



Hampshire County Council  
**Further Electoral Review of Hampshire County Council**

Submission to the Local Government Boundary Commission for  
England on Council Size – April 2015

## **CONTENTS**

- 1. Introduction**
- 2. Hampshire County Council – Context**
- 3. Hampshire County Council – Governance Arrangements**
  - 3.1. Leader and Cabinet Model of Executive Arrangements**
  - 3.2. Executive Members**
  - 3.3. Executive Meetings and Decision Making**
  - 3.4. Advisory Committees to the Executive**
  - 3.5. Discharge of the County Council’s Non-Executive Functions – County Council**
  - 3.6. Committees of the County Council**
  - 3.7. Exercise of ‘Local Choice’ Functions**
  - 3.8. Relationship between responsibility for decision making of Members of the County Council and delegation to Officers**
  - 3.9. Scrutiny Functions**
  - 3.10. Sub-Committees and Member Working Groups**
- 4. Joint Committees, Area-Based Committees, other Proportionate Bodies and Outside Bodies**
  - 4.1. Joint Committees**
  - 4.2. Area Committees**
  - 4.3. Other Proportional Bodies to whom the County Council makes appointments**
  - 4.4. Outside Bodies to whom the County Council makes appointments**
  - 4.5. Outside Bodies to whom appointments are made by Members of the Executive**
- 5. Parish and Town Councils**
- 6. Members Development and Training**
  - 6.1. Member Development Group**
  - 6.2. Members Briefing Programme**
- 7. Representational Role of Members in the Local Community**
  - 7.1. Representational Role of Members**

- 7.2. Member Grants
- 7.3. Members' Survey

8. Current Electorate and Electorate Forecasts to 2021

9. Conclusions on Council Size

**Appendices**

- Appendix 1 Allocation of responsibility between Members of the Executive
- Appendix 2 Functions exercised by the full County Council
- Appendix 3 Allocation of responsibility for Non-Executive Functions
- Appendix 4 Allocation of Local Choice Functions
- Appendix 5 Allocation of responsibility for Scrutiny Functions
- Appendix 6 Joint Committees and Area Based Committees
- Appendix 7(a) Outside Bodies (Council Appointments)
- Appendix 7(b) Outside Bodies (Executive Appointments)
- Appendix 8(a) County Councillor Grants
- Appendix 8(b) Members' Survey
- Appendix 9(a) Current and Electorate and Forecasts at 2021
- Appendix 9(b) Methodology for producing Electoral Population

## **1. Introduction**

- 1.1.** On 29 August 2014 the Local Government Boundary Commission for England ('the Commission') advised the County Council that the Commission had determined that a further Electoral Review of the County Council's Electoral Arrangements should take place.
- 1.2.** So far as the County Council is concerned, electoral arrangements means:
  - 1.2.1.** The total number of Members elected to the County Council;
  - 1.2.2.** the number and boundaries of electoral divisions in the County Council;
  - 1.2.3.** the number of Members in respect of any electoral division; and
  - 1.2.4.** the name of any electoral division of the County Council.
- 1.3.** In conducting its review, the County Council is advised that the Commission will make its judgement on Council size by considering three key areas. These are:
  - 1.3.1.** The County Council's Governance Arrangements, and how it takes decisions across the broad range of its responsibilities;
  - 1.3.2.** the County Council's Scrutiny Functions relating to its own decision making, and the County Council's responsibilities to outside bodies; and
  - 1.3.3.** the representational role of County Councillors in the local community, and how they engage with people, conduct case work and represent the County Council on local partner organisations.
- 1.4.** This submission sets out the views of Hampshire County Council in terms of Council size, addressing these key areas, supported by evidence.

## **2. Hampshire County Council – Context**

### **2.1. Geography and History**

- 2.1.1.** Hampshire sits at the mid-point of the South Coast. It is bordered by the Isle of Wight to the south, Surrey and West Sussex to the east, Berkshire to the north and Wiltshire and Dorset to the west – making Hampshire the point where the Home Counties end and the

West Country begins.

- 2.1.2.** Hampshire has built-up areas in the north and south including downland, forests, valleys and coasts associated with the county's rural heritage. Hampshire has many Areas of Outstanding Natural Beauty including the North Wessex Downs and is host to two National Parks (New Forest and South Downs).
- 2.1.3.** Hampshire has a long and illustrious history. Prehistoric and Roman settlements include Danebury Hill and Silchester; the county town of Winchester is the ancient capital of Wessex and England; Aldershot is known as the home of the British Army; while Jane Austen's house in Chawton and the National Motor Museum at Beaulieu receive visitors from across the world.

## **2.2. Economy**

- 2.2.1.** With a GVA<sup>1</sup> (gross value added) of £34bn Hampshire's economy is larger than Northern Ireland's. The county is a national leader in sectors such as aerospace and defence, marine industries, computing and pharmaceuticals. There are 62,000 businesses in Hampshire employing 670,000 people.
- 2.2.2.** Hampshire also has strategic links to London through the M3 and fast rail services to Waterloo; north to the Midlands on the A34; to the west along the A303; and across the English Channel to ports in Europe and around the world.
- 2.2.3.** The container, cruise, naval and ferry ports of Southampton and Portsmouth are national assets with workforces and supply chains stretching deep into Hampshire. Hampshire also boasts two fast-growing airports (Southampton and Farnborough) as well as close proximity to Heathrow and Gatwick.
- 2.2.4.** 1.7m commuting trips take place in Hampshire and the cities every day. Two-thirds of commuting is by car and there are 800,000 cars in Hampshire (more than any other county)<sup>2</sup>. The fastest-growing category of commuter in the county is people working mainly at home, of which there were 42,000 at the time of the 2011 census.

---

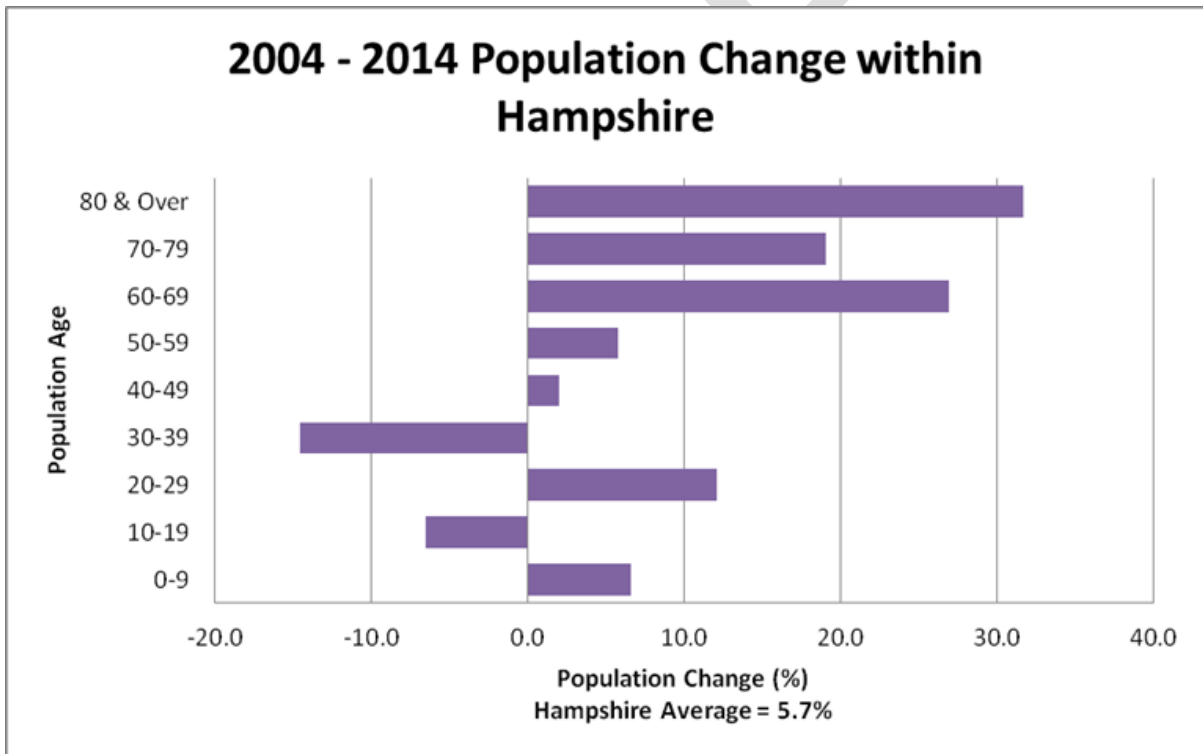
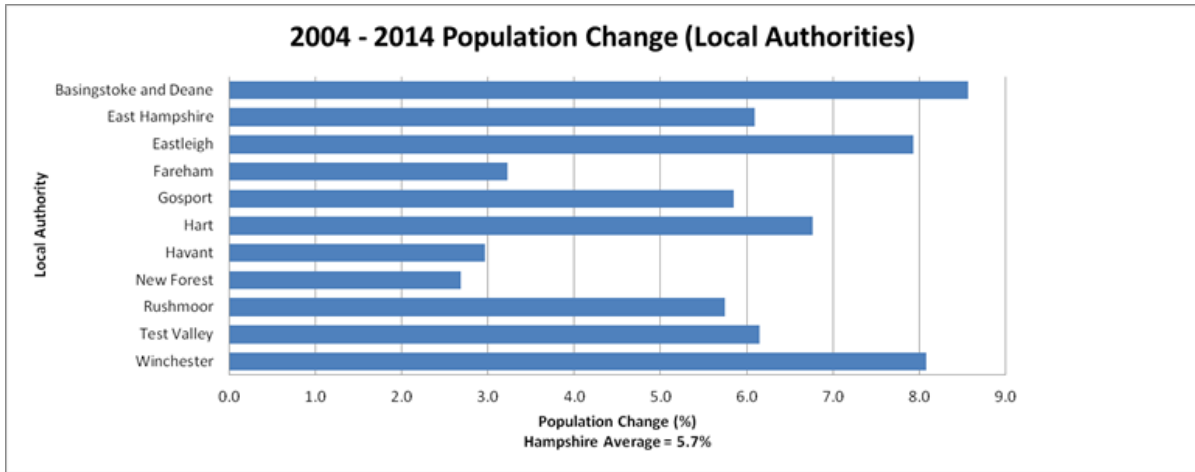
<sup>1</sup> 2013 data published by the Office for National Statistics in [December 2014](#)

<sup>2</sup> 2011 Census data published by the Office for National Statistics in January 2013.

## 2.3. People

- 2.3.1.** Hampshire is the third-largest English county with a population of over 1.3m – equivalent to Bristol, Nottingham and Glasgow combined. Three-quarters of the county's population lives in urban areas with the largest settlements being Basingstoke, Eastleigh, Havant and Gosport. Other substantial populations are located in the north-east of Hampshire adjoining Surrey, the county town of Winchester, the suburban areas around Southampton and Portsmouth and market towns such as Alton, Romsey and Ringwood. Hampshire's many villages are spread around the county and range from tiny hamlets to sizeable settlements such as Brockenhurst in the New Forest.
- 2.3.2.** In the decade to 2014 Hampshire's population grew by 5.7%. All areas of the county showed growth, led by Basingstoke and Deane. The main causes of population growth in Hampshire are natural demographic factors including greater longevity and higher birth rates, and internal migration from within the UK.
- 2.3.3.** Hampshire residents are older, and are ageing faster, than the national average. Above the median age of 42 the population grew strongly in the last decade, with an increase of 29% in the 65+ population. In contrast, the county has experienced a net loss of younger people; for example the number of Hampshire residents in their thirties fell by 15% during the same period. However, there were increases in the 0-9 and 20-29 groups.
- 2.3.4.** Higher concentrations of older people are found in rural areas, especially the New Forest, which has a substantial retirement population.
- 2.3.5.** Higher concentrations of young people are found in urban areas, typically because of access to jobs and more affordable housing. Although Southampton and Portsmouth do not fall within the administrative Hampshire area, they are part of the same demographic catchment and the growing younger/declining older population in both cities shows that to some degree an exchange of population with the county is taking place.
- 2.3.6.** There are approximately 574,000 dwellings in Hampshire and by 2021 it is forecast that this will have grown to 618,000.

**2.3.7.** Over 90% of Hampshire residents describe themselves as 'White British' with the largest ethnic minority being the Nepalese community in and around Farnborough.



### 3. Hampshire County Council – Governance Arrangements

#### 3.1. Leader and Cabinet Model of Executive Arrangements

Hampshire County Council operates a Leader and Cabinet Model of Executive Arrangements comprising an Executive Leader elected by full Council, together with eight Members appointed to the Executive by the

Leader, collectively referred to as 'the Cabinet'.

### **3.2. Executive Members**

Allocation of functions between the Executive and Committees of the County Council is determined in accordance with the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 ('the Functions Regulations'). Other than functions specifically reserved to the County Council, acting as a full Council or in Committees, all functions of the County Council is the responsibility of the Executive. Details of the allocation of responsibilities between members of the Executive are set out at Appendix 1. Executive Members are as follows:

**Leader and Executive Member for Policy and Resources**

**Executive Member for Income and Capital Receipts**

**Deputy Leader and Executive Lead Member for Children's Services**

**Executive Member for Education**

**Executive Member for Culture, Recreation and Countryside**

**Executive Member for Human Resources**

**Executive Member for Adult Social Care and Public Health**

**Executive Member for Communities and Partnerships**

**Executive Member for Economy, Transport and Environment**

### **3.3. Executive Meetings and Decision Making**

Major or 'cross cutting' decisions are taken by the Executive acting collectively through Cabinet. In addition each Executive Member makes Executive Decisions within his or her portfolio of responsibility. Meetings of Cabinet and individual Executive Member Decision Days are held in public, save for when confidential or exempt items are discussed. Meetings of Cabinet take place up to eight times a year. The number of individual Executive Member Decision Days held each year varies between the portfolio holders, but meetings can similarly be held up to eight times a year per Executive Member.

### **3.4. Advisory Committees to the Executive**

In addition the County Council appoints three Advisory Panels to advise Members of the Executive in the discharge of their responsibilities. These are:

**Buildings, Land and Procurement Panel** comprising six Members, and meeting four times a year.

**Children and Families Advisory Panel** comprising nine Members, and meeting three times a year.

**Education Advisory Panel** comprising nine Members, and meeting four times a year.

### **3.5. Discharge of the County Council's Non-Executive Functions – County Council**

There is an Annual Meeting of the County Council in May each year, together with up to five other meetings of the full Council each year. An additional or 'extraordinary' meeting of the County Council may also be called at any time by the Chairman of the County Council. Typically an extraordinary meeting will deal with a single complex item of business, over and above the County Council's usual items of business, for example consideration of statutory development plan documents, such as the Hampshire Minerals and Waste Plan. The County Council is responsible for the exercise of functions reserved to the County Council. The County Council also deals with other business as per its Standing Orders. Details of functions reserved to the County Council are set out at Appendix 2.

### **3.6. Committees of the County Council**

The County Council also appoints a number of Committees in order to discharge its Non-Executive Functions. Members are appointed to County Council Committees on a proportional basis from amongst the Political Groups, with the exception of the Health and Wellbeing Board which has its own statutory governance arrangements. Committees of the County Council are as follows:

**Regulatory Committee** comprising 16 Members, and meeting 11 times a year.

**Employment in Hampshire County Council Committee** comprising eight Members, and meeting three times a year.

**Audit Committee** comprising nine Members, and meeting four times a year.

**Pension Fund Panel** comprising nine County Council Members, plus six co-opted Members, and meeting six times a year.

**Conduct Advisory Panel** comprising ten Members, and meeting as required.

**Health and Wellbeing Board** comprising three County Council Members, plus 18 co-opted Members, and meeting four times a year.

Details of Non-Executive Functions allocated to the Committees of the Council are set out at Appendix 3.

In addition the County Council has appointed a River Hamble Harbour Board in order to discharge its statutory functions as Harbour Authority. The River Hamble Harbour Board comprises three County Council Members, plus three co-opted Members, and meets five times a year. The Harbour Board is advised by the River Hamble Management Committee, which comprises ten County Council Members plus nine co-opted Members and meets four times a year.

### **3.7. Exercise of 'Local Choice' Functions**

In addition there are a number of 'Local Choice' functions which are the responsibility of the County Council under the Functions Regulations. Details of these functions and allocation between Committees of the County Council and the Executive are set out at Appendix 4.

### **3.8. Relationship between responsibility for decision making of Members of the County Council and delegation to Officers**

The County Council, its Committees and the Executive make all decisions on matters of significant policy and most other significant decisions. Whilst Chief Officers have delegated authority to take necessary actions to implement County Council, Committee and Executive Decisions, the practice is that all Key Decisions and strategic decisions are taken by Members.

### **3.9. Scrutiny Functions**

Since the County Council operates Executive Arrangements, it is required

by law to appoint one or more Scrutiny Committees, in order to discharge its Overview and Scrutiny responsibilities. Save for Executive Members who are not eligible for inclusion, Members are appointed to the County Council's Scrutiny Committees on a proportional basis. Currently the County Council operates five Scrutiny Committees. These are as follows:

**Policy and Resources Scrutiny Committee** comprising 14 Members, and meeting five times a year.

**Children and Young People Scrutiny Committee** comprising 20 County Council Members, plus five co-opted Members, and meeting four times a year.

**Health and Adult Social Care Scrutiny Committee** comprising 20 County Council Members, plus four co-opted Members, and meeting six times a year.

**Culture and Communities Scrutiny Committee** comprising 14 Members, and meeting four times a year.

**Economy Transport and Environment Scrutiny Committee** comprising 14 Members, and meeting four times a year.

Details of the responsibilities of the County Council's Scrutiny Committees are attached at Appendix 5.

The County Council operates a system of pre-consideration or 'pre-scrutiny' of Executive decisions. Decisions of strategic or public importance, or decisions which otherwise attract a high level of public interest are routinely considered by the County Council's Scrutiny Committees prior to an Executive decision. Executive Members attend meetings of Scrutiny Committees, and recommended actions of Scrutiny Committees in relation to proposed Executive decisions are reported to the Executive prior to decisions being taken. The Scrutiny Committees have responsibility for consideration of Notices of Motion referred to them by the full Council, and reporting back as appropriate to the County Council. The Scrutiny Committees also undertake the County Council's statutory scrutiny functions, such as crime and disorder and flood and coastal erosion risk management.

In addition the Scrutiny Committees are responsible for exercising statutory 'Call-in' functions in respect of decisions of the Executive made but not implemented. Where a request for 'call-in' is made, an additional meeting of the relevant Scrutiny Committee will be held to consider the request and

whether it should exercise its call-in powers under the County Council's Constitution.

### **3.10. Sub-Committees and Member Working Groups**

As well as formal Scrutiny Committees, the County Council appoints time-limited task specific Sub-Committees and Member Working Groups in order to carry out reviews on behalf of the Scrutiny Committees. These reviews tend to be in depth and cross-cutting. In the last year Sub-Committees and Working Groups have been set up to look at subjects such as library provision, grant funding, support for disabled children and Hampshire's highways. Sub-Committees and Working Groups typically meet four-six times per work item referred to them.

## **4. Joint Committees, Area-Based Committees, other Proportionate Bodies, and Outside Bodies**

The County Council appoints Members to a wide range of over 25 Joint Committees, Area-Based Committees, other Proportionate Bodies, and Outside Bodies. In addition individual Executive Members appoint representatives to over 150 other Outside Bodies in accordance with their areas of Executive Responsibility:

### **4.1. Joint Committees and Area Based Committees**

Details of Joint Committees and Area Based Committees to which the County Council makes appointments and the number of Members appointed are set out at Appendix 6.

### **4.2. Other Proportional Bodies to which the County Council makes appointments**

The County Council appoints to three Proportional Bodies:

- Chichester Harbour Board: four County Council Members;
- Hampshire Fire and Rescue Authority: 19 County Council Members
- New Forest National Park Authority: five County Council Members

Of these, the Hampshire Fire and Rescue Authority (HFRA) is of particular note. The HFRA consists of 25 Members, 19 of which are appointed by the County Council to the Authority. The Authority meets in full four times a year and Members are also appointed to one or more of the four Committees of the Fire Authority, each of which also meet four times a

year.

#### **4.3. Outside Bodies to which the County Council makes appointments**

Details of the Outside Bodies to which the County Council makes appointments and number of Members appointed are set out at Appendix 6(b).

#### **4.4. Outside Bodies to which appointments are made by Members of the Executive**

Details of Outside Bodies to which appointments are made by the Executive and the number of Members appointed are set out at Appendix 6(c).

### **5. Parish and Town Councils**

There are 239 Parish and Town Councils within the administrative area of Hampshire County Council. 27 of the existing 75 County Council Divisions contain no Parish Councils, whilst 48 are completely or partly parished. The Members' survey demonstrates that where there are Parish/Town Councils there is significant engagement between local Members and Parish/Town Councils. It is however difficult to quantify the exact effect of Parish/Town Councils in Members' workloads. Where there are Parish/Town Councils, Members can be expected to attend Parish/Town Council meetings.

### **6. Members Learning and Development**

#### **6.1. Member Development Group**

The County Council has set up a Member Development Group (MDG) comprising Members from the Political Groups represented on the Council. The MDG carries out an overarching role of monitoring and supporting the framework for Member development and training. The MDG also has responsibility for reviewing the Members Development and Learning Policy and other tools such as the Skills and Knowledge Self-Assessment to assist Members in identifying areas of learning and development to help support them in their role as a County Councillor. The MDG meets four times a year.

#### **6.1. Member Briefing Programme**

The MDG also oversees a monthly Member Briefing Programme providing timely and topical updates to support all Members of the Council in the

discharge of their responsibilities, which Members also regularly attend. The Programme covers a wide range of topics such as emerging legislation and policies, highway matters, community matters, local government finance, NHS/public health matters and updates from partner organisations to name but a few.

## **7. Representational Role of Members in the Local Community**

### **7.1. Representational Role of Members**

In addition to their more 'formal' role in the County Council's business arrangements, formal responsibilities and partnerships, all Members of the County Council have a representational role to fulfil. Members generally have the responsibility to act locally to represent, promote and support the interests of their electoral division and the community within the electoral division, and to represent the County Council within the electoral division. In this regard as local Members, Councillors act as the prime link between the County Council and the local community by providing information to, and feedback from, that community and fostering links between the County Council and the Borough/District Councils.

### **7.2. Member Grants**

The County Council has since 2007 operated a scheme of devolved budgets to Members to spend on initiatives which benefit their local community, in satisfaction of the County Council's corporate priorities. Currently each Member of the County Council has a devolved budget of £8,000 per annum in this regard. Applications for grant funding are made to individual Members to determine whether funding should be supported. In 2014/15 each Member received on average 10.4 formally submitted applications per year in this regard, resulting on average in 8.5 grants per Member. Details of the Members Grant Scheme are included at Appendix 7.

### **7.3. Members' Survey**

**7.3.1.** As part of the County Council's consideration of its submission on Council size, a survey of Members has been undertaken regarding time spent by Members in their role as County Councillors on formal County Council business, partnerships and outside bodies, and time spent by Members in their representational role in, and on behalf, of their local communities.

**7.3.2.** The survey contained 19 questions, with the opportunity to make further comments. 58 Members responded. Responses were

received from all Political Groups, including Executive Members, Chairmen and Vice-Chairmen of Committees, Opposition Group Spokespersons, and 'back benchers'. The survey questions are set out at Appendix 8(b).

- 7.3.3.** Members were asked specific questions in relation to the average number of hours Members spent per week on:
- a) Preparing for and sitting on formal County Council Committees, partner organisations and outside bodies to which Members have been appointed by the County Council (Questions 2 and 3).
  - b) Positions of special responsibility within the County Council (i.e. Cabinet Member, Chairman, Vice-Chairman, Minority Group Spokesperson) (Question 4).
  - c) Constituency Matters and the main issues making up Members' Constituency case loads, plus average number of weekly written enquiries received requiring a formal response (Questions 5 – 7).
  - d) Engagement with Parish/Town Councils (Questions 8 – 11).
  - e) Engagement with Borough/District Councils (Questions 12 – 13).
  - f) Engagement with Community Organisations (Questions 14 -15).
  - g) Methods of community engagement, including frequency of activity (Questions 16 – 19).
- 7.3.4.** A majority of Members who responded (92%) reported spending between one and 15 hours per week preparing for formal County Council Committees, Partnership Organisations and Outside Bodies. 85% of Members spent between one and 15 hours per week sitting on formal County Council Committees, Partnership Organisations and Outside Bodies. In both cases the highest figure was between six and ten hours.
- 7.3.5.** 86% of Members holding positions of special responsibility within the County Council reported spending between one and 15 hours per week discharging this function, with 12% spending more than

20 hours.

- 7.3.6.** 83% of Members who responded reported spending between one and 15 hours per week on local constituency business. The highest figure was between six and ten hours. A wide variety of matters made up Members' constituency caseloads with issues spread across all of the County Council's functions, with highway matters (100% of Members responding), education issues (60%), and issues relating to a Parish or District Council function (59%) forming the highest areas of work. 45% of Members reported receiving between zero and 25 written enquiries per week requiring a formal response, with 33% of Members reported receiving between 26 and 50 written enquiries per week, and 22% receiving over 50 written enquiries.
- 7.3.7.** 60% of Members who responded represented an Electoral Division which was parished. The most common method of engagement was regular attendance at Parish/Town Council meetings (68%). 97% of Members reported spending between one and 15 hours per week on Parish/Town Council engagement. The highest figure was between one and five hours.
- 7.3.8.** Responses demonstrated a significant amount of Member engagement with District/Borough Councils. 75% hold regular meetings with District/Ward Councillors in their Electoral Divisions, and 81% attend forums comprising both County Council and District Council Members. 96% of Members reported spending between one and ten hours a week on this activity.
- 7.3.9.** Similarly the responses demonstrated a significant amount of Member engagement with Community Organisations, such as Residents' Associations (81%), School Governing Bodies (54%), and Age Concern (17%). 91% of Members reported spending between one and ten hours per week on this activity.
- 7.3.10.** Members use a wide variety of methods of engagement with their local communities, the most common being a newsletter (75%), surgery and website (both 40%), and social media (39%). 86% of Members who responded reported spending between one and ten hours per week on this activity. 45% of Members who use a newsletter, surgery or blog, do so on a monthly basis and 38% of Members who organise a surgery do so in different venues across their Electoral Division.

**7.3.11.** At the end of the survey Members were asked if they wished to comment further. A range of responses was received, demonstrating a wide variety of further Member activity both at Executive level, for example on national bodies and on County Council business, and in relation to a Members' representational role such as site visits for planning applications, attendance at local liaison panels, school transport and other appeals, and other matters such as visits to community centres, schools and care homes, festival and event support and administration of Members' grants. It was noted that because of the geographical size of the County Council many Members spend a significant amount of time travelling on County Council business. Members also reported attendance at briefing sessions and training events relevant to their role on the Council. Another common theme was an ever increasing workload as a consequence of the sheer frequency of major change, and additional pressures of work at a constituency level as a result of budget pressures and pressures of service delivery. Members also reported an ever increasing amount of contact at a constituency level in their community and representational role, as a result of increasing use by members of the public of electronic communication and social media.

## **8. Current Electorate and Electorate Forecasts to 2021**

- 8.1. The population of those in Hampshire aged 18 or more in 2014 was 1.05 million and the registered electorate for the administrative area of Hampshire County Council was 1,020,276 as at December 2014.
- 8.2. It is noted that Schedule 2 to the 2009 Act requires that when making its recommendations, at the conclusion of the review, the LGBCE should take into account any changes to the number and distribution of local government electors likely to take place within the five years following the end of the review. Since the review is due to be concluded in 2016, electoral forecasts are provided to 2021.
- 8.3. By 2021 the Hampshire registered electorate is forecast to have grown to 1,079,999, an increase of 59,723 electors, indicating a cumulative projected increase of 5.9% of registered electors on 2014 figures. Growth will not be uniform across the County, with housing development affecting the local population as well as birth, death and migration rates, and a forecast has been made for each County Council division as set out at Appendix 9(a). The forecasts have been produced using Hampshire County Council's proven Small Area Population Forecasts ('SAPF') methodology, which is consistently used throughout the County Council's

area for service planning roles, including school place planning. A detailed note about the methodology is included at Appendix 9(b). Whilst a decrease in the number of registered electors may be forecast in some individual divisions, an increase in the number of registered electors is forecast in all eleven District Council areas.

## **9. Conclusions on Council Size**

- 9.1. The County Council's electoral arrangements were last reviewed in 2002 – 2004 following the introduction of Executive Arrangements ('the 2002 - 2004 Review'), when the (then) Boundary Committee for England determined that the Council size should be 78 Members, an increase of four Members on electoral arrangements at the time. Based on December 2001 figures at the commencement of the 2002 - 2004 Review, the total electorate of the County Council was 964,244. The electoral forecast to 2006 demonstrated an expected increase in electors by 3.3% to 997,277. Based on the 2006 electoral forecast and an increased number of Members to 78, this equated to an average electorate per Member of 12,780.
- 9.2. As indicated at Paragraph 8 of this submission, the current registered electorate is based on December 2014 figures supplied by the eleven District Councils for those entitled to vote in local government elections, is 1,020,276. This equates to an average number of registered electorate per Member of 13,080. The electoral forecast to 2021 shows a cumulative projected increase of registered electors by a further 5.9% on 2014 figures to 1,079,999. This equates to a projected increase in the average number of registered electors per Member to 13,846, an increase on December 2014 figures of 766 per Member.
- 9.3. Whilst there has been no significant change in the structure of the County Council's governance arrangements since the 2002 - 2004 Review, the scope of Member commitments, for example in areas such as health and safeguarding, the pace of work, and pressure on Members in their representational role has changed significantly. The complexity of the County Council's business as an extended organisation with its partners Hampshire Constabulary and Hampshire Fire and Rescue Service requires a significant time commitment of Members, and joint working arrangements with the Isle of Wight Council in regard to the delivery of services for children requires regular liaison between the Executive Members for Children's Services at both Councils. The business of Outside Bodies, to which the County Council makes appointments, and in their local constituencies is evidenced within the detail of the County Council's governance arrangements as set out in this submission, and by the

outcome of the Members' Survey which also highlights a range of other activities that Members regularly engage in.

- 9.4. Cabinet Members have particular responsibilities under Executive Arrangements. However non Cabinet Members also have a key role to fulfil in full Council, the various County Council Committees and Advisory Panels, in Scrutiny Arrangements and policy review, and on a host of Outside Bodies, Joint Committees and other proportionate bodies to which the County Council makes appointments. In addition all Members of the County Council have a representational role as local Members in and on behalf of their local communities. As evidenced in the Members' Survey, demand on Members in their representational role is ever increasing. It is unlikely that this trend will not continue.
- 9.5. The County Council is very mindful that efficiency of scale and cost is always important, particularly at a time when Councils are facing unprecedented pressure on finance. Notwithstanding the upward pressure on Members individually, the County Council is not seeking an increase in Council size. The County Council is however of the view that any reduction in Council size would impact on Members' ability to perform their role both in Council business and in their local communities as representatives of the constituents by whom they were elected. The County Council's view therefore is the Council size should remain at 78 Members.
- 9.6. The Council's financial policy of high value public services, with zero Council tax increases, alongside the 'extended organisation' provides additional workloads in the Executive and Scrutiny Arrangements. The pace of change, leading to more extensive member briefing programmes and more recently additional consultation proposals, accentuates increases in timelines and workload. Overall the Chief Executive would advise the current number of Councillors would seem appropriate for increasing activity and a faster pace of change, e.g. Transformation to 2017.

## Responsibility for Executive Functions

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

The principles of responsibility are as follows:

- Unless a function, power or responsibility is specifically reserved to the County Council or a Committee of the County Council, the Executive is authorised to exercise the function or power.
- The Executive collectively will be responsible for those decisions falling appropriately to it.  
All decisions will be recorded.
- If a decision is made by an individual Member of the Executive, this will be stated openly and clearly.
- The Executive or individual Members of the Executive will normally be making Key Decisions, as defined at Part 3, Chapter 2, Paragraph 3 of this Constitution, or decisions which are significant (even though they may not be Key Decisions).

Responsible Person	Functions
<p>Leader and Executive Member for Policy and Resources</p>	<p>Leader of the County Council and Chairing and managing the Executive and its work.</p> <p>Overall strategy, policy and co-ordination 'across the board', and the direction and utilisation of resources.</p> <p>Primary departmental links – Corporate Services, and Culture, Communities and Business Services departments.</p> <p>Service area responsibilities – services within the above departmental remit areas; except where any area has been specifically allocated within the remit of another Executive Member.</p> <p>Functional areas – policy; strategic overview; overall performance; budget strategy; and personnel policies, including strategy for pay and remuneration, asset management, and IT services.</p> <p>Monitoring and developing the sustainability of the natural environment and heritage of rural Hampshire.</p>

<p>Executive Member for Income and Capital Receipts</p>	<p>To assist the Executive Member for Policy and Resources.</p> <p>Primary department links – Corporate Services and Culture, Communities and Business Services Departments.</p> <p>Service area responsibilities – within the remit of the above departments, and otherwise where relevant to the role.</p> <p>Functional areas – Procurement policies and outcomes; Corporate Services and Culture, Communities and Business Services business units and trading arrangements; business and trading arrangements in other departments where relevant; development of income generation policies across the board, energy related matters.</p> <p>Advisory areas – to advise the Executive Member for Policy and Resources on revenue and capital related matters, property matters, and major land policy and disposal matters and programmes; to develop with the Director of Corporate Resources relevant financial plans for approval by the Executive Member for Policy and Resources.</p> <p>Appointments to relevant outside bodies not on a proportional basis in consultation with minority parties.</p> <p>N.B. This Executive Member is also Chairman of the Buildings, Land and Procurement Panel. (BLAPP).</p>
<p>Assistant to the Executive Member for Policy and Resources</p>	<p>To assist the Executive Member for Policy and Resources on Business and Rural Economy matters because of the breadth of the portfolio. This position does not have any Executive decision making powers.</p>
<p>Deputy Leader and Executive Lead Member for Children’s Services</p>	<p>Deputy Leader and Designated Lead Member for Children’s Services pursuant to Section 19 of the Children Act 2004.</p> <p>Overall strategy and policy for all Children’s matters, i.e. Education, Children and Families pursuant to the requirements of the Children Act 2004.</p> <p>Approval of the Children and Young People’s Plan.</p>

	<p>Primary departmental link – Children’s Services Department.</p> <p>Service area responsibilities – all services within the remit of the above department.</p> <p>Functional areas – statutory Social Services functions of the County Council relating to children, and all education functions exercisable by the County Council as Local Education Authority.</p> <p>Responsibility for building relationships with businesses in Hampshire, the Corporate Apprenticeship Programme, functions related to the Supporting Troubled Families Programme, and responsibility for the County Council’s relationship with the Armed Forces.</p> <p>Corporate oversight of external and International policy and activities; acting as an ambassador with external and international/national bodies.</p> <p>Primary Department links – Corporate Services and Culture, Communities and Business Services Departments.</p> <p>Service area responsibilities – services within Corporate Services and Culture, Communities and Business Services Departments relevant to the role and relevant external and International links.</p> <p>Appointments to relevant outside bodies not on a proportional basis in consultation with the minority parties.</p>
<p>Executive Member for Education</p>	<p>To support the Executive Lead Member for Children’s Services because of the breadth of the portfolio, by providing additional capacity at Executive level to drive improvements in school standards and educational attainment and liaising with schools, academies, colleges and other representatives of the education sector.</p> <p>Primary departmental link – Children’s Services Department.</p> <p>Service area responsibilities – education and schools.</p> <p>Functional areas – working with the Executive Lead Member for Children’s Services to develop policy</p>

	<p>and strategy in relation to school improvements and educational standards; where agreed with the Executive Lead Member for Children’s Services determining infrastructure and school organisation matters, in accordance with policies and strategies agreed by the Executive Lead Member for Children’s Services, the Children and Young People’s Plan, and where relevant the Children’s Services Capital Programme.</p> <p>Determining appeals in respect of exceptions to school transport policies, other than appeals relating to the safety of walking routes.</p> <p>Appointments to relevant outside bodies not on a proportional basis in consultation with the minority parties.</p> <p>N.B. This Executive Member is also Chairman of the Education Advisory Panel.</p>
<p>Executive Member for Culture, Recreation and Countryside</p>	<p>Overall strategy and policy for libraries, museums, archives, arts, rights of way, outdoor activities, learning and leisure.</p> <p>Primary departmental link – Culture, Communities and Business Services Department</p> <p>Service area responsibilities – Culture and Recreation services within the Culture, Communities and Business Services Department</p> <p>Functional areas – libraries, museums, archives and records, countryside and rights of way, sport and culture community support, recreation and all ancillary activities.</p> <p>Appointments to relevant outside bodies, not on a proportional basis in consultation with the minority parties.</p>
<p>Executive Member for Human Resources</p>	<p>Overall strategy for human resources matters.</p> <p>Primary departmental link – Corporate Services Department.</p> <p>Service area responsibilities – human resources services within the remit of Corporate Services, including strategic workforce development.</p>

	<p>Functional areas – personnel policy formulation and skills development in relation to the County Council’s directly employed workforce (excluding schools).</p> <p>Appointments to relevant outside bodies not on a proportional basis in consultation with the minority parties.</p> <p>N.B. This Executive Members is also Chairman of the Employment in Hampshire County Council Committee (EHCC).</p>
<p>Executive Member for Adult Social Care and Public Health</p>	<p>Overall strategy and policy for all Adult Social Care and Public Health matters.</p> <p>Primary departmental links – Adult Services and Corporate Services Departments.</p> <p>Service area responsibilities – all services within the remit of the above department including the duty relating to safeguarding, and all services within the remit of the County Council’s public health responsibilities pursuant to Section 73 B of the National Health Service Act 2006.</p> <p>Functional areas – services for adults, including older people, learning disability, physical disability, mental health and all ancillary services. Liaison and relationships with health providers and commissioners relevant to functional areas.</p> <p>All duties relating to the County Council’s responsibilities to improve public health. Liaison and relationships with health providers and commissioners relevant to functional areas.</p> <p>Appointments to relevant outside bodies – not on a proportional basis in consultation with the minority parties.</p> <p>N.B. This Executive Member is also Chairman of the Health and Wellbeing Board.</p>
<p>Executive Member for Communities and Partnerships</p>	<p>Primary departmental links – Culture, Communities and Business Services and Corporate Services Departments.</p> <p>Service area responsibilities – services within Corporate Services and Culture, Communities and</p>

	<p>Business Services Departments relevant to the role.</p> <p>Functional Areas - Co-ordinating County Council representation on District Local Strategic Partnerships (LSPs) and Crime and Disorder Reduction Partnerships (CDRP's); Functions related to Community Safety, and Equalities.</p> <p>Promoting and Monitoring the Hampshire Sustainable Community Strategy and developing and approving a community engagement strategy and coordinating the contributions from relevant service strategies.</p> <p>Corporate oversight of the County Council's Grant Management System.</p> <p>Responsibility for the County Council's relationships with the Interfaith Network, Parish and Town Councils, the Voluntary and Community Sector, and other partners.</p> <p>Appointments to relevant outside bodies not on a proportional basis in consultation with minority parties.</p>
<p>Executive Member for Economy, Transport and Environment</p>	<p>Overall strategy and policy for all environmental matters (including planning and transportation, and mineral and waste), but excluding regulatory matters within the remit of the Regulatory Committee, and for all economic development matters.</p> <p>Primary departmental link – Economy, Transport and Environment Department.</p> <p>Service area responsibilities – within the remit of the above department.</p> <p>Functional areas – monitoring and developing the County Council's economy; co-ordinating and developing the County Council's involvement in European projects sponsored or led by the Economy, Transport and Environment Department.</p> <p>Transport strategy; spatial planning; minerals and waste planning; waste management, re-cycling; highways and bridges; highway maintenance; winter maintenance; structural maintenance; passenger transport; traffic and road safety; highways lighting; integration of public and private transport;</p>

	<p>environmental and information services; flood and coastal erosion risk management; and all ancillary activities.</p> <p>Appointments to relevant outside bodies not on a proportional basis in consultation with the minority parties.</p>
--	---

DRAFT

## Functions reserved to the County Council

Only the County Council will exercise the following functions:

1. Adopting and changing the Constitution.
2. Approving the budget, setting the Council Tax and issuing the precept.
3. Agreeing and adopting the following plans and strategies (the 'Policy Framework'):
  - (a)(i) Plans and strategies that together comprise the Development Plan – Hampshire Minerals and Waste Plan;
  - (ii) Children and Young People's Plan;
  - (iii) Local Transport Plan;
  - (iv) Sustainable Community Strategy;

(These plans are required by law to be approved or adopted by the County Council)

  - (b) (i) Corporate Strategy;

(This is a plan or strategy which statutory guidance recommends should be approved or adopted by the County Council or Cabinet)

  - (c) (i) Other plans or strategies which the County Council has determined, in accordance with the Functions Regulations, should be adopted or approved by the County Council, as part of the Policy Framework as a matter of local choice.
4. Subject to the urgency procedure contained in the Functions Regulations referred to in Part 2 of this Constitution, making decisions about any matter in the discharge of an Executive function, which is covered by the Policy Framework or the budget, where the decision-maker is minded to make it in a manner which would be contrary to the Policy Framework or contrary to/or not wholly in accordance with the budget, in either case where the decision would be contrary to a significant degree;
  - 4.1. Adopting the Members Allowances Scheme;
  - 4.2 Approval of the County Council's Pay Statement;
  - 4.3 Election of Chairman, Vice-Chairman and Leader;

- 4.4 Appointment of and agreeing and/or amending terms of reference for Committees and Standing Panels of the County Council, in accordance with the proportionality rules and legislative requirements;
- 4.5 Making appointments to the Hampshire Fire and Rescue Authority;
- 4.6 Appointing representatives to Joint Committees and any other Outside Bodies, unless the appointment is an Executive function or has been delegated by the County Council;
- 4.6 Conferring the title of Honorary Alderman;
- 4.7 Confirming the appointment of the Head of Paid Service and to provide staff accommodation and resources;
- 4.8 Making, amending, revoking, re-enacting or adopting bylaws and promoting or opposing the making of local legislation or personal Bills;
- 4.9 Any Local Choice Functions set out in Part 2, Chapter 2 Paragraph 2.2 of this Constitution, which the County Council decides should be undertaken by itself, rather than the Executive, and not delegated to a Committee of the County Council;
- 4.10 Power to make Standing Orders;
- 4.11 Power to make Standing Orders as to contracts;
- 4.12 Duty to make arrangements for proper administration of financial affairs etc.;
- 4.13 Power to appoint officers for particular statutory purposes (appointment of "Proper Officers"), for example access to information requirements;
- 4.14 Duty to designate an officer as the Monitoring Officer, and to provide staff accommodation and resources;
- 4.15 Duty to approve authority's statement of accounts, income and expenditure and balance sheet, record of payments and receipts (as the case may be), unless previously approved by the Audit Committee in accordance with Part 1, Chapter 7, Paragraph 7.3.3 (ii) of this Constitution.
- 4.16 All other matters which by law must be reserved to the County Council or which are not to be an Executive function not delegated elsewhere in this Constitution;

4.17 The County Council will also:

- (i) Receive Reports from the Head of Paid Service (the Chief Executive), the Section 151 Officer (the Chief Finance Officer), and the Monitoring Officer on such matters as these Officers consider should be brought before the County Council;
- (ii) Consider and agree Reports as appropriate from the Conduct Advisory Panel;
- (iii) Receive Reports from Select (Overview and Scrutiny) Committees where compliance by the Executive with the budget and policy framework is questioned by such Committees and receive general reports on activities;
- (iv) Receive and determine Motions from Members;
- (v) Receive and determine Reports and Recommendations from the Leader and the Executive on Part I items as defined in Standing Orders;
- (vi) Receive Reports on Part II items as defined in Standing Orders;
- (vii) Receive General Questions as defined in Standing Orders;
- (viii) Receive Reports and Questions on the discharge of the functions of the Hampshire Fire and Rescue Authority.

**5 County Council meetings**

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

**6 Responsibility for Non-Executive Functions**

The County Council has determined which Local Choice Functions are not to be the responsibility of the Executive. These functions and other County Council functions which are not the responsibility of the Executive are referred to at Part 2, Chapter 1, and set out at Part 2, Chapter 2, Paragraphs 2.1 and 2.2 of this Constitution.

**Responsibility for Non-Executive Functions**

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

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

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

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

of the Functions Regulations.			
All functions relating to Health and Safety at Work exercisable by the County Council as specified in Schedule 1, Part C of the Functions Regulations, to the extent that those functions are performed in a way other than in the County Council's capacity as an employer.	Regulatory Committee	Members of the County Council	Chief Officer with responsibility for subject area in accordance with Part 2, Chapter 4
Miscellaneous functions relating to public rights of way exercisable by the County Council as specified in Schedule 1, Part I of the Functions Regulations	Regulatory Committee	Members of the County Council	Chief Officer with responsibility for subject area in accordance with Part 2, Chapter 4
All other Licensing Regulatory and Registration functions exercisable by the County Council as specified in the Functions Regulations not otherwise allocated specifically in this table to Regulatory Committee.	Regulatory Committee	Members of the County Council	Chief Officer with responsibility for subject area in accordance with Part 2, Chapter 4
Miscellaneous functions relating to sea fisheries,	Regulatory Committee	Members of the County Council	Chief Officer with responsibility for

<p>and power to make limestone pavement orders, as specified in Schedule 1 Part I Paragraphs 35 and 41 of the Functions Regulations.</p>			<p>subject area in accordance with Part 2, Chapter 4</p>
<p>Functions in respect of the determination of the terms and conditions of service for staff employed by the County Council, (including procedures for their dismissal) as specified in Schedule 1, Part H Paragraph 37 of the Functions Regulations) not allocated to Regulatory Committee B.</p> <p>Chief Officer remuneration</p> <p>To act as appointing Committee in respect of the appointment of Officers to any post referred to at Paragraph 43.3 of Standing Orders (set out at Part 3, Chapter 1 of the Constitution), where it is proposed that such appointment be made exclusively from</p>	<p>Employment in Hampshire County Council Committee</p>	<p>Members of the County Council</p>	<p>Chief Officer with responsibility for subject area in accordance with Part 2, Chapter 4.</p>

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

**Responsibility for Local Choice Functions;**

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

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

1. Function	2. Decision-making body	3. Taking the decision	4. Delegation to Officers
1. Any function under a local Act, other than a function specified or referred to in Regulation 2 or Schedule 1 of the Functions Regulations	Executive (to the extent that these are not functions of the County Council as River Hamble Harbour Authority, in which case Paragraph 15 of this table applies)	Collectively or individually (1)	Chief Officer with responsibility for subject area in accordance with Part 2, Chapter 4
2. Determining an appeal against any decision by, or on behalf of, the County Council including school transport appeals relating to the safety of walking routes, staff disciplinary appeals and pension appeals	Regulatory Committee	Appointed Members of the Committee	Chief Officers have full authority to take any necessary actions within the County Council’s disciplinary procedures up to, and including dismissal. Any appeal is subject to final Member decision
Determining an appeal against any decision by, or on behalf of, the County Council in respect of exceptions to school transport	Executive	Lead Executive Member for Children’s Services	Stage 2 Internal Dispute Resolution Procedure (‘IDRP Pension Appeals’) – Monitoring Officer or Deputy

policies other than appeals relating to the safety of walking routes.			For all other appeals Chief Officer with responsibility for subject area in accordance with Part 2, Chapter 4
3. Making arrangements in relation to appeals against exclusion of pupils from maintained schools	Regulatory Committee	Appointed Members of the Committee	Head of Legal Services, and Director of Children's Services
4. Making arrangements pursuant to Sections 94 (1), (1A) and (4) of the School Standards and Framework Act 1998 (admission appeals)	Regulatory Committee	Appointed Members of the Committee	Head of Legal Services, and Director of Children's Services
5. Making arrangements under Section 95 (2) of the School Standards and Framework Act 1998 (children to whom Section 87 of such Act applies: appeals by governing bodies)	Regulatory Committee	Appointed Members of the Committee	Head of Legal Services, and Director of Children's Services
6. Any function relating to contaminated land	Executive	Executive Member for Environment, Transport and Economy	Chief Officer with responsibility for subject area in accordance with Part 2, Chapter 4
7. Performing any function relating	Executive	Executive Member for	Chief Officer with responsibility for

to controlling pollution or managing air quality		Environment, Transport and Economy	subject area in accordance with Part 2, Chapter 4
8. Obtaining information under Section 330 of the Town and Country Planning Act 1990 as to interests in land	Executive	Executive Member for Environment, Transport and Economy	Chief Officer with responsibility for subject area in accordance with Part 2, Chapter 4
9. Obtaining information about people interested (right, share or claim) in land, under Section 16 of the Local Government (Miscellaneous Provisions) Act 1976	Executive	Executive Member for Policy and Resources	Head of Legal Services, and Chief Officer with responsibility for subject area in accordance with Part 2, Chapter 4
10. Making arrangements for highways works to be carried out	Executive	Executive Member for Environment, Transport and Economy	Head of Legal Services
11. The appointment of any individual: a) to any office other than an office in which he or she is employed by the County Council b) to any body other than the County Council, or a joint Committee of two or more authorities; or c) to any Committee or Sub-Committee	County Council		Head of Legal Services

of such a body			
12. The making of arrangements with other local authorities for the placing of staff at the disposal of those other authorities.	Executive	Collectively or individually <sup>(1)</sup>	Chief Officer with responsibility for subject area in accordance with Part 2, Chapter 4
13. Functions of the County Council as River Hamble Harbour Authority	River Hamble Harbour Board	Members of the County Council (3) and Co-opted Members (4)	Director of Culture, Communities and Business Services

(<sup>1</sup>) If a decision falls within the remit of an individual Executive Member described in column 3 that Member may take the decision. If a decision overlaps other Executive Member responsibilities, the decision should be joint.

If a function is delegated to a Chief Officer, the Chief Executive may allocate or re-allocate responsibility for exercising a particular function where this would in the Chief Executive's opinion be appropriate in accordance with Chapter 4. Paragraph 4.1 of this Part.

### Responsibilities for Scrutiny Functions

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

Committee	Scope
Policy and Resources	<p>Coordinating Scrutiny:</p> <p>To ensure resources of all scrutiny functions are being effectively targeted.</p> <p>To ensure the outputs and outcomes of Scrutiny are having impact and being evaluated.</p> <p>To prioritise topics for scrutiny task and finish groups (thematic reviews).</p> <p>To create an annual work programme.</p> <p>To identify where each thematic review on the work programme should be considered.</p> <p>To provide an annual report to the County Council outlining the effectiveness, outcomes and learning of the scrutiny function (i.e. Select (Overview and Scrutiny) Committees and overall work programme).</p> <p>To monitor the operation of the provisions relating to call-in and urgency submitting a report to Cabinet if necessary.</p> <p>Scrutinising Corporate functions:</p> <p>Reviewing how policies, services and decisions ensure effective use and management of all resources; how effectively is cross-cutting/corporate policy developed, implemented and performance evaluated and improved.</p> <p>Efficiency; Human Resources; Partnership Working (internal and external); Procurement; Relevant Financial Management (e.g. budget setting and monitoring final accounts, capital programme, capital receipts); asset and estate management; information management (including records management);</p>

	<p>communications; use of IT; Health and Safety; corporate policy and performance; Business Units; Rural Affairs; crime prevention; crime and disorder; Regulatory Services.</p> <p>Reviewing and scrutinising decisions made, or other actions taken, in connection with the discharge of crime and disorder functions by the authorities responsible for crime and disorder strategies in relation to the County Council's area, and making reports or recommendations with respect to the discharge of those functions.</p> <p>Makings reports or recommendations to the County Council with regard to any matter which is a local crime and disorder matter in relation to a member of the County Council (i.e. a matter concerning crime and disorder which affects all or part of the electoral Division for which the Member is elected or any person who lives or works in that area).</p> <p>Departments covered;</p> <ul style="list-style-type: none"> <li>- Corporate Services</li> <li>- Culture, Communities and Business Services</li> <li>- County Council as a corporate entity.</li> </ul>
<p>Children and Young People</p>	<p>Reviewing how the needs and interests of children and young people are met by all Departments, policies, services and decisions; and how performance is evaluated and improved.</p> <p>Universal, targeted and specialist services for children and young people: prevention and management of risk; social care; children's and young people's wellbeing; education – supporting and enabling learning for all children and young people; internal and external partnership working re Children and Young People; supporting parents and families; relevant financial management.</p> <p>Departments covered:</p> <ul style="list-style-type: none"> <li>- Children's Services</li> </ul>

	<ul style="list-style-type: none"> <li>- Culture Communities and Business Services</li> <li>- Any other Department doing work with or impacting on children or young people.</li> </ul>
<p>Health and Adult Social Care</p>	<p>Reviewing how policies, services and decisions support safe, well, independent and continuously developing people (adults and older persons) and Public Health; how they are implemented and how performance is evaluated and improved.</p> <p>Focus on how the County Council is contributing to delivering the Wellbeing agenda for adults; adult social care; promoting independence and quality of life for older people; healthy and safe families; Public Health: the integration of Health and Care services and relevant financial management.</p> <p>Scrutiny of the provision and operation of health services in Hampshire.</p> <p>Departments covered:</p> <ul style="list-style-type: none"> <li>- Adult Services</li> <li>- Corporate Services</li> <li>- Culture, Communities and Business Services</li> <li>- Any other relevant functions in other Departments</li> </ul>
<p>Culture and Communities</p>	<p>Reviewing how policies, services and decisions support thriving culture and sustainable, inclusive communities; how they are implemented and how performance is evaluated and improved.</p> <p>Culture and recreation; heritage; economic development; community development; developing sustainable communities; supporting diversity and inclusion; community engagement and consultation; lifelong learning for adults; relevant financial management.</p> <p>Departments covered:</p> <ul style="list-style-type: none"> <li>- Culture Communities and Business Services</li> </ul>

	<ul style="list-style-type: none"> <li>- Corporate Services</li> <li>- Adult Services</li> <li>- Environment</li> <li>- Any other relevant functions in other Departments.</li> </ul>
<p>Economy, Transport and Environment</p>	<p>Reviewing how policies, services and decisions support a positive and sustainable environment, accessibility to services for all and effective management of natural resources; how they are implemented and how performance is evaluated and improved.</p> <p>Passenger transport; transport policy; road infrastructure; access; protection of the environment; flood and coastal erosion risk management; economic development; sustainable development; climate change; land management; waste management; relevant financial management.</p> <p>Departments covered:</p> <ul style="list-style-type: none"> <li>- Environment</li> <li>- Culture, Communities and Business Services</li> <li>- Children's Services</li> <li>- Any other relevant functions in other Departments</li> </ul>

**Specific Functions**

**Policy development and review**

Select (Overview and Scrutiny) Committees may:

assist the County Council and the Executive, at their request, to develop the budget and policy framework by in-depth analysis of policy issues

conduct research in the analysis of policy issues and possible options

question members of the Executive or Senior Officers, about their views on issues and proposals affecting their remit

liaise with external organisations as appropriate

## **Scrutiny**

Select (Overview and Scrutiny) Committees may:

review and scrutinise Executive decisions

review and scrutinise the County Council's service delivery and performance, performance concerning its policy objectives, performance targets and particular service areas

question members of the Executive or Senior Officers about their decisions and performance; whether compared to service plans and targets, or related to particular decisions, initiatives or projects

make recommendations to the Executive or County Council arising from the scrutiny process

review and scrutinise the performance of other public bodies in the area; invite reports from them by asking them to address the relevant Select Committee

question and gather evidence from people and organisations that can inform the scrutiny process

### **Health Scrutiny Functions of the Health and Adult Social Care Select (Overview and Scrutiny) Committee**

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

To review and scrutinise any matter relating to the planning, provision and operation of the health service in Hampshire.

To make reports and recommendations to relevant NHS bodies and to relevant health service providers (as defined in the Local Authority (Public Health, Health and Wellbeing Board and Health Scrutiny) Regulations 2013) on any matter that it has reviewed or scrutinised.

To act as consultee to relevant NHS bodies or relevant health service providers on issues of:

- a) Substantial developments of the health service in Hampshire;  
and
- b) Any proposals to make any substantial variation to the provision of such services.

Subject to the approval of the County Council to report contested proposals for major health service changes to the Secretary of State;

To scrutinise the social care services provided or commissioned by relevant NHS bodies or relevant health service providers exercising local authority functions under Section 31 of the Health Act 1999;

To review or scrutinise health services commissioned or delivered in Hampshire within the framework set out below:

- a) Arrangements made by relevant NHS bodies or relevant health service providers to secure hospital and community health services to the inhabitants of Hampshire;
- b) The provision of such services to those inhabitants;
- c) The provision of family health services, personal medical services, personal dental services, pharmacy and NHS ophthalmic services;
- d) The public health arrangements in Hampshire; e.g. arrangements by the County Council for public health promotion and health improvement (including addressing health inequalities) in Hampshire.
- e) The planning of health services in Hampshire, including plans setting out a strategy for improving both the health of the local population and the provision of health care to that population; and
- f) The arrangements made by relevant NHS bodies and relevant health service providers for consulting and involving patients and the public.

### **Delegation of Health Scrutiny Functions**

The County Council may delegate health scrutiny powers to a joint Scrutiny Committee and appoint Members to that Committee when there is an intention by a relevant NHS body or relevant health service provider to consult on a substantial variation or development to health services that extend beyond Hampshire.

The Chief Executive, in consultation with the Chairman of the County Council and the Chairman of the Health and Adult Social Care Select (Overview and Scrutiny) Committee, may agree to the formation of such a committee, its membership and terms of reference, if there is insufficient time for that decision to be taken by the County Council, subject to the details being submitted for approval to the next meeting of the County Council.

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

## **Petitions**

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

## **Finance**

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

## **Annual Reports**

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

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

## **Proceedings of Select (Overview and Scrutiny) Committees**

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

**Joint Committees and Area Based Committees**

<b>Committee</b>	<b>Number of County Council Representatives</b>
Police and Crime Panel	1 + 1 deputy
Andover Museum JMC	3
Basingstoke Canal JMC	4
Bursledon Windmill JMC	3
Eastleigh Museum JMC	3
Westbury Manor Museum JMC	2
Gosport Museum JMC	3
Red House Museum, Christchurch JMC	2
Manydown JMC	4
Solent Transport	1
Partnership for Urban South Hampshire	1 + 1 deputy
Parking Traffic Regulation outside London (PATROL) Adjudication JC	1
Bus Lane Adjudication Service JC	1

**Outside Bodies to whom the County Council makes an appointment**

<b>Outside Body</b>	<b>Number of County Council Representatives</b>
Assembly of European Regions (AER)	3 + 1 deputy
Channel Arc Manche	3 + 2 deputies
Chichester Harbour Conservancy	4 + 2 deputies
County Councils Network Council	4 + 1 deputy
Enterprise M3 Local Enterprise Partnership	1
Hampshire Fare (Community Interest Company)	1
Interreg IVa (Channel Programme)	1
Local Government Association Coastal SIG (Special Interest Group)	1
Local Government Association General Assembly	4
Local Government Association Rural Commission	1
Local Government Association Urban Commission	1
Sir Harold Hillier Gardens and Arboretum Advisory Committee	3
Sir Harold Hillier Gardens and Arboretum Trust Board	1
Solent Local Enterprise Partnership (Solent LEP)	1
South East Employers	3 + 3 deputies
South East Employers Local Democracy & Accountability Network for Councillors	2
South East England Councils	1
Southern Inshore Fisheries and Conservation Authority (Southern IFCA)	2
Welborne Standing Conference	1

Welborne Strategic Board	1
Wessex Rural and Farming Network	1

DRAFT

**Outside Bodies to whom appointments are made by Members of the Executive**

<b>Outside Body</b>	<b>Number of County Council Representatives</b>
Aldershot Military Museum	2
Andrews Endowed School, Holybourne	1
Ashford Hangers Consultative Group	1
Ashford Hill Educational Trust	1
Basingstoke Voluntary Services	1
Barton Farm Development Forum	2 + 2 deputies
Blackbushe Airport Consultative Committee	1 + 1 deputy
Blakes' Educational Charity	1
Bournemouth Airport Consultative Committee	1
Bramshott Educational Trust	1
Blackwater Valley Countryside Partnership	2
Blashford Lakes Consultative Forum	1
Central Hampshire Road Safety Council	4 (1 per district)
Christes Hospital School Foundation, Winchester	1
Community Action Fareham	1
Community Action Hampshire	1
Community First HEH [merger of Havant CCS Community Action & Community First East Hampshire]	2 + 1 deputy
Community First New Forest	1
Community Rail Partnership - Lymington to Brockenhurst	1

Cranborne Chase and West Wiltshire Downs Area of Outstanding Natural Beauty Partnership Panel	1
Daedalus Strategy Group	2
Deadwater Valley Trust Management Committee	2
East Boldre Educational Charity	1
Edwina Mountbatten of Burma Memorial Trust	1
Eggars Grammar School Site Foundation, Alton	2
Enterprise M3 Local Transport Board	1
Fareham Park Partnership	1 + 1 deputy
Farnborough Aerodrome Consultative Committee	1
Farringdon School Playground Charity	1
Fordingbridge and District Community Association	1
Forest Arts Centre Management Advisory Committee	1
Forest Forge Theatre Company Ltd Board of Directors	1
Fort Nelson Liaison Group	1
Friends of the Royal Naval Museum and HMS Victory	1
Frimley Park Hospital NHS Foundation Trust	1
Genesis Youth Centre Executive Committee	1
Gilbert White's House & the Oates Collection Trustees (The Wakes)	1
Good Neighbour Support Service (Hampshire Voluntary Care Groups Advisory Service)"	2
Gosport Voluntary Action	1
Hampshire Association of Local Councils	1

Hampshire and Isle of Wight Local Government Association (HIOWLGA)	4 + 2 deputies
Hampshire and Wight Trust for Maritime Archaeology	1 + 1 deputy
Hampshire Alliance for Rural Affordable Housing (HARAH)	1
Hampshire Archives Trust	1
Hampshire Buildings Preservation Trust Ltd Board of Management	1
Hampshire Countryside Access Forum	1
Hampshire Forum for the Duke of Edinburgh's Award Scheme	1
Hampshire Foundation for Young Musicians	1
Hampshire Gardens Trust	3
Hampshire Hospitals NHS Foundation Trust	1
Hampshire Museums and Galleries Trust	1
Hampshire Old Industrial and Reformatory Schools Trust Fund Managing Trustees (HOIRST)	5
Hampshire Playing Fields Association	1
Hampshire Rural Forum	1
Hanson Concrete Charitable Trust	1
Hart Voluntary Action	1
Hanger Farm Arts Centre Consultative Committee, Totton	1
Henville Educational Foundation, Hamble	1
John Hanson School Awards Foundation	4
Joint Authorities Gypsy and Traveller Panel	1 + 1 deputy

King Edward VI School Governing Body, Southampton	1
Langstone Harbour Board	1
Leigh Park Community Association Management Committee	2 (1 voting Member)
Live Theatre Winchester Trust Ltd	1
Making Space	1
Mary Rose Trust	1
Mary Touchet Charity	1
Miss Gales's Educational Foundation	1
Mrs Catherine Edwards' Foundation	1
New Forest Access Forum	1
New Forest Business Partnership	1
New Forest Ninth Centenary Trust	1
Northern Hampshire Road Safety Council	3 (1 per district)
North of Whiteley Development Forum	2 + 1 deputy
North Wessex Downs Area of Outstanding Natural Beauty - Council of Partners	1 + 1 deputy
Nuffield Theatre Trust Board of Management	1
OneCommunity Eastleigh	1
PATROL (Parking and Traffic Regulations Outside London) Adjudication Joint Committee	1
Perins Educational Foundation	2
Portsmouth Health Overview and Scrutiny Panel	1
Portsmouth Hospitals NHS Trust - Council of Governors	1
Project Integra Board (JMC)	1 + 1 deputy

Proteus Theatre Company Board of Directors	1
Public Transport Consortium	2
Queen Elizabeth II Silver Jubilee Activity Centre	2
Queen Elizabeth II Barracks Transport Contributions Steering Group	1
Queen Mary's College Foundation, Basingstoke	2
River Wey Trust Management Committee	1
Royal Marines Museum, Southsea - Board of Trustees	1
Royal Navy Submarine Museum	1
Rushmoor Voluntary Services	1
Solent Sea Rescue Organisation	1
Southern England Local Partners	1 + 1 deputy
Winchester Area Community Action	1
South East Reserve Forces and Cadets Association	1
Schools Admissions Forum	2
Silchester Roman Town Joint Advisory Panel	1
Solent Forum	2
Solent NHS Trust	1
South Downs College Corporation	1
Southampton International Airport Consultative Committee	2
Southampton Port Consultative Committee	2
Southern Health NHS Foundation Trust	1
Southern Hampshire Road Safety Council	4 (1 per district)

Southern Regional Flood and Coastal Committee (SRFCC)	2 + 1 deputy
Standing Conference on Problems Associated with the Coastline (SCOPAC)	1 + 1 deputy
Strategic Aviation Special Interest Group	1
Stratfield Saye Educational Foundation	1
Surrey and Borders Partnership NHS Foundation Trust	1
Swanmore Educational Charities	1
Tadley and District Citizen's Advice Bureau (CAB) Trustee Board	1
Thames Basin Heaths Special Protection Area Joint Strategic Partnership Board	1
Thames Regional Flood and Coastal Committee	1 + 1 deputy
Test Valley Community Services	1
The Anvil Trust	1
The Edwina Mountbatten of Burma Romsey Memorial Trust	1
The Francia's Trust for Disabled Students	1
The Lights, Andover	1 + 1 deputy
The Phoenix Theatre & Arts Centre (Phoenix Arts Centre, Bordon)	1
Tourism South East	6
The Spring Arts and Heritage Centre	1
Twyford Waterworks Trust	1 + 1 deputy
University Hospital Southampton NHS Foundation Trust	1
Upton Grey Educational Trust	1

West End Arts Centre Management Advisory Committee, Aldershot	2
Wessex Regional Flood and Coastal Committee	1 + 1 deputy
Wessex Water's Environment Customer Panel (was Wessex Water Customer Liaison Panel)	1
West of Waterlooville Forum	2 + 1 deputy
Whitchurch Silk Mill Trust	1
Whitehill and Bordon Consultative Group	1
Whitehill and Bordon Strategy Board	1
Whitehill and Bordon Town Partnership Committee	1
Whitehill and Bordon Consultative Group	1
Whitehill and Bordon Strategy Board	1
Whitehill and Bordon Town Partnership Committee	1
Winchester Excavations Committee	1
Whitehill and Bordon Consultative Group	1
Whitehill and Bordon Strategy Board	1
Whitehill and Bordon Town Partnership Committee	1
Wield Educational Trust	2
William Price's Charitable Trust	1
Winchester Action on Climate Change	1
Winchester BID (Business Improvement District)	1
Yateley Common Management Committee	2

## County Councillor Grants

Each County Councillor (Member) has a budget of £8,000 to be spent on local projects or initiatives in their electoral division. Potential applicants must [contact their county councillor](#) before applying for a grant.

### Introduction

Each Member will receive an annual budget, to be allocated to local projects or initiatives in their Division. Legitimate groups and organisations, but not individuals, will be able to apply to their local Member for a grant. A legitimate organisation is one which has its own bank account and which can demonstrate that it has at least one of the following:

- Where relevant, independently verified statements of account or, at least, a formal letter from an independent person with the requisite ability and practical experience to carry out a competent examination of the accounts
- A published statement of its objectives
- A committee or board of governors or trustees
- Minuted meetings and an annual general meeting

### What type of projects / initiatives are covered by the scheme?

Groups and organisations can apply for funding for both revenue (one-off) and minor capital projects. Revenue funding, however, can only be used to support short term project related costs e.g. staff costs in running a time limited activity group for children. It is not available to pay for the running costs of the core service or function of the organisation. It is expected that the grants will benefit a wide range of groups/activities: for example, vulnerable children or adults, young people, facilities for older people, community facilities, parish councils (but only for specific projects), schools minor traffic or safety works, local environment projects, and community safety.

### How will applications be judged?

Applicants for grants must demonstrate that their project or initiative contributes to one or more of the County Council's Corporate priorities:

- **Hampshire safer and more secure for all** – The County Council's overarching priority is about developing and supporting stronger, safer communities for all by protecting vulnerable people, maximising safety in the places we live, helping young people to live positive lives and helping diverse communities to feel secure.
- **Maximising wellbeing** - This priority is about maintaining and improving quality of life and ensuring everyone has the opportunity to support themselves, be active in their community and have access to the services they need.
- **Enhancing our quality of place** - This priority is all about making the County a good place to be by protecting local distinctiveness and diversity,

ensuring excellent facilities, respecting Hampshire's heritage and planning proactively for the future.

### **Who can apply?**

Applications can be made by a wide variety of organisations and groups located within the administrative County of Hampshire, but the organisation or group must have a bank account, and (for grants over £5,000) provide a set of accounts and, where relevant, details of an organisation's child/adults safeguarding policy. Applications from religious groups may be considered, but the application must show that the project will bring wider community benefit. Applications from Maintained Schools, Academies, District, Borough or City Councils, Town and Parish Councils, National Park Authorities, the Police, the Fire Service and the NHS may also be considered but only when the applicant can demonstrate that the grant will support an additional community benefit and will not be used to supplement the core services or functions of that organisation. A list of the organisations that would generally be eligible is set out below.

### **Who can't apply?**

Applications will not be accepted from individuals (e.g. for personal sponsorship) or from political parties or groups affiliated with a political party or from lobbying organisations. A list of organisations that would generally not be eligible is set out below.

### **The approval process**

Organisations/groups applying for a grant must complete the appropriate application form, using the electronic application process.

The Local Member is responsible for checking the eligibility of the applicant and the suitability of the grant applied for noting whether funding is being provided from elsewhere in the County Council already. Individual Members decide which applications they wish to support and it is the responsibility of the Member to advise applicants of the outcome of their grant application.

When deciding whether or not to recommend a grant for approval, Members must give due regard to the public sector Equality duty by consciously thinking about to the need to:

- Eliminate unlawful discrimination including harassment, victimisation and any other conduct prohibited by the Equality Act 2010;
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
- Foster good relations between people who share a protected characteristic and people who do not share it as part of the decision making process.

Protected characteristics are –

- Age, disability, gender reassignment, pregnancy and maternity, race (including ethnic or national origins, colour or nationality), religion or belief, sex and sexual orientation.

The County Council's current executive arrangements do not make provision for non-executive Members to authorise expenditure. Therefore the final decision on whether a grant is awarded (after it has gone through a checking process) will be made at officer level based on the recommendation of the Member.

The County Council's Code of Conduct for Members must be adhered to by Members when deciding which grants to recommend for approval. The Member should declare any Non Pecuniary Interest so that the officer approving the grant is aware of that interest. If a Member has a Disclosable Pecuniary Interest in any matter under consideration, or a Non Pecuniary Interest that the Member believes would influence his/her judgement on the matter, the interest should be declared. The Member should take no further part in the matter, other than to inform the applicant about this and refer them to another named Member who will consider the application and recommend it for approval or refusal in the normal way. If the application is approved, the expenditure will be drawn from the budget of the Member to whom the application was first directed, subject to a maximum limit specified by that Member.

### **Timetable**

The opening date for the scheme is 1 June and the deadline for submitting grant requests to the Director of Policy and Governance is the 28 February in each financial year.

### **Financial issues**

The minimum grant payable is £100 and the maximum grant payable is £8,000.

Members are encouraged to utilise their annual grant allocation fully in the financial year in question. Unspent budget allocations may be carried forward except in the final year of the administrative term (next occurring in 2016/17).

Grant payments will be one-off, and there should be no expectation of future funding. The grants are expected to support projects and not to contribute to an organisation's general revenue costs, other than revenue costs supporting projects as referred to above. Recurring costs should not be supported.

The scheme may be used to facilitate match funding from other organisations, but match funding is not a requirement.

The County Council is unable to undertake feasibility work to assess the merits of an initiative / project nor to assist applicants in making their bid beyond advising on the application process.

### **Publicity**

The scheme will be publicised, e.g. on the County Council's website, but support from the County Council's corporate communications team will not be available to publicise individual Members' grants. Members must deal with all correspondence and media comment that arises from their grants and fully acknowledge with the media and others that the grant has been provided by the County Council in furtherance of the County Council's priorities.

### **Administration of the scheme**

Funding recommended by Members will be processed and payments made by the Corporate Resources Department.

### **Audit and reporting**

The scheme will be subject to scrutiny in the same way as any other County Council budget. The County Council is required to store all grant related documents for six years. Therefore, please could you ensure any documents you receive are passed to Members Secretariat or the Grant Project Officer.

All successful applicants will have to report, to the Member who approved the grant, on how the money was spent, either in the form of a letter or by providing a set of accounts which shows details of the expenditure.

Details of qualifying grants awarded will be recorded and published as an Executive Decision made by an Officer in accordance with Access to Information requirements.

### **Examples of Generally Eligible Organisations (as may be amended from time to time)**

This is not intended to be an exhaustive list - other organisations who seek to serve the people of Hampshire may well qualify, provided that they satisfy the Council's priorities.

- Town and Parish Councils (for specific projects only)
- Scout, Guide, Boys and Girls Brigade local organisations
- Religious groups (where the project will bring wider community benefit)
- Shopmobility (local)
- Citizens' Advice Bureau (local)
- Riding for the Disabled (local)
- Village or community hall associations
- Age Concern, Mind, Hospices
- Royal British Legion, Services' benevolent societies/associations
- Parent teacher associations (formally constituted)
- Organisations promoting the locality
- Nursery education groups
- Maintained Schools, Academies, District, Borough or City Councils, National Park Authorities, the Police, the Fire Service and the NHS (when the applicant can demonstrate that the grant will support an additional community benefit and will not be used to supplement the core services or functions of that organisation)

### **Examples of Organisations that are not Eligible (as may be amended from time to time)**

- Any political party
- Any organisation with political aims

- Any campaigning group (CPRE, Friends of the Earth, etc.)
- Any organisation that raises funds nationally - for national distribution (unless the applicant can demonstrate that the funds will be applied locally)
- Any pressure group formed solely for one issue
- Any group formed to oppose any proposed/likely County Council policy

DRAFT



## **Members Survey on the representational role of Hampshire County Councillors**

NB: Members were asked to give their responses in confidence.

### **Privacy Statement**

Hampshire County Council adheres to the requirements of the UK Data Protection Act 1998. Hampshire County Council is registered on the public register of data controllers which is looked after by the Information Commissioner.

The County Council also adheres to the guidelines of the Market Research Society (MRS) Code of Conduct (April 2010) to promote professionalism in the conduct of research and considers the protection of respondents' privacy to be of paramount importance. To view MRS guidelines please go to <http://www.mrs.org.uk/> and click on 'Standards'.

To learn more about what steps are taken under the Data Protection Act contact:  
Judith Downing, Head of Information Compliance, Hampshire County Council  
T: 01962 846612 E: [data.protection@hants.gov.uk](mailto:data.protection@hants.gov.uk)

For information on the above code of conduct contact:  
Adelaide Morris, Senior Market Research Officer, Hampshire County Council  
T: 01962 845628 E: [adelaide.morris@hants.gov.uk](mailto:adelaide.morris@hants.gov.uk)

### **Survey**

Q1: Please enter the following:

Name 58  
Division 58

### **Formal Council meetings**

Q2: How many hours per week do you spend, on average, sitting on formal County Council Committee meetings, partner organisations/outside bodies to which you have been appointed by the County Council?

1 to 5 hours  
6 to 10 hours  
11 to 15 hours  
16 to 20 hours  
More than 20 hours

Q3: How many hours per week do you spend, on average, preparing for formal County Council Committee meetings and for partner organisations/ outside bodies to which you have been appointed by the County Council?

- 1 to 5 hours
- 6 to 10 hours
- 11 to 15 hours
- 16 to 20 hours
- More than 20 hours

### **Appointed positions**

Q4: If you hold a position of special responsibility within the County Council for which you have been appointed .i.e. Cabinet Member, Chairman, Vice-Chairman, Minority Group Spokesperson, how many hours, on average, per week do you spend on discharging this function?

- 1 to 5 hours
- 6 to 10 hours
- 11 to 15 hours
- 16 to 20 hours
- More than 20 hours

### **Constituency issues**

Q5: As an elected Member, on average, how many hours per week do you spend on constituency issues within your electoral Division?  
(If you are a 'twin hatter', only include time spent as a County Councillor)

- 1 to 5 hours
- 6 to 10 hours
- 11 to 15 hours
- 16 to 20 hours
- More than 20 hours

Q6: What are the main issues which make up your constituency caseload?  
(If you are a 'twin hatter', only include time spent as a County Councillor)

- Highway issues including pot holes, drainage, gully emptying, cutting of grass verges, street lighting
- Education issues including school appeals and school transport
- Libraries and Museums
- Trading Standards and Enforcement
- Countryside Access
- Economic Development and Regeneration
- Youth Services
- County Council Planning issues

- Family and Social Care issues
- Issues which relate to a Parish or District Council function
- Other

Q7: How many written enquiries (e.g. email, letters, etc.), on average, do you receive each week requiring a formal response?  
(If you are a 'twin hatter', only include time spent as a County Councillor)

0 to 25  
26 to 50  
More than 50

### **Parish / Town Councils**

Q8: Do you represent an electoral Division which is parished?

- Yes
- No

Q9: How many Parish/Town Councils are there within your electoral Division?

1 to 5  
6 to 10  
11 to 15  
More than 15

Q10: As a County Councillor, how do you engage with the Parish/Town Councils within your electoral Division?

Please tick all that apply

- Regularly attend meetings of each Parish/Town Council
- Occasional attendance at meetings of each Parish/Town Council
- Newsletter which is distributed to each Parish/Town Council
- Other

Q11: How many hours per week, on average, do you spend on this activity?  
(If you are a 'twin hatter', only include time spent as a County Councillor)

1 to 5 hours  
6 to 10 hours  
11 to 15 hours  
16 to 20 hours  
More than 20 hours

### **Borough / District Councils**

Q12: As a County Councillor, how do you engage with the Borough/District Council in which your electoral Division sits?

Please tick all that apply

- Attendance at formal meetings of the Borough/District Council
- Regular meetings with the ward councillors within my electoral Division
- Attendance at forums which comprise both County and District Council elected Members
- Meetings with the District Chief Executive and Senior Officers
- Other

Q13: How many hours per week, on average, do you spend on this activity?  
(If you are a 'twin hatter', only include time spent as a County Councillor)

- 1 to 5 hours
- 6 to 10 hours
- 11 to 15 hours
- 16 to 20 hours
- More than 20 hours

### **Community organisations**

Q14: As a County Councillor, what other community organisations do you regularly engage with/attend meetings?

Please tick all that apply

- Residents' Associations
- Citizens Advice Bureau
- School Governor Meetings
- Age Concern
- Other

Q15: How many hours per week, on average, do you spend on this activity?  
(If you are a 'twin hatter', only include time spent as a County Councillor)

- 1 to 5 hours
- 6 to 10 hours
- 11 to 15 hours
- 16 to 20 hours
- More than 20 hours

## Community engagement

Q16: As a County Councillor, by what method do you engage with the communities within your electoral Division?

Please tick all that apply

- Newsletter
- Surgery
- Blog
- Website
- Social Media for example Twitter, Facebook
- Other

Q17: How many hours per week, on average, do you spend on this activity?  
(If you are a 'twin hatter', only include time spent as a County Councillor)

- 1 to 5 hours
- 6 to 10 hours
- 11 to 15 hours
- 16 to 20 hours
- More than 20 hours

Q18: If you ticked either newsletter, surgery or blog in Question 16, what is the frequency of any of these activities?  
(If you are a 'twin hatter', only include those you undertake as a County Councillor)

- Once a month
- 1 to 3 months
- 4 to 6 months
- Less frequently

Q19: If you ticked surgery in Question 16, do you organise these in different venues across your electoral Division?  
(If you are a 'twin hatter', only include those you organise as a County Councillor)

- Yes
- No

## Finally

Q20: Is there any other information which you wish to add?

### Registered Electorate in Hampshire: Current (2014) and Forecast (2021)

Tables show the number of people registered to vote by district councils. 2014 figures are as per the December 2014 canvass. 2021 figures are calculated as per the methodology set out in Appendix 9(b).

\* = *Two-member division*

#### District totals

District	2014 Electorate	2021 Electorate Forecast
Basingstoke & Deane	131,144	139,884
East Hampshire	84,922	92,478
Eastleigh	96,883	104,968
Fareham	89,139	92,976
Gosport	62,376	65,027
Hart	70,689	75,250
Havant	93,959	98,562
New Forest	141,898	142,910
Rushmoor	65,303	67,797
Test Valley	92,922	98,832
Winchester	91,041	101,315
<b>Hampshire total</b>	<b>1,020,276</b>	<b>1,079,999</b>

#### Basingstoke and Deane

Division	2014 Electorate	2021 Electorate Forecast
Basingstoke Central	14,878	15,538
Basingstoke North	15,105	17,788
Basingstoke North West	12,207	14,188
Basingstoke South East	12,863	12,325
Basingstoke South West	13,638	13,266
Calleva & Kingsclere	13,834	16,320
Candovers	11,823	12,986
Loddon	14,453	14,659
Tadley & Baughurst	11,125	11,117
Whitchurch & Clere	11,218	11,697
<b>Basingstoke &amp; Deane total</b>	<b>131,144</b>	<b>139,884</b>

### East Hampshire

<b>Division</b>	<b>2014 Electorate</b>	<b>2021 Electorate Forecast</b>
Alton Rural	13,762	14,260
Alton Town	12,780	14,578
Bordon Whitehill & Lindford	9,940	12,901
Catherington	11,769	12,882
Headley	12,608	12,952
Petersfield Butser	12,714	13,293
Petersfield Hangers	11,349	11,612
<b>East Hampshire total</b>	<b>84,922</b>	<b>92,478</b>

### Eastleigh

<b>Division</b>	<b>2014 Electorate</b>	<b>2021 Electorate Forecast</b>
Bishopstoke & Fair Oak	13,468	15,168
Botley & Hedge End	14,540	15,614
Chandler's Ford	12,097	12,540
Eastleigh East	12,605	13,883
Eastleigh West	15,177	15,963
Hamble	14,475	15,488
West End & Hedge End Grange Park	14,521	16,312
<b>Eastleigh total</b>	<b>96,883</b>	<b>104,968</b>

### Fareham

<b>Division</b>	<b>2014 Electorate</b>	<b>2021 Electorate Forecast</b>
Fareham Crofton	11,729	11,665
Fareham Portchester	14,491	14,117
Fareham Sarisbury	12,026	13,456
Fareham Titchfield	11,759	11,641
Fareham Town*	27,946	30,883
Fareham Warsash	11,188	11,214
<b>Fareham total</b>	<b>89,139</b>	<b>92,976</b>

### Gosport

<b>Division</b>	<b>2014 Electorate</b>	<b>2021 Electorate Forecast</b>
Bridgemarky	12,473	12,092
Hardway	11,232	11,215
Lee	13,556	14,404
Leesland and Town*	25,115	27,316
<b>Gosport total</b>	<b>62,376</b>	<b>65,027</b>

## Hart

<b>Division</b>	<b>2014 Electorate</b>	<b>2021 Electorate Forecast</b>
Church Crookham & Ewshot	13,655	15,162
Fleet	15,807	16,703
Hartley Wintney Eversley & Yateley West	13,858	13,984
Odiham	13,605	15,717
Yateley East Blackwater & Ancells	13,764	13,684
<b>Hart</b>	<b>70,689</b>	<b>75,250</b>

## Havant

<b>Division</b>	<b>2014 Electorate</b>	<b>2021 Electorate Forecast</b>
Bedhampton & Leigh Park*	26,602	27,193
Cowplain & Hart Plain	12,078	12,386
Emsworth & St. Faiths	15,246	17,577
Hayling Island	14,235	15,004
Purbrook & Stakes South	12,523	12,726
Waterloo & Stakes North	13,275	13,676
<b>Havant total</b>	<b>93,959</b>	<b>98,562</b>

## New Forest

<b>Division</b>	<b>2014 Electorate</b>	<b>2021 Electorate Forecast</b>
Brookhurst	11,400	11,302
Dibden & Hythe	14,640	14,371
South Waterside	12,728	12,602
Fordingbridge	11,417	11,300
Lymington	12,398	13,174
Lyndhurst	12,345	12,875
Milford & Hordle	13,774	13,877
New Milton	14,037	14,511
Ringwood	11,924	12,227
Totton North	13,012	12,890
Totton South & Marchwood	14,223	13,781
<b>New Forest total</b>	<b>141,898</b>	<b>142,910</b>

### Rushmoor

<b>Division</b>	<b>2014 Electorate</b>	<b>2021 Electorate Forecast</b>
Aldershot East	13,099	12,753
Aldershot West	11,571	15,467
Farnborough North	12,619	12,654
Farnborough South	14,298	14,396
Farnborough West	13,716	12,527
<b>Rushmoor total</b>	<b>65,303</b>	<b>67,797</b>

### Test Valley

<b>Division</b>	<b>2014 Electorate</b>	<b>2021 Electorate Forecast</b>
Andover North	15,395	19,875
Andover South	12,151	11,950
Andover West	12,958	12,952
Baddesley	13,159	12,793
Romsey Extra	12,771	14,493
Romsey Town	11,871	12,131
Test Valley Central	14,617	14,638
<b>Test Valley total</b>	<b>92,922</b>	<b>98,832</b>

### Winchester

<b>Division</b>	<b>2014 Electorate</b>	<b>2021 Electorate Forecast</b>
Bishops Waltham	13,071	15,415
Itchen Valley	12,905	13,432
Meon Valley	11,805	11,553
Winchester Downlands	12,820	13,620
Winchester Eastgate	14,686	15,811
Winchester Southern Parishes	12,486	15,747
Winchester Westgate	13,268	15,737
<b>Winchester total</b>	<b>91,041</b>	<b>101,315</b>

## APPENDIX 9(b)

### **Methodology for Producing Electoral Populations at 2021 for Hampshire County Council, as part of the 2015 Electoral Review**

---

The 2021 electoral population estimates are based on the 2014 based Small Area Population Forecasts (SAPF), and assumes the same level of voter registration. The SAPF model has been developed within Hampshire County Council's Research and Intelligence team. Whilst the origins of this dwelling led small area model date back to the early 1970s, it is constantly evolving in order to help capture an ever-changing population, as well as its likely future make-up. It is used throughout the county for various service planning roles including school place planning. Analysis of our forecasts against the 2011 Census figures showed that our totals were within 1.2% of the 2011 Census estimate.

Figure 1 overleaf provides a basic graphical view of the SAPF model. The cohort component model incorporates both nationally available data on the base population, births, deaths and migration from the Office for National Statistics (ONS), as well as locally sourced information including child health data detailing the number of children aged 0-4 for our base year and data on dwelling applications and planned developments at site level. The SAPF model also takes into account how people live within dwellings, including shared and vacant dwellings and household formation rates.

The model runs at output area level to allow for aggregation up to any number of geographies and bespoke areas with a good degree of accuracy and robustness and produces forecasts to seven years beyond the base year.

The ratio of electorate to population is calculated for 2014 using our SAPF 18+ population and the 2014 registered electoral data (as at December 2014) provided by the Hampshire District and Borough Councils. These ratios have then been applied to our 2021 forecasts of the 18+ population at electoral ward level in order to get estimates of the registered electoral population for 2021.

In order to provide the polling district level electorate forecasts the following additional methodology has been followed. Using the 2014 actual electorate data, the proportion of each electoral ward's electorate that lies within each polling district is calculated. These proportions are then applied to the 2021 electoral ward forecasts of the registered electoral population to give an estimate at this very low geographic level.

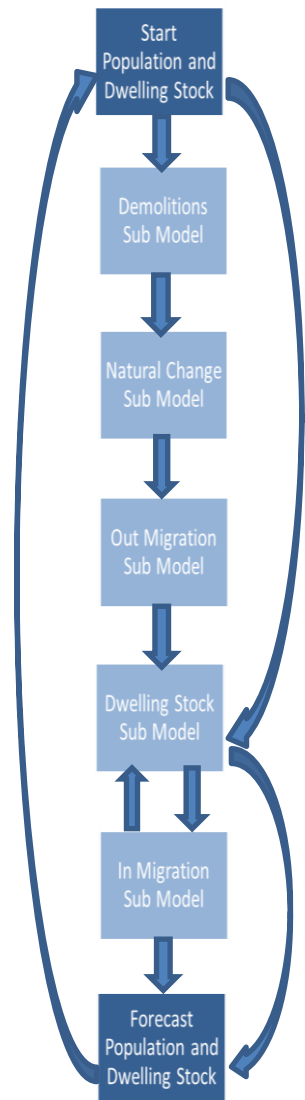
#### **Note on data:**

Housing supply and phasing data is published at [http://www3.hants.gov.uk/factsandfigures/land-supply/housing\\_land\\_supply\\_in\\_hampshire.htm](http://www3.hants.gov.uk/factsandfigures/land-supply/housing_land_supply_in_hampshire.htm). Phasing information is located under the second tab on the page and consists of the site-by-site schedule together with a methodology note that explains first the categories of sites which are included

and second outlines the phasing process, assumed completion rates, involving county and district council officers. Other data sources are listed overleaf.

DRAFT

Figure 1: Basic SAPF Model Outline



Data used	Data source	Notes
2011 Census; known dwelling stock	ONS; District councils	2011 Census is the most accurate and detailed Start population
Number of dwellings demolished	District councils	
Births and deaths (numbers) Fertility and Mortality rates Child Health data	ONS; NHS Trusts	Births, Deaths and Child Health data are at local level, Fertility and Mortality rates at National level
Migration rates	ONS (Sub National Population Projections (SNPP) / 2011 Census)	Currently District level SNPP rates, to be updated to lower level 2011 Census rates
New housing supply including type, phasing etc.	District Councils/HCC Land Availability Monitoring System (LAMS)	Districts supply data; HCC verifies and stores in LAMS system
Migration rates	ONS (Sub National Population Projections / 2011 Census)	Currently District level SNPP rates, to be updated to lower level 2011 Census rates
Forecast of population by single year of age and gender down to OA level for next 7 years		Output used to inform local authority planning e.g. school places