fully with the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Treasury Management 2009, by undertaking an annual review report of its treasury management activities. A similar report had been considered by the Audit Committee at its meeting in June.

RESOLVED that the recommendations of the report are received

The reason for this decision was:

To ensure that members are fully aware of the activities undertaken in the last financial year, the codes of practice have been complied with and that the council's strategy has been effective in 2014/15.

MATTERS FOR CABINET DECISION

10. **EU FUNDING PROJECT APPROVAL (SHINE)**

The Assistant Director Housing and Built Environment presented a report which sought delegated authority for the Director of Operational Services and the Deputy Leader of the Council and Housing, Communications and Equalities Portfolio Holder to sign a letter of support agreeing to enter into a partnership agreement to support the EU funded Sustainable Houses in Inclusive Neighbourhoods (SHINE) project.

Following a first stage application in May 2015, the council had been invited to submit a full application for SHINE funding by 13 July 2015. If approved, the project would run from January 2016 to December 2019, with the aim of improving the environmental sustainability of houses in Hastings. This included 15 completely refurbished homes in the coastal space area to the nearly zero emissions standard, plus a further 140 improved in energy efficient homes in St Leonards. The report noted that project would help to address issues around fuel poverty in these areas and was in keeping with council's broader aims to create a more sustainable, environmentally friendly, town.

The project would involve 13 partners across the UK, Belgium, Netherlands and France. The proposed UK partners included the council, AmicusHorizon, Energise Sussex Coast and Brighton and Hove City Council.

CABINET

6 JULY 2015

Councillor Forward moved approval of the recommendations to the report, which was seconded by Councillor Cartwright.

RESOLVED (unanimously) that delegated authority be given to the Director of Operational Services and the Deputy Leader of the Council and Housing, Communications and Equalities Portfolio Holder, to sign a letter of support agreeing to enter into a partnership agreement on the EU funded SHINE cooperation project and deliver the associated outcomes

The reason for this decision was:

HBC's involvement in this project will see a total investment of £2.068m (Euro 2.87m) to the town. The funding will be used support various capital and revenue projects in St Leonards. It will help to reduce carbon emissions from properties and improve the housing conditions of residents living in some of the worst properties in the town. The initiative will also help alleviate fuel poverty.

The funding application is in partnership with Amicus Horizon and Energise Sussex Coast with HBC co-ordinating the partner activities in Hastings as well as the UK.

11. **MINUTES OF THE CHARITY COMMITTEE MEETING HELD ON 23 MARCH 2015**

The minutes of the Charity Committee meeting held on 23 March 2015 were submitted.

RESOLVED that the minutes of the Charity Committee meeting held on 23 March 2015 be received

(The Chair declared the meeting closed at. 7.10 pm)

**CABINET
APPOINTMENTS TO COMMITTEES, WORKING GROUPS, PARTNERSHIPS ETC. JULY 2015**

COMMITTEES, WORKING GROUP / PARTNERSHIPS

COMMITTEES	SEATS TO BE FILLED	ALLOCATION TO POLITICAL GROUPS 2015/16		APPOINTMENTS for 2015/16		NOTES
		LAB	CON	LABOUR GROUP	CONSERVATIVE GROUP	
Museums Committee	Up to 10	6	2	Poole (Chair) Hodges (Vice Chair) Charman Howard Sinden Street	Charlesworth Edwards	A Chair and Vice Chair is required for this committee
Charity Committee	3	3		Hodges (Chair) Forward Cartwright		Chair to be non-portfolio holder member of Cabinet for the majority group
Discretionary Rate Relief Appeal Panel	Up to 7	5	2	Forward Cartwright Davies Hodges Poole	Atkins Cooke	All Members of Cabinet, excluding the Leader, to be appointed to the Panel.

APPENDIX A

Licensing Committee (Scrap Metal Dealers)	Up to 7	5	2	Forward Cartwright Davies Hodges Poole	Atkins Cooke	All Members of Cabinet, excluding the Leader, to be appointed to the committee. Functions relating to the licensing of Scrap Metal Dealers as set out in the Scrap Metal Dealers Act 2013 or by virtue of any amending or consolidating legislation and any regulations made under the Act as such amending or consolidating legislation.
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APPENDIX A

WORKING GROUPS ETC	SEATS TO BE FILLED	ALLOCATION TO POLITICAL GROUPS 2015/16		APPOINTMENTS for 2015/16		NOTES
		LAB	CON	LABOUR GROUP	CONSERVATIVE GROUP	
Working Arrangements Group	7	5	2	Street (Chair) Cartwright Davies Rogers Scott	Charlesworth Lee (Vice-Chair)	
Member Training and Development Group	4	3	1	Cartwright (Chair) Rogers (Vice-Chair) Roberts	Cooke	
Hastings Country Park Management Forum	5	4	1	Hodges (Chair) Street Poole Davies	Beaver	
Order of 1066	4	3	1	Dowling Rogers Roberts	Charlesworth	To comprise Mayor, Deputy Mayor & 1 member from each Political Group
Joint Waste Committee	2	2		Chowney Davies		Leader of the Council and Lead Member for Env & Highways
Personnel Consultative Group	4	3	1	Forward Cartwright Sinden	Cooke	

APPENDIX A

PARTNERSHIPS	SEATS TO BE FILLED	ALLOCATION TO POLITICAL GROUPS 2015/16		APPOINTMENTS for 2015/16		NOTES
		LAB	CON	LABOUR GROUP	CONSERVATIVE GROUP	
Stade Partnership	2	2		Poole Hodges		
Hastings Overseas Student Advisory Council	3	2	1	Roberts Sinden	Charlesworth	Known as HOSAC
Hastings Local Strategic Partnership	2	1	1	Chowney	Atkins	
Safer Hastings Partnership	1	1		Davies		Relevant Lead Member
Jt. Advisory Cttee. the High Weald AONB	1	1		Street		
Combe Valley (formerly Pebsham) Countryside Park Management Forum	2	2		Davies Howard		Appropriate Lead Member, plus one further Councillor.
Hastings and Rother Task Force Steering Group	1	1		Chowney		Leader of the Council
Hastings Athletics Track Committee	2	1	1	Batsford	Atkins	

APPENDIX A

AmicusHorizon Hastings Area Panel	1	1		Forward		Relevant Lead Member
Joint Governing Body for the Hastings Academy and the St Leonards Academy	1	1		Forward		
Sussex Police & Crime Panel	1	1		Davies		
East Sussex Health Overview & Scrutiny Committee	1	1		Beaney		Needs to be a non-executive Member.
East Sussex Community Safety Partnership	1	1		Poole		Needs to be either the Chair of the Safer Hastings Partnership or a member of the Sussex Police and Crime Panel.
Big Local North East Hastings	1	1		Charman		

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CABINET – JULY 2015**APPOINTMENT OF MEMBERS TO REPRESENTATIVE BODIES**

ORGANISATION	SEATS TO BE FILLED	APPOINTMENTS FOR 2015/16
Dungeness Site Stakeholder Group	1	
East Sussex Energy Infrastructure and Development Ltd (Sea Change) (This is a directorship)	1	Poole
Hastings & St Leonards Town Centre Management Group	1	Chowney
Hastings Health Improvement Network	1	Rogers
Health & Wellbeing Board	1 (not Health O & S Cttee member)	Turner
Local Gov. Assoc. – National Body	1	Chowney
Local Gov. Assoc. – Urban Commission	1	Poole
Local Gov. Assoc. – Coastal Issues Group	1	Hodges
South East England Councils	1 (The Leader of the Council)	Chowney

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Agenda Item 10

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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