

# FAREHAM

## BOROUGH COUNCIL

### Report to Council

#### 26 April 2018

*Subject:* **COMMITTEE WORK PROGRAMMES 2018/19**

*Report of:* **Head of Democratic Services**

#### SUMMARY

This report sets out the proposed Work Programmes for the Council's Committee Meetings for 2018/19.

#### RECOMMENDATION

It is recommended that the Council receives and endorses the proposed Work Programmes for all the Committee meetings scheduled for the next municipal year, as set out in Appendix A.

## **INTRODUCTION**

1. Each Committee, at its March meeting, prepares and agrees a programme of work for the following municipal year.
2. Previously these work programmes would have been appended to the minutes of each March Committee meeting for the Council to review and endorse at its April meeting.
3. Amendments to the Committee procedure now mean that all Policy Development and Review Panel minutes are presented to the Scrutiny Board for noting, and not Council.
4. It is still the responsibility of the Council to endorse all Committee work programmes for the new municipal year, and these have been incorporated into one report, as set out in Appendix A, for the Council to review and endorse.

## **RISK ASSESSMENT**

5. There are no significant risk considerations in relation to this report.

## **CONCLUSION**

6. The Council is asked to receive and endorse the proposed Work Programmes for all Committee meetings for the next municipal year, as set out in Appendix A.

**Appendix A:** Committee Work Programmes 2018/19

**Background Papers:** None

**Reference Papers:** None

**Contact:** For further information please contact Leigh Usher (Ext: 4553)

## WORK PROGRAMME FOR 2018/19

Committee Function and Report Subject		Frequency	Last Covered	July 2018	September 2018	November 2018	March 2019
<b>COMMITTEE WORKING ARRANGEMENTS</b>							
Review of Work Programme and training plan		Quarterly	2017-18	YES	YES	YES	YES and Annual Report
Review of the Functions of the Committee		3 yearly	2016-17				
Review of the Constitution		As needed	2017-18				
<b>ETHICAL FRAMEWORK AND STANDARDS</b>							
Standards of Conduct	Review of Code of Conduct for Members	As needed	2015-16				
	Review of member / officer protocol	As needed	2008-09				
	<b>Overview of Complaints against the Council</b>	Annual	2017-18		YES		
Member Training and Development	Review of Members Training and Development Programme	As needed	2015-16				
<b>GOVERNANCE FRAMEWORK</b>							
Framework	Local Code of Corporate Governance	As needed	2016-17				
	<b>Annual Governance Statement</b>	Annual	2017-18	YES			
Key Policy	<b>Review of Financial Regulations</b>	3 yearly	2017-18		YES		
	<b>Review of Contract Procedure Rules</b>	3 yearly	2017-18		YES		
	<b>Treasury Management Policy and Strategy</b>	Annual	2017-18			YES	YES- Policy and indicators
Risk Management	Policy	As needed	2016-17				
	<b>Risk Management Monitoring Reports</b>	6 monthly	2017-18		YES	YES	
	<b>Business Continuity</b>	3 yearly	2014-15			YES	
	Specific Risk Management topics	As needed	None				
Counter Fraud	Counter Fraud Policy and Strategy	3 yearly	2016-17				
	Anti-Bribery Policy	As needed	2011-12				
	Sanctions and Redress Policy	As needed	2016-17				
	<b>Counter Fraud Progress</b>	Annually	2016-17	YES			

<b>Committee Function and Report Subject</b>	<b>Frequency</b>	<b>Last Covered</b>	<b>July 2018</b>	<b>September 2018</b>	<b>November 2018</b>	<b>March 2019</b>
<b>INTERNAL AUDIT ASSURANCE</b>						
Internal Audit Strategy	3 yearly	2014-15				<b>YES</b>
Internal Audit Annual Plan	Annual	2017-18				<b>YES</b>
Quarterly Audit Reports	Quarterly	2017-18	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>
Head of Audit's Annual Opinion	Annual	2017-18	<b>YES</b>			
<b>EXTERNAL ASSURANCE</b>						
Update on Arrangements for Appointment of External Auditors	As needed	2017-18				
Annual Plan and Fee	Annual	2017-18				<b>YES</b>
Annual Audit Letter	Annual	2017-18			<b>YES</b>	
Annual Certification Report	Annual	2017-18				<b>YES</b>
Specific reports from inspection agencies	As needed	2014-15 (RIPA)	<b>YES</b>			
<b>STATEMENT OF ACCOUNTS</b>						
Statement of Accounts	Annual	2017-18	<b>YES</b>			
External Audit – Audit Results Report	Annual	2017-18	<b>YES</b>			
<b>OTHER</b>						
Updates on legal issues	As needed	2017-18				
Issues referred from the Chief Executive Officer, Directors and Other Council Bodies	As needed	None				
Number of Items			<b>8</b>	<b>6</b>	<b>6</b>	<b>7</b>

**HEALTH AND PUBLIC PROTECTION POLICY DEVELOPMENT AND REVIEW PANEL –  
PROPOSED WORK PROGRAMME FOR 2018/19**

<b>Date</b>	<b>Subject</b>		
<b>29 May 2018</b>	Introduction to Portfolio Services		
	Police Crime Panel Update		
	Health Update		
	Review of Work Programme 2018/19		
<b>10 July 2018</b>	Police Crime Panel Update		
	Health Update		
	Annual Update on Fareham & Gosport Environmental Health Partnership		
	Review of Work Programme 2018/19		
<b>11 September 2018</b>	Police Crime Panel Update		
	Health Update		
	Annual Report on Fareham Parking Enforcement Service		
	Review of Work Programme 2018/19		
<b>13 November 2018</b>	Police Crime Panel Update		
	Health Update		
	Annual Update on Health and Safety Performance		
	Review of Work Programme 2018/19		
<b>22 January 2019</b>	Police Crime Panel Update		
	Health Update		
	Annual Update on Fareham Air Quality Issues		
	Preliminary review of Work Programme for 2018/19 and preliminary draft Work Programme for 2019/20		
<b>05 March 2019</b>	Police Crime Panel		
	Health Update		
	Annual Update on Fareham Community Safety Partnership		
	Final Review of Work Programme for 2018/19 and draft Work Programme for 2019/2020		

**Unallocated Items:**

Presentation by the Chief Inspector, Hampshire Police

Presentation by the Hampshire Police Crime Commissioner

Presentation by the Fareham and Gosport Clinical Commissioning Group

**HOUSING POLICY DEVELOPMENT AND REVIEW PANEL – PROPOSED WORK PROGRAMME FOR 2018/19**

<b>Meeting dates for 2018/19</b>	<b>Subject</b>
<b>24 May 2018</b>	Introduction to the Panel, achievements, priorities & challenges Annual Review of Discretionary Housing Payments Review of Work Programme 2018/19
<b>19 July 2018</b>	Council Housing Repairs and Maintenance Report Review of Work Programme 2018/19
<b>20 September 2018</b>	Tenancy Management Report Empty Properties Report Review of Work Programme 2018/19
<b>15 November 2018</b>	Update on Homelessness Update on Fire Issues and Precautions Review of Work Programme 2018/19
<b>24 January 2019</b>	Review of Farelets Council Housing Repairs and Maintenance Report Preliminary review of Work Programme for 2018/19 and preliminary draft Work Programme for 2019/20
<b>19 March 2019</b>	Tenancy Management Report Final Review of Work Programme for 2018/19 and draft Work Programme for 2019/2020

**Unallocated Items**

New Allocations Policy (draft)

New Allocations Policy – Consultation results

New Homelessness & Housing Options Strategy (draft)

**LEISURE & COMMUNITY POLICY DEVELOPMENT AND REVIEW PANEL -  
PROPOSED WORK PROGRAMME FOR 2018/19**

<b>Meeting dates for 2018/19</b>	
06 June 2018	<ul style="list-style-type: none"> <li>• Review of the Work Programme 2017/18</li> <li>• Overview of the Leisure and Community Portfolio</li> <li>• Citizen Advice Fareham Presentation</li> </ul>
25 July 2018	<ul style="list-style-type: none"> <li>• Review of the Work Programme 2017/18</li> <li>• Ferneham Hall</li> <li>• Cams Alders Vision Update</li> <li>• Titchfield Country Park Update</li> </ul>
05 September 2018	<ul style="list-style-type: none"> <li>• Review of the Work Programme 2017/18</li> <li>• Members Tour – Leisure and Community Facilities</li> <li>• One Community Presentation</li> <li>• Community Grants Update</li> </ul>
07 November 2018	<ul style="list-style-type: none"> <li>• Review of the Work Programme 2017/18</li> <li>• Solent Relate Annual Presentation</li> <li>• Shopmobility Presentation</li> <li>• Leisure Events Update</li> </ul>
23 January 2019	<ul style="list-style-type: none"> <li>• Preliminary overall review of Work Programme for 2017/18 and draft 2018/19.</li> <li>• Y-Services Review Presentation</li> </ul>
06 March 2019	<ul style="list-style-type: none"> <li>• Final review of Work Programme for 2017/18 and draft 2018/19.</li> <li>• Leisure Centres Performance Review Presentation</li> <li>• Hampshire Cultural Trust Review Presentation</li> </ul>
<b>Unallocated items</b>	<ul style="list-style-type: none"> <li>• Holly Hill Catering Facilities</li> <li>• Festive Lights</li> </ul>



**LICENSING AND REGULATORY AFFAIRS COMMITTEE – DRAFT WORK PROGRAMME  
2018/19**

<b>DATE</b>	<b>SUBJECT</b>	<b>TRAINING SESSION/WORKSHOP</b>
<b>19 JUNE 2018</b>	<p>Presentation on the Responsibilities of the Licensing and Regulatory Affairs Committee</p> <p>Review of Work Programme 2018/19</p> <p>Taxis and Wheelchair Accessibility Report</p>	
<b>31 JULY 2018</b>	Review of Work Programme 2018/19	
<b>18 SEPTEMBER 2018</b>	<p>Setting of Taxi Tariff</p> <p>Review of Work Programme 2018/19</p> <p>Actual Revenue Expenditure 2017/18</p>	
<b>27 NOVEMBER 2018</b>	<p>Review of Work Programme 2018/19</p> <p>Police Licensing Officer Update</p>	
<b>29 JANUARY 2019</b>	<p>Preliminary Review of Work Programme 2018/19 and Draft Work Programme 2019/20</p> <p>Spending Plans 2019/20</p> <p>Fees and Charges 2019/20</p>	
<b>26 MARCH 2019</b>	<p>Update on Fareham &amp; Gosport Environmental Health Partnership – Presentation</p> <p>Final Review of Work Programme 2018/19 and Draft Work Programme 2019/20</p>	

**PROPOSED PLANNING AND DEVELOPMENT POLICY DEVELOPMENT AND  
REVIEW PANEL - WORK PROGRAMME 2018/19**

<b>MEETING DATES FOR 2018/19</b>	<b>ITEMS</b>
15 May 2018	<ul style="list-style-type: none"> <li>• Introduction to Portfolio Services</li> <li>• Review of the Work Programme 2018/19</li> </ul>
17 July 2018	<ul style="list-style-type: none"> <li>• Review of the Work Programme 2018/19</li> </ul>
04 September 2018	<ul style="list-style-type: none"> <li>• Review of the Work Programme 2018/19</li> </ul>
06 November 2018	<ul style="list-style-type: none"> <li>• Presentation: Performance Review - Building Control Partnership</li> <li>• Review of the Work Programme 2018/19</li> </ul>
15 January 2019	<ul style="list-style-type: none"> <li>• Presentation: Performance Review - Coastal Management Partnership</li> <li>• Preliminary Review of the Work Programme 2017/18 and Draft Work Programme 2018/19</li> </ul>
12 March 2019	<ul style="list-style-type: none"> <li>• Authority Monitoring Report</li> <li>• Final Review of Work Programme 2017/18 and Draft Work Programme 2018/19</li> </ul>
<b>Unallocated Items: -</b>	

## SCRUTINY BOARD – DRAFT WORK PROGRAMME 2018/19

DATE	SCRUTINY BOARD ITEM
17 May 2018	<p>Review of Work Programme 2018/19</p> <p>Presentation by, and Questioning of Hampshire Fire and Rescue Service</p> <p>Petition Complaint Review</p> <p>Receive Minutes of Meetings of Policy Development and Review Panels</p>
28 June 2018	<p>Review of Work Programme 2018/19</p> <p>Presentation by, and questioning of, the Executive Member for Housing</p> <p>Receive Minutes of Meetings of Policy Development and Review Panels</p>
13 September 2018	<p>Review of Work Programme 2018/19</p> <p>Receive Minutes of Meetings of Policy Development and Review Panels</p>
22 November 2018	<p>Review of Work Programme 2018/19</p> <p>Presentation by, and questioning of, an Executive Member for Leisure and Community</p> <p>Vanguard Update</p> <p>Receive Minutes of Meetings of Policy Development and Review Panels</p>
19 January 2019	<p>Preliminary Review of Work Programme 2018/19 and Draft Work Programme 2019/20</p> <p>Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2019/20</p> <p>Housing Revenue Account Budget and Capital Plans 2019/20</p> <p>Receive Minutes of Meetings of Policy Development and Review Panels</p>
21 March 2019	<p>Final Review of Work Programme 2018/19 and Draft Work Programme 2019/20</p> <p>Presentation by, and questioning of, an Executive Member for Planning and Development</p> <p>Receive Minutes of Meetings of Policy Development and Review Panels</p>

Items to be assigned:

Presentation by and Questioning of, Vivid Housing Association

Presentation by, and Questioning of, Y Services

Portchester Crematorium

**STREETSCENE POLICY DEVELOPMENT AND REVIEW PANEL  
PROPOSED WORK PROGRAMME FOR 2018/19**

MEETING DATES FOR 2017/18	ITEMS
7 June 2018	<ul style="list-style-type: none"> <li>• Review of Work Programme 2018/19</li> <li>• Presentation on Streetscene Services and Key Achievements</li> </ul>
12 July 2018	<ul style="list-style-type: none"> <li>• Review of Work Programme 2018/19</li> <li>• Members Tour – to visit Streetscene Services in the Borough during the day prior to the evening meeting</li> <li>• Discussion on Issues Emerging from Members Tour</li> <li>• Review of Recycling</li> </ul>
6 September 2018	<ul style="list-style-type: none"> <li>• Review of Work Programme 2018/19</li> <li>• Review of Trade Waste Service</li> <li>• Review of Textiles Recycling</li> </ul>
1 November 2018	<ul style="list-style-type: none"> <li>• Review of Work Programme 2018/19</li> <li>• Review of Grounds Maintenance</li> <li>• Review of Public Toilets</li> </ul>
25 January 2019	<ul style="list-style-type: none"> <li>• Preliminary Review of Work Programme 2018/19 and Draft Work Programme 2019/20</li> <li>• Review of Street Cleansing</li> <li>• Countryside Ranger Presentation</li> </ul>
14 March 2019	<ul style="list-style-type: none"> <li>• Final Review of Work Programme 2018/19 and Draft Work Programme 2019/20</li> <li>• Review of Bus Shelter Contract</li> </ul>

Unallocated Item:

- Vanguard Update – Refuse and Recycling