

**COUNCIL MEETING
SUMMONS**

Members of Fareham Borough Council are hereby summoned to attend the annual Council meeting at Ferneham Hall, Fareham commencing at 10.30am. This meeting will adjourn for lunch and re-convene at 2.30pm in the Council Chamber, Civic Offices, Fareham.

The Mayor: Councillor Connie Hockley

The Deputy Mayor: Councillor Geoff Fazackarley

Councillor Keith Barton	Councillor Michael Ford, JP
Councillor Brian Bayford	Councillor Tiffany Harper
Councillor Susan Bayford	Councillor Carolyn Heneghan
Councillor Susan Bell	Councillor Leslie Keeble
Councillor Fred Birkett	Councillor Arthur Mandry
Councillor Maryam Brady	Councillor Kay Mandry
Councillor Pamela Bryant	Councillor Simon Martin
Councillor Jonathan Butts	Councillor Sarah Pankhurst
Councillor Trevor Cartwright, MBE	Councillor Roger Price, JP
Councillor Louise Clubley	Councillor Dennis Steadman
Councillor Shaun Cunningham	Councillor Katrina Trott
Councillor Peter Davies	Councillor Nick Walker
Councillor Tina Ellis	Councillor Christopher Wood
Councillor Jack Englefield	Councillor Seán Woodward
Councillor Keith Evans	



1. Prayers

The meeting will commence with a short service of prayers.

CITIZENS OF HONOUR

Prior to the commencement of the meeting, there will be a presentation of Awards.

Citizens of Honour Awards will go to Kerry Snuggs, Matthew Swann, Betty Wright and Gwen Adlam;

The Young Citizen of Honour Awards will go to Amber Warrington, Lucy Fairall and Olivia Lawrence; and

The HMS Collingwood Award will go to Chief Petty Officer Adam Hearn.

2. Apologies for Absence - morning session

3. Election of Mayor

To elect the Mayor of Fareham for the municipal year 2017/18. (The Order of Proceedings to be observed is set out in the programme, which will be available at the meeting).

4. Election of Deputy Mayor

To elect the Deputy Mayor for the municipal year 2017/18 in accordance with Standing Order 2.2.

5. Mayor's Cadet

To present the Mayor's Cadet for 2017/18 with the badge of service.

6. Adjournment until 2.30pm

The meeting will re-convene in the Council Chamber, Civic Offices, Fareham.

7. Apologies for absence - afternoon session

8. Minutes (Pages 7 - 14)

To confirm as a correct record the minutes of the Council Meeting held on 27 April 2017.

9. Mayor's Announcements

10. Declarations of Interest

To receive any declarations of interest from members in accordance with Standing Orders and the Council's Code of Conduct.

11. Appointment of the Executive

(1) Executive Leader

At the annual meeting in May 2016, Councillor S D T Woodward was elected to be the Executive Leader for a term of 4 years.

(2) Number of Other Executive Members

Members are reminded that following the resolution of the Council on 16 December 2010, the Executive Leader is invited to advise the Council of the appointment of two or more (but no more than nine) Members to form the Executive.

(3) Election of Other Executive Members

Members are reminded that the Executive Leader is responsible for determining the areas of Executive responsibility and for allocating the portfolios to the Executive Members appointed. The Executive Leader is invited to advise the Council of the appointments.

(4) Areas of Executive Responsibility

In accordance with Standing Order 5.1, the Executive Leader is invited to determine the separate areas of responsibility to be allocated to the Executive Members for the forthcoming year. Members are advised that following the Executive Leader's decision, the following are the areas of responsibility:-

- Housing;
- Leisure and Community;
- Streetscene;
- Health and Public Protection;
- Planning and Development; and
- Policy and Resources.

The Executive Leader is invited to confirm the areas of responsibility for 2017/18. Members are reminded that the allocation of these portfolios to the Executive Member is a matter for the Executive Leader.

12. Appointment of Committees and Allocation of Seats (Pages 15 - 22)

In accordance with its Standing Orders, the Council is invited to consider a report on the appointment of committees and the allocation of seats following the nominations of political groups.

13. Standards Arrangements - Appointment of a Designated Independent Person

The Council is reminded that the Localism Act 2011 implemented significant changes to the Standards regime which required the Council to put in place new arrangements to deal with matters of ethics, probity and Members conduct.

At its meeting in June 2012, the Council appointed Mr David Basson and Mrs Mary Kilbride as the Council's two Designated Independent Persons for the purposes of consideration, investigation and hearing of complaints under the Members Code of Conduct as required under section 28(7) of the Localism Act 2011.

In May 2016, Mary Kilbride resigned her post as Designated Independent Person

and the Council is recommended to confirm Mr David Basson as the Council's Designated Independent Person for the next municipal year.

14. Appointment to Outside Bodies (Pages 23 - 48)

Standing Order 10 requires the Council to make appointments to Outside Bodies, other than appointments which are required by law to be made by the Executive. Appended to this agenda is a report scheduling to the appointments to be made.

15. Executive Leader's Announcements

16. Executive Members' Announcements

17. Presentation of Petitions

To receive any petitions presented by a member of the Council.

Note: any petition so presented will be dealt with in accordance with the Council's petition scheme.

18. Deputations

To receive any deputations of which notice has been given.

19. Questions under Standing Order 17.2

To answer questions pursuant to Standing Order 17.2 for this meeting.

20. Motions under Standing Order 15

Members will be informed, prior to the meeting, of any motion duly notified in accordance with Standing Order 15 but received after print and dispatch of the agenda.

21. Policy Framework

Standing Order 9 requires the Council to establish or confirm the plans and strategies which are to comprise the Council's overall policy framework within which the Executive will operate during the coming year. The Council's Constitution sets out the major plans and strategies reserved to the Council for approval. The Council is therefore invited to confirm the policy framework for 2017/18 as comprising those plans and strategies identified in the table below.

Policy / Strategy	Last adopted or approved by	Date
Sustainable Community Strategy	Council	1 February 2010
Housing Strategy	Council	22 April 2010
Licensing Policy	Council	16 December 2010
Development Plan: <ul style="list-style-type: none"> Fareham Local Plan Part 1: Core Strategy Fareham Local Plan Part 2: Development Sites and Policies Fareham Local Plan Part 3: The Welborne Plan 	Council Council Council	4 August 2011 8 June 2015 8 June 2015
Community Safety Strategy	Council	29 May 2014
Corporate Strategy	Council	9 October 2014

22. Change of Streetscene Policy Development and Review Panel Date

The Council is asked to agree a revised date for the June Streetscene Policy Development and Review Panel and that the meeting be moved from 8 June 2017 to Wednesday 14 June 2017.



P GRIMWOOD
Chief Executive Officer

www.fareham.gov.uk

3 May 2017

For further information please contact:
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FAREHAM

BOROUGH COUNCIL

Minutes of the Council

Date: Thursday, 27 April 2017

Venue: Council Chamber - Civic Offices

PRESENT:

Mrs C L A Hockley
(Mayor)

G Fazackarley
(Deputy Mayor)

Councillors: K A Barton, B Bayford, Mrs S M Bayford, Miss S M Bell, F Birkett, Mrs P M Bryant, J E Butts, T M Cartwright, MBE, Mrs L E Clubley, S Cunningham, P J Davies, Mrs T L Ellis, J M Englefield, K D Evans, M J Ford, JP, Miss T G Harper, Mrs C Heneghan, L Keeble, A Mandry, Mrs K Mandry, S D Martin, Ms S Pankhurst, R H Price, JP, D L Steadman, Mrs K K Trott, N J Walker, C J Wood and S D T Woodward



1. PRAYERS

The Mayor invited all Members of the Council and members of the public present to observe a minute's silence, as a mark of respect and in the memory of former Councillor John Bryant, who passed away on the 4th April.

There followed prayers led by the Mayor's Chaplain, Reverend Susan Allman.

The Mayor gave her thanks to her Chaplain, Reverend Susan Allman, for her support during the past municipal year.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Mrs M Brady.

3. MINUTES

RESOLVED that the Mayor be authorised to sign as a correct record the minutes of the meeting of the Council held on 24 February 2017.

4. MAYOR'S ANNOUNCEMENTS

The Mayor thanked everyone who had supported her charity events during the past year. The Mayor was very pleased to be able to make contributions to the excellent work carried out by the Haven and Y Services.

The Mayor was delighted to announce that the Charity Ball which had been held recently had raised over £8,000.

The Mayor welcomed Leading Cadet Adam Pryce-Jones to the Council meeting. Adam was thanked for his service and presented with a certificate to mark the end of his year as the Mayor's Cadet.

5. EXECUTIVE LEADER'S ANNOUNCEMENTS

The Executive Leader announced that, commencing in the new municipal year, the Health element of The Health and Housing Portfolio will move across to the Public Protection Portfolio. The new Portfolio names will be The Housing Portfolio and a Health and Public Protection Portfolio.

6. EXECUTIVE MEMBERS' ANNOUNCEMENTS

Executive Member for Public Protection:

Co-location of the Fareham Police Neighbourhood Team-

The Executive Member for Public Protection announced that following recent meetings and correspondence with the Police and Crime Commissioner's office, he was able to advise the Council on the latest position regarding the Police co-locating in the civic offices.

The Executive Member for Public Protection stated the main challenge for the project had been the detailed design that the Police require, and how this can be accommodated in the Civic Offices. In particular, the Police have raised concerns about the arrangements for heating and cooling the offices out of hours, and about the possible cost increases in light of the significant delay to the project.

To enable a firm decision to be made, Council officers have agreed to seek a budget estimate for the current design specification from its contractor for the works, and this will determine whether the project can progress without delay or whether further design changes are needed to deliver an affordable outcome. This should be known by mid-May, at which point a further meeting with the Police and Crime Commissioner's office will be held to determine whether the project can proceed to the construction phase. If this is the case, then we can expect the Neighbourhood team to be able to move in by the end of the calendar year.

The Executive Member for Public Protection stated that having regard to the considerable amount of time which has elapsed since the Heads of Terms were agreed back in 2015, Officers have assured the Police that we remain committed to support their co-location into the Civic Offices alongside our other public sector partners. We have equally sought confirmation of their continued commitment to this project, so it can be concluded at the earliest opportunity.

7. DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

8. PRESENTATION OF PETITIONS

There were no petitions presented at this meeting.

9. DEPUTATIONS

There were no deputations given at this meeting.

10. REPORTS OF THE EXECUTIVE

(1) Minutes of meeting Monday, 6 March 2017 of Executive

RESOLVED that the minutes of the Executive meeting held on 06 March 2017 be received.

- (2) Minutes of meeting Monday, 3 April 2017 of Executive

RESOLVED that the minutes of the Executive meeting held on 03 April 2017 be received.

- (3) Schedule of Individual Executive Member and Officer Delegated Decisions

RESOLVED that the Schedule of Individual Executive Member and Officer Delegated Decisions be received.

11. REPORT OF THE SCRUTINY BOARD

- (1) Minutes of meeting Thursday, 16 March 2017 of Scrutiny Board

RESOLVED that the minutes of the Scrutiny Board held on the 16 March 2017 be received.

12. REPORTS OF OTHER COMMITTEES

- (1) Minutes of meeting Wednesday, 22 February 2017 of Planning Committee

RESOLVED that the minutes of the Planning Committee held on the 22 February 2017 be received.

- (2) Minutes of meeting Wednesday, 22 March 2017 of Planning Committee

RESOLVED that the minutes of the Planning Committee held on the 22 March 2017 be received.

- (3) Minutes of meeting Tuesday, 21 March 2017 of Licensing and Regulatory Affairs Committee

RESOLVED that the minutes of the Licensing and Regulatory Affairs Committee held on the 21 March 2017 be received.

- (4) Minutes of meeting Monday, 13 March 2017 of Audit and Governance Committee

RESOLVED that the minutes of the Audit and Governance Committee held on the 13 March 2017 be received.

13. QUESTIONS UNDER STANDING ORDER 17.2

Questions by Councillor R H Price:

Due to the Press coverage of a Fareham resident who has impaired sight and has a guide dog being refusing by some Taxi Drivers, will the Executive Member advise:

1. What action is the Council taking to find out who this driver/drivers was?
2. What action is being taken against these drivers if they have been identified?

3. If a Taxi Driver says that they are allergic to dogs are they being advised where to obtain a certificate and do they have to show proof of that to the Council Licensing Officer, also do they have to display in their Taxi a certificate to that fact?
4. What action is being taken to make sure that Taxi Drivers are aware that they have to take Guide Dogs unless they have a Certificate showing that they are allergic to dogs?

Responses by the Chairman of the Licensing and Regulatory Affairs Committee:

1. We have identified the driver from the description of the vehicle provided.

The driver has been interviewed. CCTV has been reviewed with the driver and it is unclear whether the taxi drove past the resident, but it does show that a similar white car, which is not a taxi, did.

CCTV has been returned but should any further review indicate any differing circumstances, this will be re-considered.

2. Each case would be considered on its own merit and, at the current time, no other complaints of this nature have been received.
3. There is a prescribed dispensation certificate which the Council can issue on production of medical evidence indicating that the allergy exists.
4. Unannounced checks/visits take place and all complaints are investigated with enforcement action being taken if necessary.

When asked if he had any points for clarification, Councillor R H Price asked the Chairman of the Licensing and Regulatory Affairs Committee if the Certificate was carried at all times and produced if required. The Chairman of the Licensing and Regulatory Affairs Committee stated that confirmation of this would be sought from Officers and advised Members that a written answer would be provided separately after the meeting.

Questions by Councillor S Cunningham:

Will the Executive Leader advise what the Council's financial expenditure has been at Daedalus since it took it over, this to be broken down as below:

1. Total expenditure by the Council to date?
2. What the above expenditure has been spent on?
3. Where has the expenditure money come from, ie, from Council Balances or Borrowing and how much from each?
4. If borrowed, what is the interest rate and over what period of time?

5. What are the expenditures at Daedalus expected to be over the next three years?
6. What is the income from the various projects expected to be each year?
7. How long is it expected that it will take to either re pay the loans or replenish the Council's balances?
8. After all monies are repaid and balance replenished, what will the annual income be from Daedalus?

Responses by the Executive Leader:

The Council has spent an estimated £2.3 million on operating costs in the two years since it took ownership at Daedalus. All this cost has been funded by income generated at the airfield or from the grant secured from Government.

In the same period, £1.1 million of capital has been incurred, most of which relates to the planning and design for the hangar project, services on Swordfish business park and the Innovation Centre extension. In the preceding year, the Council invested a further £6.5 million into the runway resurfacing and the construction of the Innovation Centre.

The financial arrangements are complex and vary according to the nature of the expenditure incurred. However, in simple terms, the airfield costs are partly met from airfield income, which comes from landing fees, parking fees, hangarage rents and other services. The balance of day to day operating costs are then recoverable from

tenants on the airfield under a service charge regime. The same arrangement applies to day to day operating costs for the non-airside estate. Costs such as grounds maintenance and security are recoverable from all Daedalus tenants. Finally, net income generated from the Innovation Centre is used to meet the first-year costs and then contributes to the overall running costs of the site.

While the airfield site is under development, the unoccupied element of the estate management costs are met by the Council as landlord, which is why it is important that the development plots are marketed for new businesses. Faraday Business Park is being actively marketed and there is a strong level of interest from investors/tenants. In the meantime, the Council has grant funding to meet the running costs of the airfield in the early years. To date, all net operating costs have been funded from the grant funding that was secured.

No operating costs have been funded from borrowing, and no funding has come from borrowing, to date.

It is anticipated that all the running costs for the next 3 years will either be recovered through income generation, service charges, property rents and any balance from the Government grant that the Council secured.

The latest estimate of capital investment for Daedalus over the next 5 years amounts to £27.6 million and full details were published in the Council's capital programme in February 2017.

Income from the various projects is largely commercially sensitive, but in general terms

- Income from the Innovation Centre extension will be generated from rents, room bookings and services;
- Income from Hangars is generated from rents and service charges;
- Infrastructure investment at Swordfish Business Park is generated from rates growth and lease premiums;
- Airfield improvements are expected to generate direct income (e.g. from fuel sales), and indirect airside income growth from making the airport more attractive to visitors and aviation businesses.

For each scheme where the Council is investing to generate a financial return, a financial appraisal has been prepared and presented to the Executive. Examples are the Business and General Aviation Hangar Schemes, the Swordfish infrastructure and the Innovation Centre extension. The schemes have estimated payback periods of between 14 and 21 years, which are significantly shorter than the estimated useful lives of the assets concerned.

Finally, the Council acquired the site at Daedalus to secure the asset for the Borough and ensure it was developed appropriately. All capital investment proposals are financially appraised to ensure that they represent a sound investment with an acceptable payback period. Collectively, over £18 million of external funding has been attracted by this Council alone, on projects that it is delivering against. Many tens of millions more has been secured in conjunction with partners such as the Homes and Communities Agency, Hampshire County Council and Solent LEP (including grant packages, on and offsite highways works, remediation costs, etc.). The Site wasn't acquired to make profit.

14. MOTIONS UNDER STANDING ORDER 15

There were no Motions under Standing Order 15 submitted for this meeting.

15. COMMITTEE WORK PROGRAMMES 2017/18

Following a discussion on this item, and upon the recommendations being put to the vote, it was declared CARRIED, with 28 Members voting in favour and 1 Member abstaining.

RESOLVED that the Council receives and endorses the proposed Work Programmes for all Committee Meetings for the next municipal year, as set out in Appendix A.

(The meeting started at 6.00 pm
and ended at 6.31 pm).

FAREHAM

BOROUGH COUNCIL

Report to Council

Date: **11 May 2017**

Report of: **Chief Executive Officer**

Subject: **APPOINTMENTS OF COMMITTEES AND ALLOCATION OF SEATS**

SUMMARY

This report provides details of the calculations for political balance relating to the allocation of seats on committees and panels, as required to be determined by the Council at its Annual meeting.

The report asks the Council to appoint the nominations of the political groups to committees and also to appoint the role of Chairman and Vice-Chairman for each committee.

RECOMMENDATION

That the Council approves:

- (a) the committee functions and number of seats on each committee for the municipal year 2017/18, as listed at paragraphs 5, 6 and 7 of the report;
- (b) that subject to the approval of (a), the work programmes be amended to move the Health related items from the Housing PDR Panel to the Health and Public Protection PDR Panel;
- (c) the allocation of seats to political groups, as set out in Appendix A for the municipal year 2017/18;

- (d) the nominations of the political groups to seats on committees, deputies and spokesmen, for the municipal year 2017/18, as set out in Appendix B (to be tabled following the receipt of nominations); and
- (e) the appointment of a Chairman and Vice-Chairman for each committee for the municipal year 2017/18, as set out in Appendix B (to be tabled following the receipt of nominations).

INTRODUCTION

1. The Council is required by its Standing Orders to agree the functions and number of seats for its committees as well as the members to be appointed and the Chairman and Vice-Chairman for each committee.
2. Accordingly, the Council is now invited to agree the allocation of seats to its committees along with the nomination of deputies and the appointment of a Chairman and Vice-Chairman for each committee for the municipal year 2017/18. Such appointments will take effect from 13 May 2017.

FUNCTIONS AND NUMBER OF SEATS

Overview and Scrutiny Committees

3. The Council is required by Standing Order 6.1 to appoint such committee or committees to undertake the function of overview and scrutiny as provided for in the Council's Constitution. Standing Order 6.3 similarly requires the Council to determine the number of members and standing deputies to be appointed.
4. The Council is reminded that the Constitution provides for the appointment of a Scrutiny Board to undertake the scrutiny function and for five Policy Development and Review Panels to reflect the Executive Portfolios and to assist the Council and Executive in reviewing and developing policy.
5. The Executive Leader has indicated that he intends to amend the Executive Portfolios by moving Health from the Housing portfolio to the Public Protection portfolio.
6. The Council is therefore invited to confirm that the committees to be appointed for 2017/18 will be as set out below and that the number of members to be appointed is as also shown:
 - Scrutiny Board: 9 members + deputies;
 - Leisure and Community Policy Development and Review Panel: 7 members + deputies;
 - Planning and Development Policy Development and Review Panel: 7 members + deputies;
 - Health and Public Protection Policy Development and Review Panel: 7 members + deputies;
 - Housing Policy Development and Review Panel: 7 members + deputies; and
 - Streetscene Policy Development and Review Panel: 7 members + deputies.

Appointment of Other Committees

7. The Council is reminded that it is required by the Licensing Act 2003 to appoint a committee to undertake certain licensing functions and that Standing Order 7.1 further requires the Council to appoint such committees as it considers necessary to carry out the non-executive functions of the Council. The Council is therefore invited to confirm the following committees to be appointed, the number of members and standing deputies and to allocate to those Committees such terms of reference and delegated powers as are contained in Part Two of the Council's Constitution:
 - Licensing and Regulatory Affairs Committee: 14 members;

- Planning Committee: 9 members;
 - Appeals Committee: 5 members; and
 - Audit and Governance Committee: 7 members.
8. Each political group shall appoint 2 deputy members to the Planning Committee and 1 deputy member to each of the remaining committees for which a seat has been allocated.
 9. Members are reminded that at its meeting on 26 April 2012, the Council agreed that the Audit and Governance Committee would be formed from which a Standards Sub Committee could be called if necessary, to deal with any standards issues referred to it by the Monitoring Officer.

ALLOCATION OF SEATS

10. Section 5 of the Local Government and Housing Act 1989 provides the following principles which apply to the allocation of seats:
 - (a) that not all the seats on the body to which appointments are being made are allocated to the same political group;
 - (b) that the majority of seats on each Committee are allocated to a particular group if the number of persons belonging to that group is a majority of the authority's membership;
 - (c) that, subject to (a) and (b), when allocating seats to a political group, the total number of their seats across all the ordinary committees of the Council, must reflect their proportion of the authority's membership; and
 - (d) subject to (a) to (c), that the number of seats on each committee is as far as possible in proportion to the group's membership of the authority.
11. The Local Government and Housing Act 1989 requires that, once the Council has determined the allocation of Committee places between the political groups, the Council must then appoint the nominees of the political groups to the Committees.

POLITICAL PROPORTIONALITY

12. The political balance of the Council for municipal year 2017/18 is shown in Appendix A.
13. The allocation of seats between the political groups for each committee shall be in accordance with the figures tabled in Appendix A to this report.

ADJUSTMENTS FOLLOWING CALCULATIONS

14. Each of the political groups is entitled to a certain number of seats on committees. This is based upon their percentage representation on the Council as a whole, as detailed tabled Appendix A.
15. There are a total of 79 seats to be allocated and the strict entitlement to seats on committees for each political group is shown at Appendix A.
16. Each of the political groups is only entitled to their proportion of seats and once

this entitlement has been reached, a manual adjustment may be necessary.

17. Appendix A shows a rounded allocation of seats to each political group. This is then required to be manually adjusted to ensure that the number of seats allocated to a particular political group matches and does not exceed their strict entitlement.
18. The manual adjustments required will be confirmed in the notes, to be tabled at the meeting.
19. To assist the Council in this matter and in exercise of powers delegated to him, the Chief Executive Officer will be consulting the leaders of the political groups prior to the meeting, with a view to agreeing the allocation of seats for 2017/18. Group Leaders have been requested to provide nominations to the places on committees to which their respective groups are entitled. The nominations of political groups to seats on committees will be set out in Appendix B, to be tabled at the meeting.
20. The Council is invited to confirm the allocation of seats for the next municipal year. However, if the Council is asked to consider alternative arrangements in appointing the committees and those arrangements do not comply with the provisions requiring political balance, members are reminded that such alternative arrangements would require the support of the Council with no member voting against.

CHAIRMEN AND VICE-CHAIRMEN

21. The Council is required by Standing Order 7.3 to appoint a Chairman and Vice-Chairman for each committee appointed.
22. The nominations will be set out in Appendix B (indicated by the letters Ch and VC), to be tabled at the meeting.

OPPOSITION SPOKESMEN

23. The minority group Leader may nominate a spokesman for each Executive portfolio area on which a seat is held by that group. The nominations of political groups to seats on committees will be set out in Appendix B (marked as Xs), to be tabled at the meeting.

Appendices: Appendix A – Allocation of Seats to Committees
 Appendix B – Committee Nomination Schedule (to be tabled)

Background Papers: None

Reference Papers:
Local Government (Committees and Political Groups) Regulations 1990
Local Government and Housing Act 1989

Enquiries:
For further information on this report please contact Leigh Usher. (Ext 4553)

Political Group Balance Calculation

		Conservative 25 80.6%		Liberal Democrat 4 12.9%		Independent 2 6.45%	
Seats to be allocated		Strict Entitlement	Rounded	Strict Entitlement	Rounded	Strict Entitlement	Rounded
	79	63.71	64	10.19	10	5.10	5
Scrutiny Board	9	7.26	7	1.16	1	0.58	0
Leisure & Community	7	5.65	6	0.90	1	0.45	0
Planning & Development	7	5.65	6	0.90	1	0.45	0
Health & Public Protection	7	5.65	6	0.90	1	0.45	0
Housing	7	5.65	6	0.90	1	0.45	0
Streetscene	7	5.65	6	0.90	1	0.45	0
Licensing & Regulatory Affairs	14	11.29	11	1.81	2	0.90	0
Planning Committee	9	7.26	7	1.16	1	0.58	0
Appeals Panel	5	4.03	4	0.65	1	0.32	0
Audit & Gov	7	5.65	6	0.90	1	0.45	0
Notional allocation	79		65		11		0
Adjustment Required			-1		-1		5

Notes:

- (i) Under the calculation, the Conservative Group has notionally been allocated 65 seats on committees. This is 1 more than their strict entitlement of 64 seats and so a negative adjustment must be made to balance the allocations.
- (ii) The Liberal Democrat Group has notionally been allocated 11 seats on committees. This is 1 more than their strict entitlement of 10 seats and so a negative adjustment must be made to balance the allocations.
- (iii) There is one councillor representing the UKIP party but for the purposes of these calculations, a single member cannot be treated as a group and will therefore be calculated as an independent councillor.

- (iv) There are two independent councillors who do not represent any political group. There is no strict entitlement calculation applicable to independent members however, following the calculations and allocation of seats to political groups, the Council must appoint the non-group members to any seats not otherwise allocated. In doing this, the Council may allocate seats from those committees requiring a balancing adjustment. These affected committees are shaded in the table at Appendix A.
- (v) The seat allocations for each committee must equal the agreed number of seats for that committee, as determined by the Council. Where this does not occur, the manual adjustments described at paragraphs 1, 2 and 3 above, must be made from those committees requiring a balancing adjustment. These affected committees are shown as shaded in the above table.

FAREHAM

BOROUGH COUNCIL

Report to Council

Date: **11 May 2017**

Report of: **Head of Democratic Services**

Subject: **APPOINTMENTS TO OUTSIDE BODIES AND OTHER MISCELLANEOUS APPOINTMENTS**

SUMMARY

In accordance with the terms of the Council's constitution, the Council is required to make the majority of the authority's appointments to outside bodies and other miscellaneous appointments.

Details of the current bodies to which the Council has made appointments are set out in the Schedule attached as Appendix A to this report. For Members' information, appointments made for the 2016/17 municipal year are also shown in the Schedule. Guidance on appointments to outside bodies is provided and attached as Appendix B.

RECOMMENDATION

That the Council:

- (a) notes those outside bodies on the Schedule that have not met within the municipal year and agrees that these are deleted;
- (b) agrees the addition to the Schedule of any new Outside Bodies as tabled at the meeting;
- (c) appoints representatives for 2017/18 onwards to those organisations set out in the Schedule; and
- (d) notes the guidance to Members on their duties and responsibilities as appointees to outside bodies.

MAKING APPOINTMENTS TO OUTSIDE BODIES

1. The Council is required or has agreed to make a number of appointments to outside bodies and many of the appointments are made annually. It should be noted that some appointments are made for a longer term and may therefore have already been dealt with for the next municipal year.
2. Details of the current bodies to which the Council has made appointments are set out in the Schedule attached as Appendix A to this report. The Schedule contains a commentary on the nature and purpose of each organisation and, if known, the status of the Council's appointee. This should assist the Council in determining its nominee.
3. The following outside bodies have not met during the 2016/17 municipal year:
 - i) County Strategy Group for Crime and Disorder;
 - ii) The Locks Heath Memorial Hall Board of Trustees; and
 - iii) North Whiteley Development Forum

These outside bodies are highlighted within the Schedule and it is recommended that they are deleted. It is recommended that any new Outside Bodies, as tabled at the meeting, are added to the Schedule.

APPOINTMENTS FOR THE MUNICIPAL YEAR 2017/18

4. The Schedule attached as Appendix A shows the appointments made at the Annual Council Meeting held on 12 May 2016 and includes any subsequent amendments or appointments made during the municipal year.
5. Appointments for the 2017/18 municipal year should now be made to those organisations set out in the Schedule, unless an existing term of office is still in force.

GUIDANCE FOR MEMBERS ON OUTSIDE BODIES

6. Members are reminded that Council has approved guidance for Members on their duties and responsibilities when acting as an appointee to an outside body. This was updated and approved by Council in December 2011. Members are provided with the guidance, which is attached at Appendix B.

RISK ASSESSMENT

7. There are no significant risks or opportunities that need to be addressed, but appointments to outside bodies will support the Council in its community leadership role and may assist in achieving the Council's aims and objectives.

CONCLUSION

8. The Council is invited to proceed with the making of appointments to outside bodies.

Appendix A: Schedule of appointments made for, or during, the Municipal Year 2016/17

Appendix B: Guidance to Members on their duties and responsibilities as appointees to outside bodies.

Background Papers: None

Reference Papers: None

Enquiries: For further information please contact Leigh Usher (Ext. 4553).

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	Title	Description	Representative 2016/17	Role	Political Party	Terms of Office
1	Abshot Community Association Management Committee	The Community Association is a voluntary organisation set up to provide facilities for local community groups and also a venue for other groups to use. Meets – Monthly. Status: 1 Representative (non-voting), 1 deputy	Councillor Ms Sarah Pankhurst	Appointed Representative	Conservative	1 year
			Councillor Keith Evans	Deputy	Conservative	1 year
2	Burridge Community Association Management Committee	To maintain and support the use of Burridge Village Hall for the benefit of the local community. Meets: Six to seven times per year. Status: 1 Trustee (voting)	Councillor Jon Butts	Trustee	Conservative	1 year
3	Citizens' Advice Fareham	Provides a free, impartial and independent service of generalist advice, information, support and representation in a confidential manner to all people of the Fareham area who require it, including business and voluntary agencies, as far as it is able. Meets: Quarterly (with monthly sub-group meetings) Status: 1 Representative (non-voting), 1 Deputy	Councillor Leslie Keeble	Appointed Representative	Conservative	1 year
			Councillor Mrs Louise Clubley	Deputy	Conservative	1 year
4	Community Safety Partnership	Conducts and publishes an audit of crime and disorder problems in the Borough; identifies local crime and disorder priorities and formulates a three-year strategy to assist in tackling them, including objectives and targets; monitors progress and reviews strategies as required. Meets: Bi-monthly Status: 1 Representative, 1 Deputy	Councillor Trevor Cartwright, MBE	Appointed Representative	Conservative	1 year
			Councillor Mike Ford	Deputy	Conservative	1 year

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5	Consultation with Businesses	This is a consultation arrangement with representatives of local businesses, Federation of Small Businesses, Hampshire Chamber of Commerce and the Institute of Directors. Meets: Once annually Status: 2 Representatives	Councillor Seán Woodward	Appointed Representative	Conservative	1 year
			Councillor Trevor Cartwright, MBE	Appointed Representative	Conservative	1 year
6	County Strategy Group for Crime and Disorder DELETE	Meets to discuss and review crime and disorder issues across Hampshire, including updates from Police and Crime Commissioner. Chaired by a Hampshire County Councillor. Meets: quarterly Status: Representative (voting)	Councillor Trevor Cartwright, MBE	Committee Member	Conservative	
7	Crofton Community Association	Promotes benefits for the inhabitants of the Stubbington and Hill Head wards by providing recreation and leisure time facilities. Meets: Monthly Status: 1 Managing Trustee (voting), 1 Deputy	Councillor Arthur Mandry	Trustee	Conservative	1 year
			Councillor Mrs Kay Mandry	Deputy	Conservative	1 year
8	District Health and Well-being Partnership Board	Status: 1 Representative	Councillor Brian Bayford	Appointed Representative	Conservative	1 year
9	Earl of Southampton Trust	The charitable trust exists for the benefit of inhabitants of the ancient parish of Titchfield, in particular for the provision and upkeep of alms-houses and a day centre for the elderly and for the relief of poverty and hardship. Meets: Monthly Status: 4 Trustees (4 year terms)	Cllr Mrs Connie Hockley F C Knight Annette Devoil John Freemantle	Fareham Borough Council Trustee Earl of Southampton Trustee Earl of Southampton Trustee Earl of Southampton Trustee	Conservative	4 year term ends 09/18 4 year term ends 09/18 4 year term ends 09/19 4 year term ends 07/20

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Page 29	10	Fareham / Pulheim Twinning Association	Promotes and fosters friendship and understanding between the peoples of Fareham and Pulheim, including the encouragement of visits, fund raising and financial assistance. Meets: Monthly Status: 2 Representatives (voting)	Councillor Roger Price, JP Councillor Keith Barton	Appointed Representative Appointed Representative	Liberal Democrats Conservative	1 year 1 year
	11	Fareham / Vannes Twinning Committee	The Committee exists to progress the “entente cordiale” between Fareham and Vannes. Main groups are sporting exchanges, cultural exchanges and family exchanges. Council to Council formal exchanges are arranged directly between the Borough Council and the Marie. Meets: monthly plus 1 major exchange visit (several social and fund raising events also occur) Status: 2 Representatives (voting)	Councillor Mrs Katrina Trott Councillor Mrs Pamela Bryant	Appointed Representative Appointed Representative	Liberal Democrats Conservative	1 year 1 year
	12	Fareham and Gosport Clinical Commissioning Group	Covers both the required governance and assurance business and the emerging commissioning strategies for health in Fareham and Gosport Meets: bi-monthly Status: 1 Representative	Councillor Brian Bayford	Appointed Representative	Conservative	1 year
	13	Fareham Fairtrade Borough Working Group	This is the steering group for Fairtrade in the Borough. Efforts are directed towards maintaining the Borough's Fairtrade status by promoting Fairtrade, encouraging its wider availability and convincing people who live and work in the Borough of the benefits and importance of Fairtrade. Meets: four times per year and additionally organises events to promote Fairtrade. Status: 1 Representative (voting)	Councillor Mrs Pamela Bryant	Appointed Representative	Conservative	1 year

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Page 30	14	Fareham North West Community Association Management Committee	Supports the local community by maintaining the centre, maximising its occupancy and making it accessible for local residents. Meets: Four times per year Status: 2 Representatives (voting)	Councillor Fred Birkett; Councillor Peter Davies	Appointed Representative Appointed Representative	Conservative Conservative	1 year 1 year
	15	Fareham Welfare Trust	This charitable Trust exists for the relief of need, hardship or distress of persons living in the old Fareham parish area; preference being given to widows. Meets: Twice annually plus an AGM. Status: 2 Trustees(voting) with 4 year terms	Councillor Ms Sarah Pankhurst Councillor Mrs Louise Clubley;	Trustee Trustee	Conservative Conservative	4 year term ends 06/18 4 year term ends 05/20
	16	Genesis Advisory Committee	A partnership between the Borough Council and local youth work charity, Y Services for Young People, has been established to manage the Genesis facility on a day to day basis. This arrangement is supported by Genesis Advisory Committee, who work closely with the partners, hirers, user groups and local community representatives to develop and extend the range of opportunities available from the Centre, for young people in the Western Wards. Meets: 6 times per year Status: 2 Representatives	Councillor Ms Sarah Pankhurst; Councillor Mrs Susan Bayford	Appointed Representative Appointed Representative	Conservative Conservative	1 year 1 year
	17	Hammond Memorial Hall Trust	The ward councillors for Stubbington and Hill Head are ex-officio trustees. Council appoints 3 additional trustees to administer the charitable scheme. Meets: As and when required. Status: 7 Trustees	Cllr Arthur Mandry Cllr Christopher Wood Cllr Mrs Kay Mandry Cllr Mrs Carolyn Heneghan John Guest Sarah Coles Rev Richard England	Trustee Trustee Trustee Trustee Trustee Trustee Trustee	Conservative Conservative Conservative UKIP	Ex-Officio Ex-Officio Ex-Officio Ex-Officio 4 year term ends 05/19 4 year term ends 05/19 4 year term ends 05/19

18	Hampshire and Isle of Wight Local Government Association	Leading Members and Chief Executives of Hampshire and Isle of Wight local authorities meet to discuss matters of mutual interest. Meets: Six times per year Status: 1 Representative (Executive Leader), 2 Deputies	Councillor Seán Woodward	Appointed Representative Deputy Deputy	Conservative APPENDIX A	1 year
19	Hampshire and Isle of Wight Community Safety Alliance	Chaired by the Police and Crime Commissioner, this group looks at the risks, priorities and emerging issues for CSPs and also influences the commissioning of funding and opportunities for collaborative working. This Alliance is chaired by the Police and Crime Commissioner. Meets: quarterly. Status: 1 Representative	Councillor Trevor Cartwright, MBE	Appointed Representative	Conservative	1 year
20	Hampshire County Council South Area Road Safety Council	To promote and encourage road safety education, training and publicity in the local area. To encourage activities of local groups on road safety matters. To seek involvement of local community to support road safety programmes. To support initiatives and promotions of local campaigns designed to improve awareness of road safety. Meets: Three times per year Status: 1 Representative (non-voting)	Councillor Mike Ford	Appointed Representative	Conservative	1 year
21	Hampshire Health and Well-being Partnership Board	Established at county level to be accountable to the Local Area Agreement (LAA) Executive for meeting the health improvement and wellbeing targets in Hampshire's LAA and to act as a programme board for joint health improvement projects and services. Meets: Quarterly. Status: 1 Representative	Councillor Brian Bayford	Appointed Representative	Conservative	1 year
22	Hampshire Partnership	The Partnership drives forward an agenda for partnership working that recognises the important role of the County Council and District/Borough Councils working together with other organisations on matters of	Councillor Trevor Cartwright, MBE; Councillor Keith Evans	Appointed Representative Deputy	Conservative Conservative	1 year 1 year

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		interest and service delivery within the county of Hampshire. Meets: Quarterly. Status: 1 Representative, 1 Deputy				
23	Hampshire Superannuation Scheme (AGM)	This is the Annual General Meeting of the pension fund, administered by Hampshire County Council, to which officers and members of the Borough Council may contribute under the Local Government Pension Scheme. Meets: Annually Status: 2 Representatives	Councillor Trevor Cartwright, MBE; Councillor Leslie Keeble	Appointed Representative Appointed Representative	Conservative Conservative	1 year 1 year
24	Health Overview & Scrutiny Panel (formerly the Health Review Panel- Portsmouth City Council)	Scrutinises and comments on any proposed significant changes in health service provision. Meets: Bi-monthly Status: 1 Representative, 1 Deputy	Councillor Brian Bayford; Councillor Fred Birkett	Appointed Representative Deputy	Conservative Conservative	1 year 1 year
25	Highlands Hub Management Committee	The Management Committee steers the work of the Highlands Hub facility within the local community, linking its role to the parish churches of St Columba and Holy Trinity with local partners. The Council was asked to review the Council's appointment of a representative to the Highlands Hub Management Committee. Meets: Status: 1 Representative (voting), 1 Deputy	Councillor Fred Birkett Councillor Peter Davies	Appointed Representative Deputy	Conservative Conservative	1 year 1 year
26	Historic Environment Champion (English Heritage)	Promotes the historic environment and ensures that the historic environment is “at the heart of the Council agenda”. The Government sees the historic environment as a catalyst for regeneration, learning, community cohesion and economic development. Status: 1 Representative (non-voting)	Councillor Nick Walker	Appointed Representative	Conservative	1 year

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Page 33	27	Home-Start Gosport and Fareham	Gives practical support and friendship to families in their own homes. Home-Start provides trained, parent volunteers to help any parent, with at least one child under five, who is finding it hard to cope. Meets: Bi-monthly Status: 1 Representative (voting) 1 Deputy	Councillor Mrs Tina Ellis Councillor Mrs Susan Bayford	Appointed Representative Deputy	Conservative Conservative	1 year 1 year
	28	Local Children's Partnership	This Partnership was originally established by Hampshire County Council to underpin the Local Strategic Partnership. Whilst the LSP has now ceased, this partnership continues to operate. Meets: Quarterly Status: Representative (Executive Member for Leisure and Community). Term: Indefinite	Councillor Miss Susan Bell	Appointed Representative	Conservative	Indefinite
	29	Local Government Association - General Assembly and Annual Meeting	This is the General Assembly and the Annual Meeting of the Local Government Association which is the national association for local authorities in England and Wales. It also represents police, fire and passenger transport authorities. Meets: Annually Status: 2 Representatives (Executive Leader and Leader of largest opposition group) Term: Indefinite	Councillor Seán Woodward;	Appointed Representative	Conservative	Indefinite
				Councillor Roger Price	Appointed Representative	Liberal Democrats	Indefinite
	30	Local Government Association - Group Leaders' Briefings	Briefing meetings organised by the Local Government Association for local leaders of political groups, on a national basis. Meets: Two or three times a year Status: Representatives (All group leaders of a registered political party) Term: Indefinite	Councillor Seán Woodward;	Appointed Representative	Conservative	Indefinite
				Councillor Roger Price	Appointed Representative	Liberal Democrats	Indefinite

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31	Local Government Association Coastal Issues Special Interest Group	The Group's purpose is to increase awareness of issues affecting coastal, estuarine, and maritime communities; act as a focus for liaison between local authorities and other bodies and secure improved cross-departmental co-ordination within central government on coastal issues. Meets: Three to four times per year Status: 1 Representative, 1 Deputy	Councillor Keith Evans	Appointed Representative	Conservative	1 year
			Councillor Arthur Mandry;	Deputy	Conservative	1 year
	Lockswood Community & Sports Association	Provides sports and social facilities to its members who are in the main, local to the club Meets quarterly Status: 1 Representative (non-voting)	Councillor Mrs Susan Bayford	Appointed Representative	Conservative	1 year
	Locks Heath Memorial Hall Board of Trustees	The Locks Heath Memorial Hall supports the local Community by maintaining the centre, maximising its occupancy and making it accessible for local residents. Meets: The Board sits four times a year and is based in Locks Heath Park Road.	Councillor Ms Sarah Pankhurst	Committee Member	Conservative	
	North Whiteley Development Forum	Informal advisory body to Winchester City Council, advising on the major development north of Whiteley. Meets: Approximately four times per year Status: 1 Representative (voting) and 1 Deputy	Councillor Jon Butts; Councillor Keith Evans	Appointed Representative Deputy	Conservative Conservative	1 year 1 year
35	One Community, Eastleigh	This is a not-for-profit organisation which has been appointed by Fareham Borough Council to provide help and support for voluntary and community groups and organisations in the Borough of Fareham. Status: 1 Representative	Councillor Miss Susan Bell	Appointed Representative	Conservative	1 year

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Page 35	36	Parking and Traffic Regulations Outside London	The joint committee provides an opportunity for local member input into the national parking adjudication service. Meets: Annually Status: 2 Representatives	Councillor Keith Evans; Councillor Trevor Cartwright, MBE	Appointed Representative Appointed Representative	Conservative Conservative	1 year 1 year
	37	Partnership Action Group (formerly Community Tasking and coordinating Group) (sub-group of the Community Safety Partnership)	Conducts and publishes an audit of crime and disorder problems in the Borough; identifies local crime and disorder priorities and formulates a three-year strategy to assist in tackling them, including objectives and targets; monitors progress and reviews strategies as required. Meets: To be confirmed Status: 1 Representative	Councillor Trevor Cartwright, MBE	Appointed Representative	Conservative	1 year
	38	Partnership for Urban South Hampshire - Overview and Scrutiny Committee	Established to scrutinise and call-in decisions of the PUSH Joint Committee and to review delivery of the PUSH business plan. Meets: Twice per year, when decisions are called-in or as the committee determines. Status: 1 Representative, 1 Deputy	Councillor Arthur Mandry; Councillor Jon Butts	Appointed Representative Deputy	Conservative Conservative	1 year 1 year
	39	Police and Crime Panel	Section 28(1) of the Police Reform and Social Responsibility Act 2011 ("the Act") provides that each police area is to have a police and crime panel established and maintained in accordance with Schedule 6 to the Act. Paragraph 3(2) of Schedule 6 to the Act provides that the local authorities for a police area must (a) establish and maintain a police and crime panel for their police area, and (b) make the panel arrangements for the police and crime panel. Paragraph 3(3) provides that in the case of a multi-authority police area, all the relevant local authorities must agree to the making or modification of the panel arrangements. (Council 10/05/12 item 17) Meets: To be confirmed Status: 1 Representative, 1 Deputy	Councillor Trevor Cartwright, MBE Councillor Mike Ford;	Appointed Representative Deputy	Conservative Conservative	4 years 4 years

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40	Portchester Community Centre Ltd	This charity body was set up to manage and run the new Portchester Community Centre following the award of the lease to Portchester Community School Status: 2 Trustees	Councillor Geoff Fazackarley	Trustee	Conservative	
			Councillor Nick Walker	Trustee	Conservative	
	41 Portchester Parish Hall Board of Trustees	Provides facilities for user groups of all ages and a wide variety of other functions. Meets: Quarterly Status: 2 Trustees	Councillor Geoff Fazackarley	Trustee	Conservative	1 year
			Councillor Miss Susan Bell	Trustee	Conservative	1 year
	42 Priory Park Community Association Management Committee	Provides a service to the local community by maintaining and managing facilities for various groups to run activities to improve condition of life, health and leisure. Meets: Six times per year Status: 2 Representatives (non-voting)	Councillor Brian Bayford; Councillor Simon Martin	Appointed Representative Appointed Representative	Conservative Conservative	1 year 1 year
43	Project Integra – Strategic Board	Project Integra is a mature partnership of all the Local Authorities in Hampshire plus Hampshire Waste Services. It has achieved an integrated approach to municipal waste management. Current mission is to manage waste generated by households in Hampshire, gaining benefits from integration, scale, synergy and influence. Portfolio holders representing partner organisations. Meets: Three times per year, plus conference Status: 1 Representative (voting), 1 Deputy (voting) (Representative and Deputy must be Executive Members)	Councillor Miss Tiffany Harper	Appointed Representative	Conservative	1 year
			Councillor Mrs Kay Mandry;	Deputy	Conservative	1 year
44	Public Transport Representative	To attend meetings of FARGO (Fareham and Gosport Bus Panel) and HCC Transport Fora for Fareham and Gosport. To liaise with bus and train companies on matters relating to public transport. To attend Bus Users UK meetings in South Hampshire. Status: 1 Representative, 1 Deputy	Councillor Peter Davies	Appointed Representative	Conservative	1 year
			Councillor Geoff Fazackarley;	Deputy	Conservative	1 year

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45	Randal Cremer Trust	This charitable trust exists for the provision of alms-houses for the poor or for persons who are permanently disabled from being able to earn a livelihood. Meets: Twice per year Status: 1 Trustee	Councillor Mrs Kay Mandry	Trustee	Conservative	1 year
46	Ranvilles Community Association Management Committee	The community association is a voluntary organisation set up to maintain and run the centre and serve the local community by making various activities accessible to local people. Meets: Four to six times per year Status: 1 Representative	Councillor Miss Tiffany Harper	Appointed Representative	Conservative	1 year
47	RELATE Portsmouth and District	Relationship counselling and related matters including education and training. Meets: Quarterly Status: 1 Representative	Councillor Ms Sarah Pankhurst	Appointed Representative	Conservative	1 year
48	RELATE South West Hampshire & the Isle of Wight (Formerly RELATE Solent)	Relationship counselling and related matters including education and training. Meets: Quarterly Status: 1 Representative (non-voting)	Councillor Ms Sarah Pankhurst	Appointed Representative	Conservative	1 year
49	River Hamble Harbour Management Committee	Considers policy and regulatory functions; prepares and maintains a strategic plan for management of the river; delegates day to day decision making to the (County) Executive Member for Environment. Meets: Four times per year Status: 1 Representative (voting), 1 Deputy	Councillor Trevor Cartwright, MBE Councillor Jon Butts;	Appointed Representative Deputy	Conservative Conservative	1 year 1 year
50	Solent Forum (incorporating the Solent Water Quality Group / Conference)	Since 1992, the Solent Forum has provided a platform to deliver Integrated Coastal Zone Management in the Solent sub-region of the South East. It operates at a strategic coastal management level, providing a network for	Councillor Mike Ford Councillor Trevor Cartwright, MBE	Appointed Representative Deputy	Conservative Conservative	1 year 1 year

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		<p>closer working relationships, information dissemination and discussion of topical coastal issues. The Solent Forum website (www.solentforum.org) contains information on the nature and work on the Solent Forum. From it you can find details of the Forum's members, learn about the Forum's current work and view news and events from around the Solent and the UK. You can also download the bi-annual newsletter.</p> <p>Meets: Twice per year, plus the conference</p> <p>Status: 1 Representative (non-voting), 1 Deputy</p>				
51	Solent Sea Rescue Organisation	<p>Saving of life at sea and rescuing people in danger in the Solent area.</p> <p>Meets: Eight times per year</p> <p>Status: 1 Representative</p>	Councillor Trevor Cartwright, MBE	Appointed Representative	Conservative	1 year
52	South East Employer's Local Democracy and Accountability Network for Councillors	<p>Councillor networks will meet to consider key local issues affecting local authorities in the south east region e.g. Localism Bill, new governance arrangements, opportunities for shared services and Local Enterprise Partnerships.</p> <p>Meets: Twice per year</p> <p>Status: 1 Representative (also a Trustee if elected as Chairman), 1 deputy.</p> <p>Representatives should not be employees of another local authority or employees or officers of any of the local government unions</p>	<p>Councillor Trevor Cartwright, MBE</p> <p>Councillor Leslie Keeble;</p>	<p>Appointed Representative</p> <p>Deputy</p>	<p>Conservative</p> <p>Conservative</p>	<p>1 year</p> <p>1 year</p>
53	South East Employers	<p>Represents the interests of authorities within the region, providing comprehensive employment and industrial relations advice, consultancy, training and information services.</p> <p>Meets: Three times per year.</p> <p>Status: 1 Representative (Trustee if elected</p>	<p>Councillor Trevor Cartwright, MBE</p> <p>Councillor Keith Evans;</p>	<p>Appointed Representative</p> <p>Deputy</p>	<p>Conservative</p> <p>Conservative</p>	<p>1 year</p> <p>1 year</p>

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		as Chairman), 1 Deputy. Representatives should not be employees of another local authority or employees or officers of any of the local government unions				
54	Standing Conference on Problems Associated with Coastline	The primary aims of SCOPAC are: · To provide a strong political forum for coastal local authorities and other organisations with an interest in coastal risk management along the south coast of England · To raise and sanction funding for the successful operation of SCOPAC and for the development and implementation of its research programme. Status: 1 Representative, 1 Deputy	Councillor Arthur Mandry Councillor Keith Evans;	Appointed Representative Deputy	Conservative Conservative	1 year 1 year
55	Stubbington Study Centre	The Centre provides the opportunity for children, young people and the wider community to practice learning activities beyond the classroom. Meets: three times a year and they guide, challenge and support the Head of Centre. Status: 1 Representative (voting)	Councillor Arthur Mandry	Appointed Representative	Conservative	1 year
56	The Louisa Seymour Charity Management Committee	The charity is for provision and upkeep of Sarisbury Parish Rooms. The appointee is as a member of the Management Committee. Meets: Bi-monthly Status: 1 Representative (non-voting)	Councillor Jon Butts	Appointed Representative	Conservative	1 year
57	The Moving On Project	A charity working in Fareham and Gosport, to provide help for young people aged 11-25 to improve their lives. They offer confidential discrete support, including free counselling and mentoring to local young people. Based at the X- perience Youth Centre, Fareham but also offer counselling in Gosport. Co-delivers 6 weekly drop-in health & wellbeing sessions in a number of local youth centres. Status: 1 Representative	Councillor Keith Barton	Appointed Representative	Conservative	1 year

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58	Titchfield Community Association	Liaison between Fareham Borough Council and Titchfield Community Association on matters other than routine/administration. Meets: Five times per year Status: 1 Representative (non-voting)	Councillor Miss Tiffany Harper	Appointed Representative	Conservative	1 year
59	The Solent Transport Joint Committee	Provides enhanced transport delivery arrangements for the South Hampshire area and maximising investment and infrastructure provision in accordance with the South Hampshire sub-regional strategy. Meets: Four times per year Status: 1 Representative (Observer)	Councillor Keith Evans	Appointed Representative	Conservative	1 year
60	Victory Hall Management Committee	Provides and maintains a village hall for use of the inhabitants of Hook and Warsash for recreation and leisure use with the object of improving conditions of life. Meets: Monthly Status: 1 Trustee	Councillor Michael Ford, JP	Trustee	Conservative	1 year
61	Wallington Village Community Association Executive Committee	Provides leisure/educational facilities for Wallington residents; maintains and manages the village hall and seeks to maintain and improve the built and natural environment within the village. Meets: Monthly Status: 1 Representative (non-voting), 1 Deputy	Councillor Mrs Katrina Trott; Councillor Dr Maryam Brady	Appointed Representative Deputy	Liberal Democrats Liberal Democrats	1 year 1 year
62	West Paulsgrove Scout and Community Association	The community hall managed by the Association is located at the boundary of Portsmouth and Fareham and a number of users are from the Portchester area. Meets: 6-weekly intervals at the hall. The committee currently comprises local residents, representatives of the scouting movement and a representative of Portsmouth City Council Status: 1 Representative (non voting)	Councillor Geoff Fazackarley	Appointed Representative	Conservative	1 year

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63	Whiteley Community Association - General and Executive Committees	Seeks to work together for the benefit of local residents by association with local authorities, voluntary and other organisations to advance education, to provide facilities for recreational and leisure use for local people and to maintain and manage the community centre. Meets: General Committee not less than 4 times per year, Executive Committee not less than 6 times per year Status: 1 Trustee	Councillor Seán Woodward	Trustee	Conservative	1 year
64	William Price Charitable Trust	This charitable trust exists to provide special and educational benefits for schools in Fareham to promote education by the provision of financial assistance such as bursaries and grants; and to promote education in the doctrines of the Church of England among the under-25s. Meets: Six times per year (two general meetings, two grants committee meetings and two finance committee meeting) Status: 2 Trustees with 4 year terms of office. One Trustee sits as a member of the Finance committee and one sits as a member of the Grants committee	Councillor Mrs Pamela Bryant Councillor Mrs Tina Ellis	Trustee (Grants) Trustee (Finance)	Conservative Conservative	4 year term ends 05/2020 4 year term ends 05/2020

GUIDANCE ON THE DUTIES AND RESPONSIBILITIES OF MEMBERS APPOINTED TO OUTSIDE BODIES

1. This guidance gives an outline of the duties and responsibilities of members appointed to “outside bodies” on the nomination of Fareham Borough Council.
2. It is not intended to provide definitive answers to every question which could be raised in relation to each of the outside bodies to which members of the Council are nominated or appointed. Rather it is intended to alert members to issues of which they should be aware and prompt the seeking of advice from the body itself or from officers of the Council where necessary.

SUITABILITY OF OUTSIDE BODIES

3. Appointment of Members to serve on outside bodies shall be dependent on one or more of the following conditions applying:
 - (a) where it is considered necessary to supplement existing communication channels established by members and/or officers;
 - (b) where the Council has a significant interest in the business dealt with by the body in question, e.g. by virtue of owning relevant premises; providing significant resource contributions; being a key partner; or the fact that the work of the Body is of strategic significance to the Council;
 - (c) where Council appointees are legally required;
 - (d) where the boards of registered charities are required to include Council appointed trustees in order to comply with their Articles of Association or Trust Deeds; and
 - (e) in other cases, where such representation would bring clearly defined mutual benefits to both the authority and the body in question.

BASIS FOR APPOINTMENT

4. Members will be appointed to outside bodies to:
 - (a) represent the Council on joint local authority bodies/consortia
 - (b) represent the Council by attending meetings of other organisations in a purely advisory capacity to:
 - observe proceedings; and/or
 - facilitate information exchange whilst promoting the interests of the Council as opposed to the body; or
 - (c) act as executive members of other organisations (e.g. a director/trustee/voting member of a Management Committee) with an obligation to act in the best interests of the body concerned whilst conducting its business.
5. Where the Council makes appointments/nomination on the basis of sub-paragraph (b) and (c) above, officers shall assist, when requested, in seeking to verify whether the organisations concerned have adequate insurance cover in place to protect the Council’s appointees.

6. Each organisation shall be requested to provide the Council with a clear statement of what is expected of Council appointees, e.g. in terms of the number of meetings to be attended and responsibilities associated with the appointment.
7. It would be inappropriate for a member to hold the position of a Fareham Borough Council appointed representative or trustee at the same time as holding a position that is directly elected or appointed by the same external organisation. An individual member should hold only one position or the other (as once elected as a member they must always act in that capacity and cannot choose when to do so or not). Being appointed as a representative or trustee by two bodies in different capacities may cause conflicts of interest which may not be in the Council's best interests.

THE ROLE OF COUNCIL APPOINTEES

8. The role of Council appointees on outside bodies will vary, but, essentially, will be to:
 - (a) help to secure any objectives of the Council in participating in the organisation;
 - (b) help the organisation to achieve its aims and objectives, legally, properly and effectively;
 - (c) meet any specific legal responsibilities attached to the membership of the organisation;
 - (d) safeguard the Council's interests on those organisations which are funded from or through the Council; and
 - (e) encourage the organisation to adopt sustainable and ethical policies.
9. The three main types of appointee are:

Observer - non-voting role with the main task of viewing the business undertaken and reporting issues back to Council;

Representative - formally appointed to vote on business conducted by the outside body but with no statutory responsibilities; and

Trustee - formally appointed to vote. Must follow legislative responsibilities, as per the Charity Commission guidance (see paragraph 13 below).
10. All outside bodies will have requirements placed on them either by statute or by their constitutions. Members should ensure, where possible, that those bodies comply with the requirements thereon.
11. Members are advised to:
 - (a) ask about any specific legal responsibilities attached to membership of the organisation;
 - (b) read the constitution of the organisation and be aware of its powers, duties and objectives;
 - (c) attend meetings regularly;

- (d) ensure that they receive regular reports on the activities of the organisation and its financial position;
- (e) where the organisation is funded by or through the Council, to obtain a copy of the Annual Report and Accounts to see that the funds have been spent on the agreed objectives; and
- (f) seek advice from the appropriate Council officers in the event of any doubts or concerns about the operation of the organisation.

THE RELATIONSHIP WITH THE COUNCIL'S CODE OF CONDUCT FOR MEMBERS

- 12. Under the Council's Code of Conduct, a member is required to include in his register of interests his membership of any "body to which he has been appointed or nominated by the authority as its representative."
- 13. Such membership of an outside body is at least a personal interest which a member must declare under the Code. The interest may be a prejudicial interest in certain circumstances where the member is not appointed by the Council but is involved in that organisation in a private capacity.
- 14. The Code further provides that when a member acts as a representative of the authority on any other body, he must, when acting for that other body, comply with the authority's code of conduct, except insofar as it conflicts with any other lawful obligations to which that other body may be subject. Where this arises advice should be taken from the Monitoring Officer.
- 15. The latter provision will apply when the member has been appointed or nominated to the membership of the other body by Fareham Borough Council but not otherwise.

PERSONAL RESPONSIBILITY

- 16. Members appointed to outside bodies by the Council should note that although the nomination is made by the Council, once appointed the member is personally responsible for the carrying out of any obligations to the body concerned. The Council does indemnify certain acts under the Council's Officials Indemnity Policy (details of which can be provided by the Finance Department). However, in the event of any default, the individual member will be responsible unless the act is covered by the policy. For this reason it is important that members make sure that they understand the nature of the obligations they are undertaking when they accept nomination or appointment to an outside body by the Council.
- 17. The bodies concerned should be able to provide this information but in case of any unresolved query or potential conflict of interest, a member should seek advice from the Monitoring Officer (Director of Regulatory and Democratic Services).
- 18. The principal types of outside bodies are Charitable Trusts, Unincorporated Associations and Companies, and the significance of each of these for members is set out below.

CHARITABLE TRUSTS

- 19. Guidance is available on the Charity Commission's website:
www.charitycommission.gov.uk. Document CC3 – Responsibility of Charity

Trustees is particularly useful as is the Councillors Guide produced by the LGA and Charity Commission

<http://www.charitycommission.gov.uk/Publications/cc3.aspx>].

20. Trustees will be appointed under the Trust Deed or Scheme. This will set out the objects of the charity which govern how the charity's assets may be used.
21. Trustees must take care to act in accordance with the Trust Deed to protect the Charity's assets. They are also personally responsible for compliance with the Charities' Acts and the Trustee Act 2000.
22. Trustees must not make a private profit from their position. They must also perform their duty with the standard of care which an ordinary prudent business person would show. Higher standards are required of professionals and in relation to investment matters.
23. Charitable Trustees must ensure that the information relating to the trust and trustees is registered with the Charity Commission and that annual accounts and returns are completed and sent.
24. If charitable income exceeds £5000, then letters advertisements and cheques etc. must bear a statement that the organisation is a registered charity.
25. Trustees are under a duty to ensure compliance with all relevant legislation for example in relation to tax and health and safety.

UNINCORPORATED ASSOCIATIONS

26. An unincorporated association does not have a separate legal identity. It consists of a group of people (its members) acting together for a common purpose. The rules governing the members' duties and liabilities will (or should) be set out in a constitution.
27. In most cases an unincorporated association cannot sue or be sued. The individual members of the association may be liable on contracts entered into 'on behalf of' the association either because of the way the contract is worded or because they are exceeding their authority. There is no limit on liability as exists for directors of a limited company. It is important that members of such an association should ensure that no financial commitment is entered into unless it is properly authorised and the association holds sufficient funds to cover the liability.
28. Such associations are usually advisory or consultative bodies and do not become involved in financial transactions of any kind. In such cases the question of personal liability is less likely to arise.

LIMITED COMPANIES

29. In some cases an appointment to an outside body will mean becoming a director of a limited company.
30. The objects of a company and the roles of directors will be set out in its Memorandum and Articles of Association and any director should be familiar with these documents.

31. A director has a fiduciary duty to the company to act honestly and in good faith in the best interests of the company as a whole. (This may conflict with the interests of the Council in which case advice should be sought.)
32. A director owes a general duty of care and skill to the company commensurate with his level of skills knowledge and experience.
33. A director must exercise independent judgement. He may take into account the interests of a third party whom he represents but must disclose the position to the company. It would be a breach of duty to vote simply in accordance with a Council mandate or on party political grounds, for example.
34. A director may not make a secret profit from his position and must therefore disclose all interests in contracts or dealings with the company.
35. A director must ensure compliance with the Companies Acts in relation to keeping accounts and making returns to the registrar of Companies, and also with other relevant legislation for example in relation to employment or health and safety.
36. A director must ensure that the company is able to meet its current liabilities.
37. Provided a director acts within his powers and within the powers of the company, and is not negligent or in breach of his fiduciary duty he will not incur personal liability.
38. In some cases an outside body may be both a company limited by guarantee and a charity so the provisions relating to charities set out above will also apply.

INDEMNITY FOR LOSS

39. Fareham Borough Council does not indemnify members of outside bodies for any personal losses or liabilities they may incur, other than under the Officials Indemnity Policy referred to in paragraph 11 above. Members should ensure that the body carries appropriate insurance to cover personal liabilities to the extent that the law allows.

March 2004
updated 15 December 2011

