



FAREHAM BOROUGH
COUNCIL

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COUNCIL MEETING SUMMONS

Members of Fareham Borough Council are hereby summoned to attend the annual meeting of the Council to be held on **THURSDAY 10 MAY 2012**. The meeting will commence at **10:30am** in Ferneham Hall, Osborn Road, Fareham and will adjourn for lunch. It is intended to re-convene the meeting at **2:30pm** in the Council Chamber, Civic Offices, Fareham.

The Mayor: Councillor T M Cartwright

The Deputy Mayor: Councillor D L Steadman

Councillor B Bayford

Councillor Mrs S M Bayford

Councillor Miss S M Bell

Councillor Mrs P M Bryant

Councillor P J Davies

Councillor J M Englefield

Councillor G Fazackarley

Councillor J S Forrest

Councillor Mrs C L A Hockley

Councillor L Keeble

Councillor A Mandry

Councillor R H Price, JP

Councillor P W Whittle, JP

Councillor S D T Woodward

Mr D Basson (Co-opted member)

Together with those Councillors elected on 3 May 2012.

**For further information please contact
Head of Customer and Democratic Services
Civic Offices, Fareham, PO16 7AZ
Tel: 01329 236100**

democraticservices@fareham.gov.uk

CITIZENS OF HONOUR

Prior to commencement of the meeting there will be a short service of prayers followed by the presentation of awards.

Citizen of Honour awards will go to Jenny Robinson and Suzanne Clifton. The Young Citizen of Honour awards will go to Lewis Gamblin and Patrick Stewart. The HMS Collingwood award will go to Warrant Officer 1 (MEM)(M) Tony Pratt.

- A G E N D A -

1. **Apologies for Absence** - morning session.
2. **Election of Mayor**
To elect the Mayor of Fareham for the municipal year 2012/13. (The order of proceedings to be observed is set out in the programme, which will be available at the meeting).
3. **Election of Deputy Mayor**
To elect the Deputy Mayor for the municipal year 2012/13 in accordance with Standing Order 2.2.
4. **Adjournment until 2.30pm**
The meeting will re-convene in the Council Chamber, Civic Offices, Fareham.
5. **Apologies for Absence** - afternoon session
6. **Minutes**
To confirm as a correct record the minutes of the meeting of the Council held on 26 April 2012 (copy attached – [cl-120426-m](#)).
7. **Mayor's Announcements**
8. **Presentation of Petitions**
To receive any petitions from members of the Council.
9. **Declarations of Interest**
Members are reminded that they should declare any personal and prejudicial interests as appropriate in accordance with the Council's Code of Conduct and Standing Orders.
10. **Appointment of the Executive**
 - (1) **Executive Leader**
To elect a member of the Council to be the Executive Leader in accordance with Standing Order 3.1. Members are reminded that the Council's Constitution provides that the term of office of the Executive Leader shall be two years.

(2) Number of Other Executive Members

In accordance with Standing Order 4.1, Council is required at its annual meeting to agree the number of members to be appointed to the Executive. The constitution currently provides for the Executive to comprise five other members to work with the Executive Leader. Members are asked to confirm the number of Executive members for the next municipal year.

(3) Election of Other Executive Members

Consequent upon the decision in item 10(2) above, to elect members to serve as Executive Members in accordance with Standing Order 4.2. Members are reminded that the Council's Constitution provides that the term of office of Executive Members shall be two years.

(4) Areas of Executive Responsibility

In accordance with Standing Order 5.1 to determine the separate areas of responsibility to be allocated by the Executive for the forthcoming year. Members are reminded that Appendix 5 to Part 1 of the Council's Constitution provides for the following areas of responsibility:-

- Leisure and Community;
- Strategic Planning and Environment;
- Policy, Strategy and Finance;
- Public Protection;
- Housing; and
- Streetscene.

Members are invited to confirm the areas of responsibility for 202/13 and are reminded that the allocation of these portfolios to the Executive Members is a matter for the Executive Leader.

(5) Opposition Spokesmen

The Council is reminded that the largest minority group may appoint opposition spokesmen to each of the Executive portfolios. The Leader of the opposition group is invited to inform the Council of the appointments made.

11. Appointment of Overview and Scrutiny Committees

(1) Functions and number of seats

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.

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 assist the Council and Executive in reviewing and developing policy.

The Council is therefore invited to confirm that the committees to be appointed for 2012/13 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;
- Strategic Planning and Environment Policy Development and Review Panel: 7 members + deputies;
- 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.

(2) Allocation of Seats

The Council is advised that the provisions of the Local Government and Housing Act 1989 require the Council to review the representation of political groups on its committees at each annual meeting and that these provisions apply to the Scrutiny Board and the Policy Development and Review Panels. The Council is therefore required to allocate seats in accordance with the principles contained in the Act and the Local Government (Committees and Political Groups) Regulations 1990. Members are advised that those principles require that a group having a majority of Council members must have the majority of seats on committees; that seats are otherwise to be allocated to political groups in the same proportion as that in which the council as a whole is divided; and that non-group members are to be appointed to any seats not otherwise allocated.

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 2011/13. The outcome of those discussions will be reported at the meeting and members will be asked to proceed to determine the allocation of seats to political groups.

If the Council is asked to consider alternative arrangements in appointing the Scrutiny Board and Panels 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.

(3) Appointment of Members

Having determined the number of members to be appointed to the Scrutiny Board and to the Policy Development and Review Panels and having also determined the allocation of seats, the Council is requested to proceed with the formal appointment of members and deputies. Members are reminded that under the provisions of the Local Government and Housing Act 1989, the Council has a duty to appoint members in accordance with the wishes of political groups. The Council will be informed of the groups' wishes at the meeting.

(4) Appointment of Chairmen and Vice-Chairmen

The Council is required by Standing Order 6.4 to appoint, from those members appointed at item (3) above, a Chairman and Vice-Chairman of the Scrutiny Board and of each of the Policy Development and Review Panels.

12. Appointment of Standards Committee

(1) Number of seats

The Council is required under the provisions of the Local Government Act 2000 to appoint a Standards Committee. The Council has decided that the Committee should comprise 9 members, composed of 3 independent members and 6 councillors. Under the Localism Act 2011, all standards matters will be dealt with under new arrangements which are effective from 1 July 2012 or such other date specified by regulation. As part of this new standards regime it was agreed at Council on 26 April 2012 that the current Audit Committee be extended to become one of Audit and Governance from which a Standards Sub Committee could be called, if necessary to deal with any standards issues referred to it by the Monitoring Officer. The Council is asked to confirm the number of seats on the Standards Committee until 1 July 2012 or such other date specified by regulation.

(2) Appointment of elected members

Having determined at item (1) above the number of elected members to be appointed to the Standards Committee, the Council is invited to proceed with the appointments effective until 1 July 2012 or such other date specified by regulation. Members are reminded that under the provisions of the Local Government Act 2000 the Executive Leader may not be a member of the Committee.

(3) Appointment of Independent Members

The Council is reminded that at its meeting in December 2006 it appointed Mrs Mary Kilbride, Mr David Basson and Mr Paul Catcheside as the three independent members. Subject to its decision at item (1) above, the Council is recommended to re-appoint Mr David Basson, Mr Paul Catcheside and Mrs Mary Kilbride until 1 July 2012 or such other date specified by regulation.

(4) Appointment of Chairman and Vice-Chairman

The Council is required by Standing Orders 7.1 and 55.2 to appoint one of the independent members of the Standards Committee to be its Chairman. Members are reminded that Mr David Basson was appointed Chairman in 2011/12 and Mrs Mary Kilbride was appointed Vice-Chairman. The Council is invited to make appointments until 1 July 2012 or such other date specified by regulation.

13. Appointment of Other Committees

(1) Functions

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 7.4 further requires the Council to appoint such committees as it considers necessary to carry out the non-executive functions of the Council. In addition, the Council has previously decided to appoint a Housing Tenancy Board. The Council is therefore invited to confirm the following committees to be appointed and to allocate to those Committees such terms of reference and delegated powers as are contained in Part Two of the Council's Constitution:

- Planning Committee;
- Licensing and Regulatory Affairs Committee;
- Appeals Committee;
- Audit and Governance Committee;
- Housing Tenancy Board; and
- Portchester Community Centre Task and Finish Panel.

(2) Number of Members

The Council is required by Standing Order 7.6 to determine the number of members and standing deputies to be appointed to its committees. To comply with the provisions of the Council's Constitution and also statutory provisions relating to licensing, the Council is recommended to confirm that the Committees appointed for 2012/13 shall comprise the number of members shown below:

- Licensing and Regulatory Affairs Committee :12 members
- Planning Committee : 9 members
- Appeals Committee : 5 members
- Audit and Governance Committee : 7 members
- Housing Tenancy Board :5 members plus 3 co-opted tenant representatives and one co-opted lease-holder representative
- Portchester Community Centre Task and Finish Panel : 5 members

and that each political group shall appoint 2 deputy members to the Planning Committee and 1 deputy member to each of the remaining committees.

(3) Allocation of Seats

The Council is reminded that the Local Government and Housing Act 1989 requires local authorities to review at the annual meeting the representation of political groups on the committees it appoints. The principles to be observed are as set out in item 11(2) above.

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 2012/13. The outcome of those discussions will be reported at the meeting and members will be asked to proceed to determine the allocation of seats to political groups.

Subject to its decision at 13(2) above, 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.

(4) Appointment of Members

Having determined the committees and number of members to be appointed and having also determined the allocation of seats, the Council is requested to proceed with the formal appointment of members and deputies to each of the committees. Members are reminded that under the provisions of the Local Government and Housing Act 1989, the Council has a duty to appoint members in accordance with the wishes of political groups. The Council will be informed of the groups' wishes at the meeting.

(5) Appointment of Chairmen and Vice-Chairmen

The Council is required by Standing Order 7.6 to appoint a Chairman and Vice-Chairman of each of the Committees appointed.

14. Community Action Teams

The Council is reminded that it has established Community Action Teams throughout the Borough and has determined that a ward Councillor shall be appointed as Chairman of each of the CATs, except where the Mayor is appointed to be Chairman for his/her own ward area CAT. The Council is therefore invited to appoint Chairmen for each of the following:-

- Portchester Community Action Team (comprising the Portchester East and Portchester West wards);
- Crofton Community Action Team (comprising Stubbington and Hill Head wards);

- Titchfield Community Action Team (comprising Titchfield and Titchfield Common wards);
- Western Wards Community Action Team (comprising Locks Heath, Park Gate, Sarisbury and Warsash wards).

Having determined at item 2 to elect the Mayor of Fareham, the Council is now asked to confirm that the Chairman for Fareham Town Community Action Team (comprising Fareham East, Fareham North, Fareham North-West, Fareham South and Fareham West wards) will be Councillor Steadman for 2012/13.

15. 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, recently modified, sets out the major plans and strategies reserved to the Council for approval. Council is therefore invited to confirm the policy framework for 2012/13 as comprising those plans and strategies identified in the table below:

<i>Policy / Strategy</i>	<i>Last adopted or approved by</i>	<i>Date</i>
Sustainable Community Strategy	Council	1 February 2010
Housing Strategy	Council	22 April 2010
Food Safety Service Plan	Council	2 April 2012
Licensing Policy	Council	16 December 2010
Development Plan: <ul style="list-style-type: none"> • Fareham Core Strategy • Fareham Borough Local Plan Review 2000 	Council Planning and Transportation Committee	4 August 2011 23 March 2000
Community Safety Strategy	Council	16 May 2011
Corporate vision, values, objectives and priority actions	Council	23 June 2011

16. Questions under Standing Order 17.2

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

17. Police and Crime Panel - Panel Arrangements

The Council is advised of the requirements to appoint a Member to the newly formed Police and Crime Panel, as per the Police Reform and Social Responsibility Act 2011 (report [cl-120510-r02-gwh](#) refers).

18. Appointments to Outside Bodies

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 (report [cl-120510-r01-lwi](#) refers).

Note: meetings of the Licensing and Regulatory Affairs and the Standards Committees shall follow this meeting.

P GRIMWOOD
Chief Executive Officer

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1 May 2012