

FAREHAM

BOROUGH COUNCIL

COUNCIL MEETING SUMMONS

Members of Fareham Borough Council are hereby summoned to attend a meeting of the Council to be held in the Solent Room at Ferneham Hall, commencing at 10.30am. This meeting will adjourn for lunch and re-convene at 2.30pm in the Council Chamber, Civic Offices, Fareham, on
THURSDAY, 10 MAY 2018, commencing at 10.30 am.

The Mayor: Councillor Geoff Fazackarley

The Deputy Mayor:

Councillor Keith Barton

Councillor Fred Birkett

Councillor Jonathan Butts

Councillor Louise Clubley

Councillor Shaun Cunningham

Councillor Tina Ellis

Councillor Keith Evans

Councillor Michael Ford, JP

Councillor Tiffany Harper

Councillor Carolyn Heneghan

Councillor Kay Mandry

Councillor Simon Martin

Councillor Sarah Pankhurst

Councillor Katrina Trott

Councillor Nick Walker



Also in Attendance

Those Councillors newly elected at the Borough Election on 03 May 2018.

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 for the Citizens of Honour, the Young Citizens of Honour and the HMS Collingwood Cup.

2. Apologies for Absence - morning session

3. Election of Mayor

To elect the Mayor of Fareham for the municipal year 2018/19. (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 2018/19 in accordance with Standing Order 2.2.

5. Mayor's Cadet

To present the Mayor's Cadet for 2018/19 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. Mayor's Announcements

9. Declarations of Interest

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

10. Appointment of the Executive

(1) Executive Leader

Members are reminded that 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 following 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 2018/19. Members are reminded that the allocation of these portfolios to the Executive Member is a matter for the Executive Leader.

11. Appointment of Committees and Allocation of Seats (Pages 7 - 12)

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.

12. 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 May 2017, the Council appointed Mr David Basson as the Designated Independent Person for the 2017/18 Municipal Year. It is recommended that Mr David Basson be appointed as the Council's Designated Independent Person for the 2018/19 Municipal Year.

13. Appointment to Outside Bodies (Pages 13 - 36)

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 the appointments to be made.

14. Executive Leader's Announcements

15. Executive Members' Announcements

16. 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.

17. Deputations

To receive any deputations of which notice has been given.

18. Questions under Standing Order 17.2

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

19. 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.

20. 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 2018/19 as comprising those plans and strategies identified in the table below.

Policy/Strategy	Last adopted or approved by	Date
Sustainable Community Strategy	Council	01 February 2010
Housing Strategy	Council	22 April 2010
Licensing Policy	Council	28 April 2016
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	04 August 2011 08 June 2015 08 June 2015
Community Safety Strategy	Council	29 May 2014
Corporate Strategy	Council	14 December 2017



P GRIMWOOD
Chief Executive Officer
www.fareham.gov.uk
1 May 2018

For further information please contact:
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Tel:01329 236100
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FAREHAM

BOROUGH COUNCIL

Report to Council

Date: **10 May 2018**

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

It is recommended that the Council approves:

- (a) the committee functions and number of seats on each committee for the municipal year 2018/19, as listed at paragraphs 5, 6 and 7 of the report;
- (b) the allocation of seats to political groups for the municipal year 2018/19, as set out in Appendix A (to be tabled at the meeting);
- (c) the nominations of the political groups to seats on committees, deputies and spokesmen, for the municipal year 2018/19, as set out in Appendix B (to be tabled following the receipt of nominations); and
- (d) the appointment of a Chairman and Vice-Chairman for each committee for the municipal year 2018/19, 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 2018/19. Such appointments will take effect from 11 May 2018.

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 Council is therefore invited to confirm that the committees to be appointed for 2018/19 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

6. 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.

7. 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.
8. 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

9. 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.
10. 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

11. The political balance of the Council for municipal year 2018/19 will be tabled as Appendix A, following the results of the Local Government Elections.
12. 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

13. 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 in the tabled Appendix A.
14. There are a total of 79 seats to be allocated and the strict entitlement to seats on committees for each political group is shown as detailed in the tabled Appendix A.
15. 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.

16. Appendix A will show 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.
17. The manual adjustments required will be confirmed in the notes, to be tabled at the meeting.
18. To assist the Council in this matter and in exercise of powers delegated to the Chief Executive Officer, the Head of Democratic Services will be consulting the leaders of the political groups prior to the meeting, with a view to agreeing the allocation of seats for 2018/19. 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.
19. 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

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

OPPOSITION SPOKESMEN

22. 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 (to be tabled at the meeting)

Appendix B – Committee Nomination Schedule (to be tabled at the meeting)

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)

To be tabled at the meeting

To be tabled at the meeting

FAREHAM

BOROUGH COUNCIL

Report to Council

Date: **10 May 2018**

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 2017/18 municipal year are also shown in the Schedule. Guidance on appointments to outside bodies is provided and attached as Appendix B.

RECOMMENDATION

It is recommended 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 2018/19 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.

CHANGES FOR 2018/19

3. The District Health and Well-being Partnership Board has not met during the 2017/18 municipal year. This outside body is highlighted within the Schedule and it is recommended that it is deleted. It is recommended that any new Outside Bodies, as tabled at the meeting, are added to the Schedule.

APPOINTMENTS FOR THE MUNICIPAL YEAR 2018/19

4. The Schedule attached as Appendix A shows the appointments made at the Annual Council Meeting held on 11 May 2017 and includes any subsequent amendments or appointments made during the municipal year.
5. Appointments for the 2018/19 municipal year should now be made to those organisations set out in the Schedule, unless an existing term of office is still in force which will not expire before the next meeting of the Council.

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.

Appendices:

Appendix A- Schedule of appointments made for, or during, the 2017/18 Municipal Year.

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).

APPOINTMENTS TO OUTSIDE BODIES 2017/18 (Current Appointments)
APPENDIX A

	Title	Description	Representative 2017/18	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 Councillor Keith Evans	Appointed Representative Deputy	Conservative Conservative	1 year 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 Councillor Mrs Louise Clubley	Appointed Representative Deputy	Conservative Conservative	1 year 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: 2 meetings per year Status: 1 Representative, 1 Deputy	Councillor Trevor Cartwright, MBE Councillor Mike Ford	Appointed Representative Deputy	Conservative Conservative	1 year 1 year

APPOINTMENTS TO OUTSIDE BODIES 2017/18 (Current Appointments)
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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	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 J Forrest	Deputy	Liberal Democrat	1 year
7	District Health and Well-being Partnership Board (DELETE)	Status: 1 Representative	Councillor Brian Bayford	Appointed Representative	Conservative	1 year
8	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
9	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	Appointed Representative	Liberal Democrats	1 year
			Councillor Mrs Connie Hockley	Appointed Representative	Conservative	1 year

APPOINTMENTS TO OUTSIDE BODIES 2017/18 (Current Appointments)
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Page 19	10	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
	11	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 T M Cartwright, MBE	Appointed Representative	Conservative	1 year
	12	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
	13	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
	14	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

APPOINTMENTS TO OUTSIDE BODIES 2017/18 (Current Appointments)
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15	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;	Appointed Representative	Conservative	1 year
			Councillor Mrs Susan Bayford	Appointed Representative	Conservative	1 year
16	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	Councillor Arthur Mandry	Trustee	Conservative	Ex-Officio
			Councillor Jim Forrest	Trustee	Liberal Democrat	Ex-Officio
			Councillor Mrs Kay Mandry	Trustee	Conservative	Ex-Officio
			Councillor Mrs Carolyn Heneghan	Trustee	UKIP	Ex-Officio
			John Guest	Trustee		4 year term ends 05/19
			Sarah Coles	Trustee		4 year term ends 05/19
			Rev Richard England	Trustee		4 year term ends 05/19
17	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. Meets: quarterly. Status: 1 Representative	Councillor Trevor Cartwright, MBE	Appointed Representative	Conservative	1 year

APPOINTMENTS TO OUTSIDE BODIES 2017/18 (Current Appointments)
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18	Hampshire and Isle of Wight Local Government Association (HIOWLGA)	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	1 year
19	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, JP	Appointed Representative	Conservative	1 year
20	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. Appointments to vacant seats are made by HIOWLGA from amongst Hampshire District Council nominations. Appointed Members remain in post until they step down. Meets: Quarterly. Status: 1 Representative	Councillor Trevor Cartwright, MBE	Appointed Representative	Conservative	Indefinite.
21	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 interest and service delivery within the county of Hampshire. Meets: Quarterly. Status: 1 Representative, 1 Deputy	Councillor Trevor Cartwright, MBE; Councillor Keith Evans	Appointed Representative Deputy	Conservative Conservative	1 year 1 year

APPOINTMENTS TO OUTSIDE BODIES 2017/18 (Current Appointments)
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Page 22	22	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
	23	Health Overview & Scrutiny Panel	Scrutinises and comments on any proposed significant changes in health service provision. Meets: Bi-monthly Status: 1 Representative, 1 Deputy	Councillor Mike Ford, JP; Councillor Mrs Tina Ellis	Appointed Representative Deputy	Conservative Conservative	1 year 1 year
	24	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. Status: 1 Representative (voting), 1 Deputy	Councillor Fred Birkett Councillor Peter Davies	Appointed Representative Deputy	Conservative Conservative	1 year 1 year
	25	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
	26	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

APPOINTMENTS TO OUTSIDE BODIES 2017/18 (Current Appointments)
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27	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
28	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; Councillor Roger Price	Appointed Representative Appointed Representative	Conservative Liberal Democrats	Indefinite Indefinite
29	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; Councillor Roger Price	Appointed Representative Appointed Representative	Conservative Liberal Democrats	Indefinite Indefinite
30	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 Councillor Arthur Mandry	Appointed Representative Deputy	Conservative Conservative	1 year 1 year

APPOINTMENTS TO OUTSIDE BODIES 2017/18 (Current Appointments)
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31	Lockwood 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
32	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
33	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
34	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 Trevor Cartwright, MBE Councillor Keith Evans;	Appointed Representative Appointed Representative	Conservative Conservative	1 year 1 year
35	Partnership Action Group (sub-group of the Community Safety Partnership)	Operational multi-agency group which deals with crime and disorder problems in the Borough by looking at Victims, Offenders and problematic locations. Tasks are set and each organisation attending is held accountable for completing tasks in a timely manner. Chaired jointly by Community Safety and the Police. Meets: monthly Status: 1 Representative	Councillor Trevor Cartwright, MBE	Appointed Representative	Conservative	1 year
36	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: four times per year, when decisions are called-in or as the committee determines. Status: 1 Representative, 1 Deputy	Councillor Arthur Mandry Councillor Nick Walker	Appointed Representative Deputy	Conservative Conservative	1 year 1 year

APPOINTMENTS TO OUTSIDE BODIES 2017/18 (Current Appointments)

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37	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: quarterly Status: 1 Representative, 1 Deputy	Councillor Trevor Cartwright, MBE	Appointed Representative	Conservative	4 years (2015-2019)
			Councillor Mike Ford, JP;	Deputy	Conservative	4 years (2017-2021)
38	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 Susan Bell	Trustee	Conservative	1 year
			Councillor Nick Walker	Trustee	Conservative	1 year
39	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 Fazackerley	Trustee	Conservative	1 year
			Councillor Miss Susan Bell	Trustee	Conservative	1 year
40	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;	Appointed Representative	Conservative	1 year
			Councillor Simon Martin	Appointed Representative	Conservative	1 year

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Page 26	41	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 Councillor Mrs Kay Mandry;	Appointed Representative Deputy	Conservative Conservative	1 year 1 year
	42	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 Councillor Geoff Fazackarley;	Appointed Representative Deputy	Conservative Conservative	1 year 1 year
	43	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
	44	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

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45	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
46	RELATE South West Hampshire & the Isle of Wight	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
47	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
48	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 closer working relationships, information dissemination and discussion of topical coastal issues. Meets: Twice per year, plus the conference Status: 1 Representative (non-voting), 1 Deputy	Councillor Mike Ford, JP Councillor Trevor Cartwright, MBE	Appointed Representative Deputy	Conservative Conservative	1 year 1 year
49	Solent Sea Rescue Organisation	Saving of life at sea and rescuing people in danger in the Solent area. Meets: Eight times per year Status: 1 Representative	Councillor Trevor Cartwright, MBE	Appointed Representative	Conservative	1 year

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50	South East Employer's Local Democracy and Accountability Network for Councillors	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. Meets: Twice per year Status: 1 Representative (also a Trustee if elected as Chairman), 1 deputy. Representatives should not be employees of another local authority or employees or officers of any of the local government unions	Councillor Trevor Cartwright, MBE	Appointed Representative	Conservative	1 year
			Councillor Leslie Keeble;	Deputy	Conservative	1 year
51	South East Employers	Represents the interests of authorities within the region, providing comprehensive employment and industrial relations advice, consultancy, training and information services. Meets: Three times per year. Status: 1 Representative (Trustee if elected as Chairman), 1 Deputy. Representatives should not be employees of another local authority or employees or officers of any of the local government unions	Councillor Trevor Cartwright, MBE	Appointed Representative	Conservative	1 year
			Councillor Keith Evans	Deputy	Conservative	1 year
52	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 Keith Evans	Appointed Representative	Conservative	1 year
			Councillor Arthur Mandry	Deputy	Conservative	1 year

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53	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
54	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
55	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
56	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
57	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

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58	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
59	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 Mrs Maryam Brady	Appointed Representative Deputy	Liberal Democrats Liberal Democrats	1 year 1 year
60	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
61	William Price Charitable Trust	Provides 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 and 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

