

**Minutes of the  
Executive**

**(to be confirmed at the next meeting)**

**Date:** Monday, 5 February 2018

**Venue:** Collingwood Room - Civic Offices

**Present:**

S D T Woodward, Policy and Resources (Executive Leader)  
T M Cartwright, MBE, Health and Public Protection (Deputy  
Executive Leader)  
Mrs K Mandry, Housing  
Miss S M Bell, Leisure and Community  
K D Evans, Planning and Development  
Miss T G Harper, Streetscene

**Also in attendance:**

Mrs S M Bayford, Chairman of Scrutiny Board  
Mrs P M Bryant, Chairman of Licensing and Regulatory Affairs Committee  
Mrs C L A Hockley, Chairman of Leisure and Community Policy, Development and  
Review Panel  
A Mandry, Chairman of Planning and Development Policy Development and Review  
Panel  
J S Forrest, For Item 10(4)  
L Keeble, For Item 8(1)  
Mrs K K Trott, For Item 9(1)



**1. APOLOGIES FOR ABSENCE**

There were no apologies given for this meeting.

**2. MINUTES**

RESOLVED that the minutes of the Executive meeting held on 08 January 2018 be confirmed and signed as a correct record.

**3. EXECUTIVE LEADER'S ANNOUNCEMENTS**

The Executive Leader announced that recently he, together with other Councillors and Officers, met the Right to Build Task Force with Richard Bacon MP, Ambassador of the Task Force and Mario Wolf, Task Force Director.

The Executive Leader stated that since its launch last year, the Right to Build Task Force has been working with local authorities, landowners and others to bring forward custom, self-build and community-led housing opportunities with an emphasis on scale and housing affordability. It offers subsidised support for local authorities and community groups, to enable them to meet the demand for custom and self-build space. One of the Task Force's key objectives is to provide more affordable homes for those in housing need and to work with Councils to help deliver these.

The Executive Leader stated that the Council is working with the Task Force to deliver more affordable housing and offer home ownership options which will suit a variety of modern needs. This includes offering space at Welborne Garden Village where people can design and build their own homes. It also means bringing forward a policy, which is included within the draft Local Plan, stating that all housing sites of over 100 outside Welborne will see at least 5% plots for self-build homes.

Residents who have lived or worked in the Borough for at least two years and are interested in building their own homes in the Fareham area, can sign up to the Council's register at [http://www.fareham.gov.uk/planning/local\\_plan/selfbuild.aspx](http://www.fareham.gov.uk/planning/local_plan/selfbuild.aspx).

The Executive Leader advised the meeting that a Press release had been made today which, it was hoped, would lead to interested residents coming forward. At the recent meeting with the Task Force Ambassador there was an indication that the potential expected interest was in the region of 1,700 interested parties.

**4. DECLARATIONS OF INTEREST**

There were no declarations of interest made at this meeting.

**5. PETITIONS**

There were no petitions submitted at this meeting.

## 6. DEPUTATIONS

There were no deputations made at this meeting.

## 7. MINUTES / REFERENCES FROM OTHER COMMITTEES

Scrutiny Board – 11 January 2018

Minute 7 – Medium Term Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2018/19

The Board considered a report by the Director of Finance and Resources on the Medium-Term Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2018/19.

RESOLVED that the Scrutiny Board recommend that the Executive notes the Board's endorsement of the Medium-Term Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2018/19 at its meeting on 05 February 2018.

A report on this item is at 10(1) of the agenda.

Minute 8 – Housing Revenue Account Budget and Capital Plans 2018/19

The Board considered a report by the Director of Finance and Resources on the Housing Revenue Account Budget and Capital Plans 2018/19.

Members were circulated a tabled item which provided some minor amendments to the draft Executive report, these changes will be reflected in the report to the Executive on 05 February 2018.

RESOLVED that the Board recommends that the Executive notes the Board's endorsement of the Housing Revenue Account Budget and Capital Plans 2018/19 at its meeting on 05 February 2018.

A report on this item is at 10(2) of the agenda.

Minute 9 - Members' Allowances Scheme Review

The Board considered a report by the Head of Democratic Services on a review of the Members' Allowances Scheme following the Independent Remuneration Panel on 09 November 2017.

The Board received a tabled item giving examples of the financial implications to the Scheme of Members' Allowances if the recommendations from the Independent Remuneration Panel were to be endorsed.

RESOLVED that the Board recommends to the Executive that the following points of recommendation from the Independent Remuneration Panel be considered:

- (a) point 6.3 – not to index link the scheme for Members' Allowances to that applicable to staff, with the exception of the Designated Independent

Person whom Members feel should be considered as a member of staff;

- (b) point 6.3 – not to accept the proposed 2% increase in the Basic Allowance and the Special Responsibility Allowance;
- (c) point 6.4 - to consider a bigger point increase for the Mayor's allowance; and
- (d) point 6.6 – to consider whether the change to the Opposition Leader's Allowance is appropriate.

A report on this item is at 10(4) of the agenda.

## **8. LEISURE AND COMMUNITY**

- (1) Proposed Funding Arrangements for Citizen Advice Fareham 2018-2020

At the invitation of the Executive Leader, Councillor L Keeble addressed the Executive on this item.

Members were provided with a tabled item correction in respect of Appendix A – Service Level Agreement which made a correction at paragraph 4.1 showing that CAF will continue to deliver an outreach service at Lockwood Community Centre on a Wednesday, rather than a Tuesday.

RESOLVED that the Executive approves a new two-year Service Level Agreement with Citizen Advice Fareham commencing on 01 April 2018 until 31 March 2020, as set out at Appendix A to the report.

- (2) One Community Contract Extension

RESOLVED that the Executive:

- (a) approves a one year extension to the existing contract with One Community which expires on 31 March 2018, with the option to extend for a further year beyond 31 March 2019; and
- (b) agrees that delegated authority be given to the Executive Member for Leisure and Community to extend the contract for a further year.

## **9. PLANNING AND DEVELOPMENT**

- (1) Welborne Garden Village

At the invitation of the Executive Leader, Councillor Mrs K K Trott addressed the Executive on this item.

RESOLVED that the Executive:

- (a) delegates authority to the Director of Planning and Regulation, following consultation with the Executive Member for Planning and Development as appropriate, to procure the strategies and studies required to

progress Welborne in line with the Government's Garden Village principles; and

- (b) approves the expenditure in relation to (a) above from grant funding provided by Homes England, together with any subsequent unforeseen capacity requirements agreed and funded by them as necessary.

## 10. POLICY AND RESOURCES

- (1) Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2018/19

RESOLVED that the Executive approves and recommends to the meeting of the Council to be held on 23 February 2018:

- (a) the capital programme and financing of £55,081,000;
- (b) an overall revised revenue budget for 2017/18 of £8,616,700;
- (c) a revenue budget for 2018/19 of £8,440,500;
- (d) the surplus in the spending reserve remains in the reserve to cover the anticipated future funding shortfalls as set out in paragraphs 18-21; and
- (e) a council tax for Fareham Borough Council for 2018/19 of £155.22 per band D property, which represents a £5.00 increase when compared to the current year and is within referendum limits.

- (2) Housing Revenue Account Budget and Capital Plans 2018/19

RESOLVED that the Executive agrees:

- (a) that rents be approved for Council Dwellings, as set out in paragraph 13 of the Report, with effect from 02 April 2018;
- (b) an increase of 4.3% in rents for Council garages with effect from 02 April 2018;
- (c) the revised budget for 2017/18;
- (d) the base budget for 2018/19;
- (e) the capital programme and financing for 2017/18 to 2021/22 and;
- (f) that the Housing Revenue Account Budget and Capital Plans 2018/19 be submitted to Council for approval.

- (3) Treasury Management Strategy & Prudential Indicators 2018-19

RESOLVED that the Executive:

- (a) endorses the draft Treasury Management Strategy and Prudential indicators for 2018/19, attached as Appendix A to the report; and

(b) agrees to submit the report to Council for approval.

(4) Members' Allowances

At the invitation of the Executive Leader, Councillor J Forrest addressed the Executive on this item.

Having debated this item and considered the Independent Remuneration Panel recommendations, as set out at paragraphs 7 -14 in the Executive briefing paper, along with the comments and recommendations made by the Scrutiny Board at paragraphs 16(a) - (d), it was RESOLVED that the Executive recommend to Council:

- (a) that consideration is given to the recommendations made by the Independent Remuneration Panel, in conjunction with the recommendations made by the Scrutiny Board;
- (b) that specific consideration is given to the annual increase, index linked, to the remuneration made to the Designated Independent Person; and
- (c) agree those recommendations with a view to the adoption of a revised Members' Allowances Scheme commencing 01 April 2018.

(The meeting started at 6.00 pm  
and ended at 7.00 pm).

## CITIZENS ADVICE FAREHAM

### SERVICE LEVEL AGREEMENT

1<sup>ST</sup> APRIL 2018 - 31<sup>ST</sup> MARCH 2020

#### 1.0 PARTIES TO THE AGREEMENT

- 1.1 This agreement is between (1) - Fareham Borough Council (FBC) and (2) - Citizens Advice Fareham (CAF).

#### 2.0 DURATION

- 2.1 The agreement is for a total period of two years, commencing on 1 April 2018 and expiring on 31 March 2020.

#### 3.0 THE SERVICE

- 3.1 Citizens Advice Fareham (CAF) will provide a free, impartial and independent service of generalist advice, information, support and representation in a confidential manner to people in need of help and support who reside in the Borough of Fareham as far as it is able.

- 3.2 For the period April 2018 to March 2020 CAF will provide the service from the main offices above the Fareham Library at the following times: -

- Monday to Friday during the hours of 10.00 am – 4.00 pm.
- The only exceptions to the specified times will be one morning every month when the Bureau will be open from 12.30 pm – 4.00 pm.
- CAF will also be open from 5.00 pm to 6.30 pm on Thursdays.
- As the Bureau is in the Fareham Library building, it will be closed on days when the Library is not open (e.g. Bank and other Public Holidays throughout the year)

#### 4.0 OUTREACH SERVICE

- 4.1 For the period April 2018 to March 2020 CAF will continue to deliver its outreach services from:

- Lockswood Community Centre on a **Wednesday** from 10.00am - 2.00pm
- Highlands Hub on a Tuesday from 10.00am - 2.00pm
- Portchester Community Centre on a Thursday from 10.00am - 2.00pm

- 4.2 Providing an outreach based service delivery model is a priority. Therefore, a key aim for CAF is to utilise the grant funding provided by the Council to establish an outreach advice service at key strategic locations across the Borough, including Fareham South, Titchfield and Stubbington.

## **5.0 MANAGEMENT ARRANGEMENTS**

- 5.1 The Trustee Board of CAF is responsible for its own overall policy and decision making and is the body accountable for the provision of the service set out in this agreement.
- 5.2 The Trustee Board, which may include up to two representatives of Fareham Borough Council (FBC), will meet at least four times per year.
- 5.3 The Trustee Board will undertake to provide the appropriate training for staff to ensure a quality of service in line with Citizen Advice (NACAB) standards.
- 5.4 This Service Level Agreement relates to the core activities of CAF, which will be provided by a combination of paid staff and voluntary advisers.
- 5.5 A copy of the CAF constitution and Business Plan is attached to this agreement.

## **6.0 OUTCOMES**

- 6.1 A review of the existing arrangements for providing the service from the main office above Fareham Library will be undertaken by CAF and concluded by December 2019.
- 6.2 The purpose of this review will be to evaluate the current service delivery model with the aim of developing a business model which will allocate a significant amount of the grant funding provided by FBC to delivering an outreach service model.
- 6.3 This will build on the successful trial outreach projects that are operating in Fareham North West, Portchester and Locks Heath. The aim will be to establish this outreach based approach at key strategic locations across the Borough on a sustainable basis, utilising the funding made available by Fareham Borough Council.
- 6.4 The outcome of the review will inform the arrangements for the new SLA which will be scheduled to commence from 1 April 2020.
- 6.5 To provide a new set of performance monitoring measures that focus on what is happening in the Borough of Fareham. This should reflect the issues that Fareham residents are seeking help and support for and any emerging trends based on local data. The outcome of the review will inform

the measures for the new SLA which will be scheduled to commence from 1 April 2020.

- 6.6 CAF will seek to secure funds from other sources to support the service and any unmet needs identified.

## 7.0 MONITORING

- 7.1 CAF will supply FBC with financial accounts and details of monthly at quarterly intervals. Quarterly liaison meetings will be held between FBC officers, the relevant Executive Member and Trustee Board representatives of CAF.

- 7.2 CAF will notify FBC of any variation from the hours of availability of the service as set out in paragraph 3.2.

- 7.3 The details of monthly enquiries will include the following information, taken from the CASE recording system:

- Number of clients helped
- Number of clients contacted
- Breakdown of client interactive channels and numbers
- Leading advice matters
- Financial outcomes recorded
- Number of outreach contracts

Statistics will be reported in the format attached to this agreement. The format may be altered during the life of the agreement, following consultation at the quarterly liaison meetings.

- 7.4 CAF will notify FBC at each liaison meeting of any work undertaken to influence good practice and of talks given to members of the public.

## 8.0 EVALUATION

- 8.1 CAF will invite representatives of Fareham Borough Council to its' Annual General Meeting and provide the Council with a full copy of its' Annual Report and audited accounts each year.

- 8.2 In the event that the service provided by CAF falls below that set out in the agreement in any respect, the FBC liaison officer may call an ad-hoc meeting with the representatives of the Trustee Board to consider if any appropriate action should be taken. A report of the conclusions of such a meeting shall then be prepared for the Council's Executive.

- 8.3 CAF will operate a client complaints procedure in line with the requirements of Citizen Advice (NACAB). A non-confidential summary will be made available on request to FBC.

## 9.0 LIAISON AND COMMUNICATION

- 9.1 CAF and FBC will appoint a liaison officer (or officers) who will be the key point of contact in each organisation with authority to speak on behalf of their agency.
- 9.2 FBC may also appoint up to two councillors to the Trustee Board. In this position, the nominated councillor(s) will act on behalf of CAF and will be separate from the nominated liaison officer(s) for FBC.
- 9.3 The FBC liaison officer(s) will not be part of CAF Trustee Board, although they can be requested to support or offer guidance to the Trustee Board or relevant officers, as and when required.
- 9.4 The role of the FBC liaison officer(s) will be as follows:
- a. To be the initial and primary point of contact within the Council for CAF.
  - b. To be consulted directly by CAF on issues, defined in paragraph 9.6, that require prior consultation with FBC as the funding partner.
  - c. To attend quarterly liaison meetings with representatives of CAF.
  - d. To provide advice, support and information to CAF as appropriate on a range of issues.
  - e. CAF will comply with all charity commission and national Citizen Advice requirements and may be required to provide evidence to this effect on request by the FBC liaison officer.
  - f. To provide information and advice within FBC on all matters relating to CAF.
- 9.5 The operation of the Service Level Agreement will be reviewed annually through the liaison meetings. Consideration will be given at these reviews to proposals from any interested party for developments and other changes in the services provided by CAF.
- 9.6 The liaison officer(s) of FBC will be consulted on any action taken by CAF in the following circumstances:
- a. Recruitment and selection of senior paid staff.
  - b. Receipt of funding from sources outside this agreement.

- c. Any decision by CAF that would increase the expenditure on the services provided within this agreement.
- d. Any decision by CAF that would lead to a direct or indirect reduction in service provided.
- e. Changes to CAF constitution.

**10.0 FINANCE**

10.1 The contribution towards core funding will be:

£120,000 – 2018/19  
 £120,000 – 2019/20

10.2 The agreement will commence from 1<sup>st</sup> April 2018.

10.3 Any or all sums paid or payable to the CAF under or pursuant to the agreement will be exclusive of VAT.

10.4 FBC will pay its grant to CAF in two 6 monthly payments. These payments will be made at least one week in advance.

**11.0 INSURANCE**

11.1 CAF has the legal responsibility for all insurance matters and for any claims arising from its activities. The Council reserves the right to satisfy itself of the adequacy of insurance cover, as a condition for payment of grant. A copy of the annual insurance certificate is requested upon renewal each year for audit purposes.

**12.0 STATUS OF THE AGREEMENT**

12.1 This Agreement is intended to indicate the intention of each of the parties. It is not intended to create a legally enforceable contract.

**This agreement is dated the .....**

**Signed by: ..... on behalf of Fareham Borough Council**

**Signed by: ..... on behalf of Citizens Advice Fareham**

