

**COUNCIL MEETING
SUMMONS**

Members of Fareham Borough Council are hereby summoned to attend a meeting of the Council to be held in the Council Chamber, Civic Offices, Fareham, on **THURSDAY, 9 MAY 2013**, commencing at **6.00 pm**.

The Mayor: Councillor Dennis Steadman

The Deputy Mayor: Councillor Susan Bayford

Councillor Brian Bayford	Councillor Trevor Howard
Councillor Susan Bell	Councillor Leslie Keeble
Councillor John Bryant	Councillor Tim Knight
Councillor Pamela Bryant	Councillor Arthur Mandry
Councillor Trevor Cartwright	Councillor Kay Mandry
Councillor Peter Davies	Councillor David Norris
Councillor Marian Ellerton	Councillor Sarah Pankhurst
Councillor Jack Englefield	Councillor Roger Price, JP
Councillor Keith Evans	Councillor David Swanbrow
Councillor Geoff Fazackarley	Councillor Katrina Trott
Councillor Michael Ford, JP	Councillor Nick Walker
Councillor Jim Forrest	Councillor David Whittingham
Councillor Nick Gregory	Councillor Paul Whittle, JP
Councillor Tiffany Harper	Councillor Seán Woodward
Councillor Connie Hockley	David Basson



1. Apologies for Absence

morning session.

2. Election of Mayor

To elect the Mayor of Fareham for the municipal year 2013/14. (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 2013/14 in accordance with Standing Order 2.2.

4. Mayor's Cadet

To present the Mayor's Cadet for 2013/14 with the badge of service.

5. Adjournment until 2.30 pm

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

6. Apologies for Absence

afternoon session

7. Minutes (Pages 1 - 10)

To confirm as a correct record the minutes of the meeting of the Council held on 25 April 2013

8. Mayor's Announcements

9. Presentation of Petitions

To receive any petitions from members of the Council.

10. Declaration 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.

11. Appointment of the Executive

(1) Executive Leader

At the annual meeting in May 2012, Councillor S D T Woodward was elected to be the Executive Leader for a term of 4 years. In accordance with Standing Order 3.1, members are asked to confirm the appointment for this next municipal year.

(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 his 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 his 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 reminded that Appendix 5 to Part 1 of the Council's Constitution currently provides for the following areas of responsibility:-

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

The Executive Leader is invited to confirm the areas of responsibility for 2013/14. Members are reminded that the allocation of these portfolios to the Executive Members is a matter for the Executive Leader.

12. Appointment of Committees and Allocation of Seats (Pages 11 - 20)

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 Designated Independent Members

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.

The Council is recommended to confirm Mr David Basson and Mrs Mary Kilbride as the Council's two Designated Independent Persons for this next municipal year.

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 a Chairman 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); and
- Fareham Town Community Action Team (comprising Fareham East, Fareham North, Fareham North-West, Fareham South and Fareham West wards)

Having determined at item 2 to elect the Mayor of Fareham, the Council is now asked to confirm that the Chairman for Western Wards Community Action Team (comprising Locks Heath, Park Gate, Sarisbury and Warsash wards) will be Councillor Mrs S M Bayford for 2013/14.

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 sets out the major plans and strategies reserved to the Council for approval. The Council is therefore invited to confirm the policy framework for 2013/14 as comprising those plans and strategies identified in the table below:

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

2000		
Community Safety Strategy	Council	16 May 2011
Corporate vision, values, objectives and priority actions	Council	23 June 2011

16. Appointments to Outside Bodies (Pages 21 - 46)

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.

P GRIMWOOD
Chief Executive Officer

www.fareham.gov.uk

30 April 2013

For further information please contact:
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FAREHAM

BOROUGH COUNCIL

Minutes of the Council

*Minutes of a Council meeting held on 25 April 2013
at the Civic Offices*

PRESENT:

Councillor D L Steadman
(Mayor)

Councillor Mrs S M Bayford
(Deputy Mayor)

Councillors: B Bayford, Miss S M Bell, J V Bryant, Mrs P M Bryant, T M Cartwright, P J Davies, Mrs M E Ellerton, J M Englefield, K D Evans, G Fazackarley, M Ford, JP, N R Gregory, Miss T Harper, Mrs C L A Hockley, T J Howard, L Keeble, T G Knight, A Mandry, D J Norris, Mrs S Pankhurst, R H Price, JP, D C S Swanbrow, Mrs K K Trott, N J Walker, D Whittingham, JP and S D T Woodward.



1. PRAYERS

The meeting opened with prayers led by the Mayor's Chaplain, Reverend Mike Terry.

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 memory of former Mayor and Leader of the Council, Dr Harold George Jerrard who died on Wednesday 10 April 2013; former Mayor, Mrs Joan Vause who died on Tuesday 9 April 2013 and former Prime Minister, Baroness Thatcher who died on Monday 8 April 2013.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor J S Forrest, Mrs K Mandry and P J Whittle, JP.

3. MINUTES

RESOLVED that the Mayor be authorised to sign as a correct record the minutes of the meeting of the Council held on 22 February 2013 ([cl-130222-m](#) refers).

4. MAYOR'S ANNOUNCEMENTS

The Mayor welcomed Cadet Flight Sergeant Elliot Tutt to the meeting. Elliot had fulfilled the role of Mayor's Cadet for which the Mayor presented a certificate to mark the end of his year. Elliot was thanked for his service.

The Mayor reported that his Charity Ball held on Friday 19 April was a great success which was enjoyed by all. The Mayor thanked everyone who attended for their contributions to his charity which would benefit greatly from the monies raised.

The Mayor marked his final time chairing the Council meeting by thanking the Executive Leader for nominating him to take on the role as Mayor. He also thanked the Deputy Mayor and the Chief Executive Officer for their support and guidance during the meetings of the Council. The Mayor thanked the Group Leaders and all elected Members for their courtesy displayed during Council meetings.

The Mayor finished by reporting that at a recent invitation event organised by the Mayor of Gosport, Fareham had won the lawn bowls challenge beating Portsmouth, Havant and Gosport.

5. EXECUTIVE LEADER'S ANNOUNCEMENTS

There were no Executive Leader's announcements made at this meeting.

6. EXECUTIVE MEMBERS' ANNOUNCEMENTS

The Executive Member for Public Protection announced that a prosecution was successfully pursued by the Council under the provisions of the Environmental Protection Act 1990 against an individual who whilst living in a Council property, deposited and stored waste including asbestos sheeting in the garden.

The case was heard at Fareham Magistrates' court on 28 March 2013 where the individual pleaded guilty. In sentencing, a compensation order of £5,000 was made in favour of the Council and costs were awarded of £1,000. The person was also sentenced to undertake 225 hours of unpaid work.

The Executive Member for Public Protection also advised that the Environmental Health team had secured a successful prosecution against a food trader at Fareham Magistrates Court on 10 April 2013 for breaches of food hygiene legislation.

The Council was awarded full costs of £1,270 and the Magistrates imposed a penalty of 12 months conditional discharge on the trader.

The Executive Member for Public Protection went on to announce that the Food Standards Agency (FSA) had carried out an audit of the Council's Food Service during March. The provisional findings were positive and indicated a good service. The detail of the audit will be included in the Food Safety Service Plan when it is reported to the Executive in May.

The Executive Member for Public Protection finished by announcing that Simon Hayes, the Police and Crime Commissioner would be visiting Fareham Borough Council on 26 April 2013 to see Fareham's Community Safety initiatives in action. The visit will include the community safety partners co-located in the Civic Offices such as the Youth Offending Team, Integrated Offender Management Team and Transform, the new consortium linked to Hampshire County Council's Supporting Troubled Families Programme.

The visit is an opportunity to highlight to the Police and Crime Commissioner how all agencies work in partnership to ensure Fareham is a safe place to live, work and visit.

7. DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

8. PETITIONS

There were no petitions presented at this meeting.

9. DEPUTATIONS

The Council received a deputation from Mr Paul Rogerson regarding the process of how to gain a hackney carriage/private hire driving licence for someone living in the UK compared to someone living outside of the UK.

Mr Rogerson was thanked accordingly for his deputation.

10. REPORTS OF THE EXECUTIVE

The minutes of the meeting of the Executive held on 4 March 2013 and 15 April 2013 were presented to the Council, together with a schedule of decisions made by individual Executive Members.

RESOLVED that:-

- (a) the minutes of the Executive meeting held on 4 March 2013 (reference papers [x-130304-m](#)) be received;
- (b) the minutes of the Executive meeting held on 15 April 2013 (reference papers [x-130415-m](#)) be received;
- (c) the recommendation of the Executive contained in minute 12(3): decision number 2012/13-179 of 15 April 2013 regarding the Adoption of Fareham Borough Council Community Infrastructure Levy to:
 - (a) approve the Community Infrastructure Levy Charging Schedule as set out in Appendix B for Implementation from 1st May 2013;
 - (b) approve for publication the 'Regulation 123 List' as set out in Appendix C to the report;
 - (c) agree the arrangements for payment of Community Infrastructure Levy by instalments as set out at Appendix D to the report;
 - (d) delegate to the Director of Finance and Resources, in consultation with the Executive Portfolio holder, the authority to publish a revised instalments policy;
 - (e) not make Exceptional Circumstances relief available in its area;
 - (f) not make Discretionary Charitable Relief available in its area;
 - (g) delegate to the Director of Finance and Resources in consultation with the Director of Planning and Environment and the Executive Portfolio Holders for Policy, Strategy and Finance and Strategic Planning and Environment, the decision on whether or not to accept an offer of transfer of land in payment or part payment of a CIL liability;
 - (h) approve the delegation of the discretionary powers set out in Appendix E to the Director of Finance and Resources with the exception of the power to issue a CIL Stop Notice under Regulation 89 which shall be delegated to the Director of Finance and Resources in consultation with the Director of Planning and Environment and the Executive Portfolio Holders for Policy, Strategy and Finance and Strategic Planning and Environment;
 - (i) delegate the power to take proceedings in relation to any CIL offence to the Solicitor to the Council;
 - (j) authorise the post holders specified in Appendix F for the purposes of CIL Regulation 109; and
 - (k) delegate power to the Director of Planning and Environment to amend the list of posts at Appendix F to the report, be agreed.

- (d) the schedule of decisions made by individual Executive Members ([cl-130425-xschedule](#)) be received.

11. REPORT OF THE SCRUTINY BOARD

The minutes of the meeting of the Scrutiny Board held on 21 March 2013 were presented to the meeting.

On the Scrutiny Board's advice, the Council noted that the call-in procedure is operating satisfactorily and that there are no amendments recommended for 2013/14.

The recommendation of the Scrutiny Board contained in minute 9(e) regarding the Panel's proposed work programme for 2013/14 be accepted, and accordingly, the work programme for 2013/14 be confirmed;

RESOLVED that the minutes of the Scrutiny Board meeting held on 21 March 2013 (reference papers [sb-130321-m](#)) be received.

12. REPORTS OF OTHER COMMITTEES

The minutes of the following Committee meetings were presented to Council:-

- | | | | |
|-----|--|------------------|----------------------------------|
| (1) | Planning Committee | 27 February 2013 | pc-130227-m |
| (2) | Planning Committee | 27 March 2013 | pc-130327-m |
| (3) | Strategic Planning and Environment Policy Development and Review Panel | 5 March 2013 | spe-130305-m |
| (4) | Streetscene Policy Development and Review Panel | 7 March 2013 | ssp-130307-m |
| (5) | Leisure and Community Policy Development and Review Panel | 6 March 2013 | l&c-130306-m |
| (6) | Public Protection Policy Development and Review Panel | 12 March 2013 | ppp-130312-m |
| (7) | Audit and Governance Committee | 11 March 2013 | au-130311-m |
| (8) | Health and Housing Policy Development and Review Panel | 14 March 2013 | hsg-130314-m |
| (9) | Licensing and Regulatory Affairs Committee | 19 March 2013 | lc-130319-m |

RESOLVED that:-

- (a) the minutes of the meeting of the Planning Committee held on 27 February 2013 be received;
- (b) the minutes of the meeting of the Planning Committee held on 27 March 2013 be received;
- (c) the minutes of the meeting of the Strategic Planning and Environment Policy Development and Review Panel held on 5 March 2013 be received;
- (d) the recommendation of the Strategic Planning and Environment Policy Development and Review Panel contained in minute 7(c) regarding the Panel's proposed work programme for 2013/14 be accepted, and accordingly, the work programme for 2013/14 be confirmed;
- (e) the minutes of the meeting of the Streetscene Policy Development and Review Panel held on 7 March 2013 be received;
- (f) the recommendation of the Streetscene Policy Development and Review Panel contained in minute 6(c) regarding the Panel's proposed work programme for 2013/14 be accepted, and accordingly, the work programme for 2013/14 be confirmed;
- (g) the minutes of the meeting of the Leisure and Community Policy Development and Review Panel held on 6 March 2013 be received;
- (h) the recommendation of the Leisure and Community Policy Development and Review Panel contained in minute 9(c) regarding the Panel's proposed work programme for 2013/14 be accepted, and accordingly, the work programme for 2013/14 be confirmed;
- (i) the minutes of the meeting of the Public Protection Policy Development and Review Panel held on 12 March 2013 be received;
- (j) the recommendation of the Public Protection Policy Development and Review Panel contained in minute 6(d) regarding the Panel's proposed work programme for 2013/14 be accepted, and accordingly, the work programme for 2013/14 be confirmed;
- (k) the minutes of the meeting of the Audit and Governance Committee held on 11 March 2013 be received;
- (l) the recommendation of the Audit and Governance Committee contained within minute 6 to approve the changes and updates to the Financial Regulations updates be confirmed;

- (m) the recommendation of the Audit and Governance Committee contained within minute 11 to note that the motion referred from Council to the Audit and Governance Committee regarding the proposed review of the elected members code of conduct is not supported but the Monitoring Officer bring a report back to the Committee in one year's time to give an update on how the current arrangements are working with possible recommendations for improvement, be agreed;
- (n) the recommendation of the Audit and Governance Committee contained in minute 14(a) regarding the Committee's proposed work programme for 2013/14 be accepted, and accordingly, the work programme for 2013/14 be confirmed;
- (o) the minutes of the meeting of the Health and Housing Policy Development and Review Panel held on 14 March 2013 be received;
- (p) the recommendation of the Health and Housing Policy Development and Review Panel contained in minute 7(c) regarding the Panel's proposed work programme for 2013/14 be accepted, and accordingly, the work programme for 2013/14 be confirmed; and
- (q) the minutes of the meeting of the Licensing and Regulatory Affairs Committee held on 19 March 2013 be received.

13. QUESTIONS UNDER STANDING ORDER 17.2

There were two questions submitted under Standing Order 17.2 for this meeting.

Questions by Councillor R H Price, JP:

- (a) I understand that the Chief Officers and Senior Staff had a 3-day session with Consultants in the Civic Offices Will the Leader please advise me what the aims and objectives were of this 3-day discussion and the cost including the Consultants' fees.
- (b) Will the Leader please advise whose idea it was to have a new corporate image and what consultation took place prior to its introduction? Can he also advise me of the total cost of this new image and from which budgets the money is being taken?

Verbal response by the Executive Leader:

- (a) I have been interested in a 'systems thinking approach' designed by the Vanguard Consultancy for some time. This approach seeks to improve services by reviewing and changing "systems" through the eyes of customers.

I asked the Chief Executive to investigate the potential benefits of adopting such an approach and he has had a number of informal discussions with representatives from the Vanguard Consultancy. It was felt that if the Chief Executive and Senior Managers were to fully understand the 'systems thinking approach' then it would be necessary to attend a three day familiarisation session. This took place in the Civic Offices from 18 to 20 March 2013 including a day with managers experiencing customer transactions on the 'front line'.

The payment to the Consultants was £8,000 for the three days of training for 24 people. It has been agreed with the Consultants that this sum will be reimbursed if the Council decides not to implement a programme of 'systems thinking'.

The Chief Executive is currently preparing a report for the Executive meeting on 13 May 2013 explaining the process and recommending the best way forward.

- (b) The Chief Executive Officer is responsible for the design and content of the Council's communications, promotional and marketing material.

Councillors are not consulted on the design of Fareham Today, the Council's website, Facebook pages, promotional leaflets, uniforms, power point slides or signage so it is not clear why Councillor Price feels that a consultation process should have taken place on the current branding. This is an operational matter.

For clarity, the current branding includes the use of a corporate colour scheme of 'gradient blue' and the words Fareham Borough Council. The Fareham Crest will continue to be used for Civic matters, events and committee reports.

There are no additional costs associated with the use of the current branding. There were no design costs as it does not include the use of a 'corporate logo'. Officers have been instructed to use the new design as and when they replace signage, uniforms, vehicles etc, so there are no costs of simply replacing items just to introduce the blue branding.

As a result, we will see a combination of the new and the old image for a number of years.

There is no specific budget allocated for this purpose. Officers will continue to use the budgets already allocated for signage, uniforms etc.

Questions by Councillor P J Davies:

1. Can the Leader state how many households in Fareham are affected by the reduction of the taxpayer funded 'spare room subsidy'?
2. Can the Leader state what proportion this is of Fareham social housing households?

3. Would the Leader confirm that the reduction of the taxpayer funded 'spare room subsidy' does not apply to those of pensionable age?
4. Would the Leader agree that the revised Housing Benefit changes bring social housing tenants in line with the already existing Housing Benefit Policy applied to tenants of private rented policies?
5. Would the Leader agree that apart from the disabled, the vulnerable and those of pensionable age, Fareham Borough Council does not support those who have made a lifestyle choice to live on benefits, funded by the taxpayer and council taxpayer?

Response by the Executive Leader:

1. There are 340 households affected, comprising 252 households that are under-occupied by 1 bedroom and 88 households by 2 bedrooms.
2. The 340 households represent 8.6% of the total social housing stock within the borough, and 13% of the social housing tenants who are in receipt of housing benefit.
3. I can confirm that the new regulations apply to working age claimants only; (note, working age includes anyone who is under the State Pension Credit age).
4. I can confirm that, for claimants living in private sector accommodation, the size criteria rules already determine the maximum property size which housing benefit can meet, based on household composition. To ensure parity, the new regulations extended the size criteria rules to those of working age living in the social rented sector.
5. For benefits that the Council is responsible for, the cornerstone of our policies is to help those who help themselves. This was most recently emphasised in the policy agreed by the Executive to provide an "exceptional hardship fund" for Council Tax Support claimants. Moreover, the Council's has sought to incentivise work through its policies. For example the Council Tax Support scheme has increased the amount people can earn before their benefits are reduced and retains the Extended Payment provision (where benefits are unaffected for 4 weeks after finding work). Beyond the welfare system, the Council has proactively sought to promote employment growth in the borough. For example, the Council is working with the Solent LEP to encourage growth at the Solent Enterprise Zone and published one of the first EZ business rate relief policies in England. Taking steps to stimulate economic activity in the town centre, and leading by example to promote apprenticeship opportunities are amongst the many other initiatives being taken.

14. MOTIONS UNDER STANDING ORDER 15

There was one motion submitted under Standing Order 15 for this meeting:

- (1) Notice of motion received 17 April 2013 by Councillor D J Norris:

“I propose that this Council investigates the collection of food and vegetable waste with either a private contractor or with an adjoining council, to be implemented at nil or minimum cost to this Council.”

Having been duly seconded by Councillor Fazackarley, the Mayor confirmed that as the subject matter of the motion came within the terms of the Streetscene Policy Development and Review Panel, the motion would stand referred without discussion to the Streetscene Policy Development and Review Panel for consideration.

15. APPOINTMENTS TO COMMITTEES

The Council received a report by the Chief Executive Officer, providing the calculations for political balance relating to the allocation of seats on committees and panels, following the recent changes to political groups. The report asks the Council to confirm the appointment of committee seats as well as the role of Chairman and Vice-Chairman for each committee ([cl-130425-r02-lus](#) refers).

RESOLVED that the Council:

- (a) approves the allocation of seats for the remainder of the municipal year 2012/13, as set out in Appendix A to the report; and
- (b) approves the nominations of the political groups to seats on committees, along with the nominations of deputies and the appointment of a Chairman and Vice-Chairman for each committee for the remainder of the municipal year 2012/13, as set out in Appendix B to the report.

(The meeting started at 6:00pm
and ended at 7:05pm).

FAREHAM

BOROUGH COUNCIL

Report to Council

Date: **9 May 2013**

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 2013/14, as listed at paragraphs 5, 6 and 7 of the report;
- (b) the allocation of seats to political groups, as set out in Appendix A for the municipal year 2013/14;
- (c) the nominations of the political groups to seats on committees, deputies and spokesmen, for the municipal year 2013/14, 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 2013/14, 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 2013/14. Such appointments will take effect from 10 May 2013.

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 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 2013/14 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.

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 7.4 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, 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: 12 members;
- Planning Committee: 9 members;
- Appeals Committee: 5 members;
- Audit and Governance Committee: 7 members; and
- Housing Tenancy Board: 5 members plus 3 co-opted tenant representatives and one co-opted lease-holder representative.

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. Following the formation of the UKIP group in April 2013, the political balance of the Council is set out in the following table:

Group	Conservative	Liberal Democrat	UKIP	(Independent)	Total
Councillors	22	6	2	(1)	31
%	70.97	19.35	6.45	(3.23)	100

12. The allocation of seats between the political groups for each committee shall be in accordance with the figures at 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 table at paragraph 7 above.
14. There are a total of 82 seats to be allocated and the strict entitlement to seats on committees for each political group is as follows:
 - Conservative - 58 seats
 - Liberal Democrat - 16 seats
 - UKIP – 5 seats
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 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.
17. Therefore, the following manual adjustments are required:
 - (i) Under the calculation, the Conservative Group has notionally been allocated 59 seats on committees. The Group cannot have a greater representation on committees than their strict entitlement of 58 seats and so must give up 1 seat to restore this. This can be on any of the committees they are represented on.
 - (ii) The Liberal Democrat Group has notionally been allocated 14 seats on committees. This is 2 less than their strict entitlement of 16 seats and so a positive adjustment must be made to balance the allocations.
 - (iii) The UKIP Group has notionally been allocated 3 seats on committees. This is 2 less than their strict entitlement of 5 seats and so a positive adjustment must be made to balance the allocations.
 - (iv) The seat allocations for each committee must equal the agreed number of seats for that committee, as determined by the Council at paragraphs 5, 6 and 7 above. Where this does not occur, the manual adjustments described at (ii) and (iii) above, must be made from those committees requiring a balancing adjustment. These affected committees are shaded in the table at Appendix A.
 - (v) There is one independent councillor who does not represent any political group. There is no strict entitlement calculation applicable to an independent member however, following the calculations and allocation of seats to political groups, the Council must appoint the non-group member to any seats not otherwise allocated.

18. 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 2013/14. 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 7.6 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 two minority group Leaders 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.

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		Liberal Democrat		UKIP		Independent	
		22		6		2		1	
		70.97%		19.35%		6.45%		(3.23%)	
Seats to be allocated		Strict Entitlement	Rounded	Strict Entitlement	Rounded	Strict Entitlement	Rounded	Strict Entitlement	Rounded
	82	58.19	58	15.87	16	5.29	5	n/a	n/a
Scrutiny Board	9	6.39	6	1.74	2	0.58	1	n/a	0
Leisure & Community	7	4.97	5	1.35	1	0.45	0	n/a	0
Strategic Planning & Env	7	4.97	5	1.35	1	0.45	0	n/a	0
Public Protection	7	4.97	5	1.35	1	0.45	0	n/a	0
Housing	7	4.97	5	1.35	1	0.45	0	n/a	0
Streetscene	7	4.97	5	1.35	1	0.45	0	n/a	0
Licensing & Regulatory Affairs	12	8.52	9	2.32	2	0.77	1	n/a	0
Planning Committee	9	6.39	6	1.74	2	0.58	1	n/a	0
Appeals Panel	5	3.55	4	0.97	1	0.32	0	n/a	0
Audit & Gov	7	4.97	5	1.35	1	0.45	0	n/a	0
Housing Tenancy Board	5	3.55	4	0.97	1	0.32	0	n/a	0
Notional allocation	82		59		14		3		0
Adjustment Required			-1		+2		+2		+3

To be tabled at the meeting

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Council Meeting 9 May 2013, Item 12 - Committee Nominations

Conservative Group nominations for committee seats:

	<i>Executive portfolio</i>	<i>Scrutiny Board</i>	<i>Leisure & Comm PDRP</i>	<i>St Planning & Env PDRP</i>	<i>Public Protect PDRP</i>	<i>Health & Housing PDRP</i>	<i>Streetscene PDRP</i>	<i>Licensing & Reg Affairs</i>	<i>Planning Committee</i>	<i>Appeals</i>	<i>Audit & Governance</i>	<i>Housing Tenancy Bd</i>
No of seats>	6	6	5	5	5	5	5	9	7	3	5	3
Bayford, B	HH								X			
Bayford, Mrs S M					X			X				
Bell, Miss S		X	Ch			X		X		VC		
Bryant, J V		X		Ch			X					
Bryant, Mrs P M			X		X			Ch				
Cartwright, T	PP							VC	D			
Davies, P J				D		X			X		X	Ch
Ellerton, Mrs M		X			X	Ch		X				D
Evans, K D	SPE								X		D	
Ford, M J		D	VC				X	X	X	Ch		
Harper, Miss T		X		X			Ch				X	
Hockley, Mrs C L A	LC								D			
Howard, T J		D		VC				X		X		X
Keeble, L	S							X			VC	
Knight, T G		D	X			VC					Ch	
Mandry, A				X			D		VC			
Mandry, Mrs K		VC	D		Ch			X				VC
Pankhurst, S		D	X		D		VC	D		D		
Steadman, D L		D			VC	X					X	
Swanbrow, D C S		Ch				D	X		X			
Walker, N J				X					Ch			
Woodward, S D T	P&R											

Liberal Democrat Group nominations for committee seats:

		<i>Scrutiny Board</i>	<i>Leisure & Comm PDRP</i>	<i>St Planning & Env PDRP</i>	<i>Public Protect PDRP</i>	<i>Health & Housing PDRP</i>	<i>Streetscene PDRP</i>	<i>Licensing & Reg Affairs</i>	<i>Planning Committee</i>	<i>Appeals</i>	<i>Audit & Governance</i>	<i>Housing Tenancy Bd</i>
No of seats>		2	1	2	1	1	2	2	2	1	1	1
Fazackarley, G					Xs	D	X			X		D
Forrest, J S		X		Xs	D		D	D	D			
Norris, D J		D					Xs	X			D	
Price, R H		D	Xs					X	X			
Trott, Mrs K K			D	D		Xs			X			X
Whittle, P W		Xs		X					D	D	X	

UKIP Group nominations for committee seats:

		<i>Scrutiny Board</i>	<i>Leisure & Comm PDRP</i>	<i>St Planning & Env PDRP</i>	<i>Public Protect PDRP</i>	<i>Health & Housing PDRP</i>	<i>Streetscene PDRP</i>	<i>Licensing & Reg Affairs</i>	<i>Planning Committee</i>	<i>Appeals</i>	<i>Audit & Governance</i>	<i>Housing Tenancy Bd</i>
No of seats>		1	1	0	0	1	0	1	0	0	0	1
Gregroy, N R		Xs	Xs			Xs		D				D
Whittingham, D M		D	D			D		X				X

Independent Councillor:

		<i>Scrutiny Board</i>	<i>Leisure & Comm PDRP</i>	<i>St Planning & Env PDRP</i>	<i>Public Protect PDRP</i>	<i>Health & Housing PDRP</i>	<i>Streetscene PDRP</i>	<i>Licensing & Reg Affairs</i>	<i>Planning Committee</i>	<i>Appeals</i>	<i>Audit & Governance</i>	<i>Housing Tenancy Bd</i>
No of seats>		0	0	0	1	0	0	0	0	1	1	0
Englefield, J M					X					X	X	

FAREHAM
BOROUGH COUNCIL

Item 16

**Report to
Council**

Date: **9 May 2013**

Report of: **Director of Regulatory and 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. The details of appointments which need to be made for 2013/14 are set out in the schedule to this report. The report also provides members with guidance on appointments to outside bodies.

RECOMMENDATION

That the Council:

- (a) appoints representatives for 2013/14 onwards to those organisations set out in the attached schedule; and
- (b) 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. The schedule appended to this report at Appendix A lists the organisations and representatives appointed for or during 2012/13. 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. 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 2013/14

3. Changes to appointments for 2013/14 onwards should be made to those organisations set out in the schedule at Appendix A

GUIDANCE FOR MEMBERS ON OUTSIDE BODIES

4. 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 the Council in December 2011. Members are provided with the guidance, which is attached at Appendix B.

RISK ASSESSMENT

5. 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

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

Appendix A: Schedule of appointments made for 2012/13.

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 Lesley Winter (Ext. 4594).

APPENDIX A

	Name of Organisation	Representative(s) for last municipal year	Period of current appointment	Comments on appointment	Purpose of organisation
1	Citizens' Advice Bureau	Cllr T Howard <i>Deputy:</i> Cllr L Keeble	2012/13		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: Representative (non-voting)
2	Community Action Fareham	Cllr L Keeble	2012/13		Provides support for voluntary organisations in Fareham so that relief of distress resulting from poverty is achieved with on-going development of community spirit and identity. Meets 8 to 10 times per year. Status: Representative (non-voting)
3	Consultation with Businesses	Executive Leader - Cllr SDT Woodward Deputy Leader - Cllr T Cartwright	2012/13		This is a consultation arrangement with representatives of local businesses, Federation of Small Businesses and Institute of Directors. Meets once annually. Status - representatives
4	Earl of Southampton Trust	Ms Annette Devoil Mrs S Wise	2011/15	4 year term ending Sept 2015	The charitable trust exists for the benefit of inhabitants of the ancient parish of Titchfield, in particular for the provision and upkeep of almshouses and a day centre for the elderly and for the relief of poverty and hardship. Meets monthly. Status: Trustee
		Cllr Mrs C Hockley Mrs F C Knight	2010/14	4 year term ending Sept 2014	

	Name of Organisation	Representative(s) for last municipal year	Period of current appointment	Comments on appointment	Purpose of organisation
5	Fareham Fairtrade Borough Working Group	Cllr Mrs P M Bryant	2012/13		This is the steering group for Fairtrade in the Borough. Its efforts are directed towards maintaining the Borough's Fairtrade status by promoting Fairtrade, encouraging its wider availability throughout the Borough and convincing people who live and work in the Borough of the benefits and importance of Fairtrade. The working group meets four times per year and additionally organises events to promote Fairtrade. Status : Representative (voting)
6	Fareham/Pulheim Twinning Association	Cllr T J Howard Cllr R H Price	2012/13		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: Representatives (voting) on management committee
7	Fareham Technology Forum	Executive Leader	2012/13		This is a business networking event with a membership of approximately 180 local businesses. It is organised by the Borough Council. Meetings to be arranged as and when necessary. Status: Representative

	Name of Organisation	Representative(s) for last municipal year	Period of current appointment	Comments on appointment	Purpose of organisation
8	Fareham/Vannes Twinning Committee	Cllr T M Howard Cllr Mrs Trott	2012/13		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. Committee currently meets 4 times per annum plus 1 major exchange visit. (Several social and fund raising events also.) Status: Representatives (voting)
9	Fareham Welfare Trust	Cllr J V Bryant	2008/12	4 year term ending June 2012.	This charitable trust exists for the relief of need, hardship or distress of persons living in the Fareham area; preference being given to widows. Meets twice annually plus an Annual General Meeting. Status: Trustees.
		Cllr Mrs Pankhurst	2010/14	4 year term ending June 2014	
10	Hammond Memorial Hall Trust	Ex officio : the ward councillors for Stubbington and Hill Head John Guest Rev ^d Stephen Girling Mrs Sarah Coles	2012/13		The ward councillors for Stubbington and Hill Head are ex officio trustees. Council appoints three additional trustees to administer the charitable scheme. Meets as and when required. Status : trustees.
11	Hampshire and Isle of Wight Local Government Association	Executive Leader <i>Deputies:</i> Cllr T Cartwright; Cllr Mrs C L A Hockley	2012/13		Leading Members and Chief Executives of Hampshire and Isle of Wight local authorities meet to discuss matters of mutual interest. Meets 6 times per year. Status: Directors

	Name of Organisation	Representative(s) for last municipal year	Period of current appointment	Comments on appointment	Purpose of organisation
12	Hampshire Superannuation Scheme (AGM)	Cllr T M Cartwright Cllr L Keeble	2012/13		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. Status: Representatives.
13	Local Government Association – General Assembly and Annual Meeting	Executive Leader Leader of largest opposition group	Indefinite		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. Status: Representatives
14	Local Government Association – Group Leaders’ Briefings	All group leaders of a registered political party (<i>or their nominated group representative</i>)	Indefinite		Briefing meetings organised by the Local Government Association for local leaders of political groups, on a national basis. Meet 2 or 3 times a year. Status: Representative
15	Children and Young People's Partnership	Executive Member for Community	Indefinite		This Partnership was originally established to underpin the Local Strategic Partnership. Whilst the LSP has now ceased, this partnership continues to operate. Meets quarterly. Status - representative

	Name of Organisation	Representative(s) for last municipal year	Period of current appointment	Comments on appointment	Purpose of organisation
16	Partnership for Urban South Hampshire (PUSH) Overview and Scrutiny Committee	Cllr A Mandry <i>Deputy :</i> Cllr D Swanbrow	2012/13		Established to scrutinise and call-in decisions of the PUSH Joint Committee and to review delivery of the PUSH business plan. The Committee meets twice per year, when decisions are called-in or as the committee determines. Status : Representative.
17	Randal Cremer Trust	Cllr A Mandry	2011/15		This charitable trust exists for the provision of almshouses for the poor or for persons who are permanently disabled from being able to earn a livelihood. Meets 2 times per year. Status: Trustee (voting)
18	South East Employers' Local Democracy and Accountability Network for Councillors	Cllr T M Cartwright <i>Deputy:</i> Cllr L Keeble	2012/13	Reps should not be employees of another local authority or employees or officers of any of the local government unions	Councillor networks will meet to consider key localist 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: Representative but would also be a Trustee if elected as Chairman.
19	South East Employers	Cllr T M Cartwright Deputy: Cllr K D Evans	2012/13	Reps should not be employees of another local authority or employee/officer of any of the local government unions	Represents the interests of authorities within the region, providing comprehensive employment and industrial relations advice, consultancy, training and information services. Meets 3 times per year. Status: Representative but would also be a Trustee if elected as Chairman

	Name of Organisation	Representative(s) for last municipal year	Period of current appointment	Comments on appointment	Purpose of organisation
20	Tourism South East - Executive Committee	Cllr Mrs M E Ellerton <i>Deputy:</i> Cllr B Bayford	2012/13		Provides services and expertise that support the performance and growth of tourism businesses and destinations. Meets 1 or 2 times per year plus Annual General Meeting. Status: Representative (voting)
21	Town Centre Management Steering Group	Cllr A Mandry <i>Deputy :</i> Cllr J V Bryant	2012/13		A public/private partnership to support the vitality and viability of the town centre through management initiatives. Supported financially by the Council and the private sector. Meets monthly. Status: Representative.
22	William Price Charitable Trust	Cllr Mrs P Bryant	2011/15	4 year term ending August 2015	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 6 times per year (2 x general meeting, 2 x grants committee meeting, 2 x finance committee meeting). Status: Trustees (voting) (to fulfil the role of trustees, both reps sit as members of the Finance committee)
		Cllr T Howard	2009/13	Current term ends August 2013.	

	Name of Organisation	Representative(s) for last municipal year	Period of current appointment	Comments on appointment	Purpose of organisation
23	Abshot Community Association Management Committee	Cllr S Pankhurst <i>Deputy:</i> Cllr K Evans	2012/13		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: Representative
24	Burrige Community Association Management Cttee	Cllr D C S Swanbrow	2012/13		To maintain and support the use of Burrige Village Hall for the benefit of the community. Meets – 6 to 7 times per year. Status: Trustee (voting)
25	Crofton Community Association Management Committee	Cllr T G Knight <i>Deputy:</i> Cllr A Mandry	2012/13		Promotes benefits for the inhabitants of the Stubbington and Hill Head wards by providing recreation and leisure time facilities. Meets monthly. Status: Managing Trustee (voting)
26	Strategic Partnering Board (Hampshire)	Cllr B Bayford <i>Deputy :</i> Cllr S D T Woodward	2012/13		Responsible for the delivery of the LIFT project, procurement of a private sector partner and the establishment of LIFTCo. Meets Monthly. Status: Rep
27	Fareham and Gosport MIND	Cllr Mrs S M Bayford	2012/13		Determines policy and strategy, takes major financial decisions and generally supervises and directs the operation of the organisation. Meets on a six - eight week cycle. Status : Trustee
28	Fareham North West Community Association Management Cttee	Cllr P Davies Cllr D Whittingham	2012/13		Supports the local community by maintaining the centre, maximising its occupancy and making it accessible for local residents. Meets 4 times per year. Status: Representative (voting)

	Name of Organisation	Representative(s) for last municipal year	Period of current appointment	Comments on appointment	Purpose of organisation
29	Genesis Centre Executive Committee	Cllr Mrs S Bayford Cllr Mrs M E Ellerton	2012/13		Operates as part of Hampshire County Council Youth Service working closely with the Borough Council to provide services for young people. Meets 6 times per year. Status: Representatives
30	Hampshire Health and Well-being Partnership Board	Cllr B Bayford	2012/13		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: Representative
31	District Forum Health and Well-being Partnership Board	Cllr B Bayford	2012-13		
32	Fareham and Gosport Clinical Commissioning Group	Cllr B Bayford	2012-13	13/12/12	Meetings are held bi-monthly, and cover both the required governance and assurance business and the emerging commissioning strategies for health in Fareham and Gosport
33	Health Review Panel (Portsmouth City Council)	Cllr K D Evans <i>Deputy:</i> Cllr M J Ford	2012/13		Scrutinises and comments on any proposed significant changes in health service provision. Meets bi-monthly. Status: Representative
34	Home-Start Gosport and Fareham	Cllr Mrs M E Ellerton <i>Deputy:</i> Cllr Mrs S M Bayford	2012/13		Gives practical support and friendship to families in their own homes and provides trained, volunteers to help any parent, with at least 1 child under five, who finds it hard to cope. Meets bi-monthly. Status: Rep (voting)

	Name of Organisation	Representative(s) for last municipal year	Period of current appointment	Comments on appointment	Purpose of organisation
35	Locks Heath Day Centre Group	Cllr Mrs S M Bayford	2012/13		Provides day care for the frail and elderly and elderly mentally infirm. Board meets quarterly. Management Committee monthly. Status: Trustee
36	Locks Heath Community Association Management Cttee	Cllr Mrs S Bayford	2012/13		Provides sports and social facilities to its members who are in the main local to the club. Meets quarterly. Status: Representative
37	Portchester Community Centre Ltd	Cllr N Walker Cllr R Price	2012-12	13/12/12	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.
38	Portchester Parish Hall Board of Trustees	Cllr Miss S M Bell Cllr D J Norris	2012/13		Provides facilities for user groups of all ages and a wide variety of other functions. Meets quarterly. Status: Trustees (voting)
39	Priory Park Community Association Management Committee	Cllr B Bayford Cllr Mrs M E Ellerton	2012/13		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 6 times per year. Status: Representatives
40	Ranvilles Community Association Management Committee	Cllr Miss T Harper	2012/13		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 4 to 6 times per year. Status: Representative

	Name of Organisation	Representative(s) for last municipal year	Period of current appointment	Comments on appointment	Purpose of organisation
41	RELATE Portsmouth and District	Cllr T Howard	2012/13		Relationship counselling and related matters including education and training. Meets quarterly. Status: Representative.
42	RELATE Solent	Cllr T Howard	2012/13		Relationship counselling and related matters including education and training. Meets every 3 months Status: representative (non-voting)
43	River Hamble Harbour Management Committee	Cllr T M Cartwright <i>Deputy:</i> Cllr D C S Swanbrow	2012/13		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 4 times per year. Status: Representative (voting)
44	Solent Sea Rescue Organisation	Cllr T Knight	2012/13		Saving of life at sea and rescuing people in danger in the Solent area. Meets 8 times per year. Status: Representative
45	The Louisa Seymour Charity Management Committee	Cllr D C S Swanbrow	2012/13		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: Trustee (non-voting)
46	Titchfield Community Association	Cllr Miss Harper	2012/13		Liason between FBC and Titchfield Community Association on matters other than routine/administration. Meets 5 times per year. Status: Representative (non-voting)

	Name of Organisation	Representative(s) for last municipal year	Period of current appointment	Comments on appointment	Purpose of organisation
47	Victory Hall Management Committee	Cllr Ford	2012/13		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: Trustee
48	Wallington Village Community Association Executive Committee	Cllr Mrs K K Trott <i>Deputy:</i> Cllr P W Whittle, JP	2012/13		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: Representative (non-voting)
49	West Paulsgrove Scout and Community Association Added - Council 21/10/10	Cllr Miss Bell	2012/13		
50	Whiteley Community Association – General and Executive Cttees	Cllr S D T Woodward	2012/13		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. General Cttee: Meets not less than 4 times per year. Executive Cttee: Meets not less than 6 times per year. Status: Trustee

	Name of Organisation	Representative(s) for last municipal year	Period of current appointment	Comments on appointment	Purpose of organisation
51	Youth Clubs – Hampshire and Isle of Wight Board	Cllr Mrs S Pankhurst	2012/13		Seeks to help and educate young people especially, but not exclusively, through their leisure time activities so as to develop their mental, physical and spiritual capacities that they may grow to full maturity as individuals and as members of society and that their life condition may be improved. Meets 4 times per year. Status: Representative
52	Daedalus Strategy Group	Cllr A Mandry	2012/13		To consider issues relating to the future use of the Daedalus site. Meetings: To be determined. Status: Representative
53	Design Champions Club – South East England Development Agency	Cllr N J Walker <i>Deputy:</i> Cllr A Mandry	2012/13		Promotes and encourages good design within each representative's organisation. Meets approx 3 - 4 times per year. Status: Representative
54	Fareham Town Access Plan Steering Group	Cllr P Davies Cllr Mrs Trott	2012/13		A Partnership with Hampshire County Council to develop a Town Access Plan, designed to improve movement in and around town and to make the best use of roads and public spaces. Status: Representatives

	Name of Organisation	Representative(s) for last municipal year	Period of current appointment	Comments on appointment	Purpose of organisation
55	Hampshire Buildings Preservation Trust	Cllr N J Walker <i>Non-voting representative :</i> Cllr Mrs M E Ellerton	2012/13		The Trust seeks to preserve, for the benefit of the people of Hampshire and of the nation at large, whatever English historical and constructional heritage may exist in Hampshire. The Borough's representative is entitled to attend the Annual General Meeting of the Trust and to vote at the meeting. Meets 4 times per year plus the AGM. Status : Rep (voting)
56	Historic Environment Champion (English Heritage)	Cllr N J Walker	2012/13		Promotion of the historic environment and ensuring 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: Representative/Heritage Champion (non-voting)
57	Local Government Association Coastal Issues Special Interest Group	Cllr T G Knight <i>Deputy:</i> Cllr J V Bryant	2012/13		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; secure improved cross-departmental co-ordination within central government on coastal issues. Meets 3-4 times per year. Status: Representative

	Name of Organisation	Representative(s) for last municipal year	Period of current appointment	Comments on appointment	Purpose of organisation
58	North Whiteley Development Forum	Cllr D C S Swanbrow <i>Deputy:</i> Cllr K D Evans	2012/13		Informal advisory body to Winchester City Council, advising on the major development north of Whiteley. Meets approximately 4 times per year Status : Representative(voting)
59	Public Transport Representative	Cllr P J Davies <i>Deputy:</i> Cllr T Howard	2012/13		Enables interested parties to keep up to date with progress on passenger transport issues. Includes meetings of the National Federation of Bus Users – Portsmouth Bus Action Group. Status: Representative
60	Solent Forum (incorporating the Solent Water Quality Group/Conference)	Cllr T M Cartwright <i>Deputy:</i> Cllr T G Knight	2012/13		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. The 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. . Meets 2 times per year, plus the conference. Status: Representative (non-voting)

	Name of Organisation	Representative(s) for last municipal year	Period of current appointment	Comments on appointment	Purpose of organisation
61	Transport for South Hampshire Joint Committee	Observer : Cllr K Evans	2012/13		The committee is responsible for providing 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 4 times per year. Status : Observer representative
62	Community Safety Partnership	Cllr A Mandry Cllr T M Cartwright	2012/13		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. Partnership meets bi-monthly. Status : Representatives.
63	Sub-group meetings : Community Tasking and Coordinating Group	Cllr A Mandry	2012/13		
64	Joint Authorities Gypsies and Travellers' Panel	Cllr T Cartwright Cllr Mrs K Mandry	2012/13		The purpose of the Panel is to investigate joint co-operation between all authorities, including unitary and parish councils, so that a combined strategy can be developed to overcome the problems associated with unauthorised camping. Meets quarterly. Status: Representative
65	PATROL - Parking and Traffic Regulations Outside London <i>(formerly National Parking Adjudication Service Joint Committee)</i>	Cllr Cartwright Cllr K Evans	2012/13		The joint committee provides an opportunity for local member input into the national parking adjudication service. Meets annually. Status: Representative

	Name of Organisation	Representative(s) for last municipal year	Period of current appointment	Comments on appointment	Purpose of organisation
66	Hampshire County Council South Area Road Safety Council	Cllr Mrs K Mandry	2012/13		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 3 times per year. Status: Representative (non-voting)
67	Project Integra Management Board	Cllr L Keeble <i>Deputy:</i> Cllr B Bayford	2012/13		(i) Portfolio holders representing partner organisations. Meets 3 times per year plus conference. Status: Representative; Deputy also an "Observer". (voting) (Representative must be an Executive Member)
	Project Integra Policy, Review and Scrutiny Committee	Cllr Miss T Harper <i>Deputy:</i> Cllr Mrs Bayford	2012/13		(ii) Scrutiny Panel members from partner organisations. Meets quarterly. Status: Representative Project Integra is a mature partnership of the all 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.

	Name of Organisation	Representative(s) for last municipal year	Period of current appointment	Comments on appointment	Purpose of organisation
68	Fareham Housing Market Partnership	Cllr K D Evans Cllr B Bayford	2012/13 Sept 11	Appointed at 05/09/11 Exec	The purpose of the HMP is to provide input and advice to the development of Fareham Borough Council's planning and housing policies, strategies and evidence base for housing in the Borough. The key documents the HMP is involved with are the Council's Housing Strategy, the Strategic Housing Land Availability Assessment (SHLAA) and other Local Development Documents (LDDs) as required. The HMP is made up of representatives from public private and not-for-profit organisations involved in the delivery of housing in the Borough.
69	Police and Crime Panel	Cllr A Mandry <i>Deputy</i> Cllr T Cartwright	2012-16	Four Year Term	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)

	Name of Organisation	Representative(s) for last municipal year	Period of current appointment	Comments on appointment	Purpose of organisation
70	Highlands Hub Management Committee	Cllr Mrs Hockley	2012-13	18/10/12 18/10/12	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.
71	Joint Member Shared Coastal Management Service Board	Cllr K Evans <i>Deputy</i> Cllr T G Knight	2012-13	21/06/12 18/10/12	The Coastal Partnership is between four local authorities: Havant Borough Council, Portsmouth City Council, Gosport Borough Council and Fareham Borough Council. The Partnership Agreement allows for a "one team" approach or shared service that is designed to maximise benefit and efficiencies to each authority by sharing resources. The vision is "To provide an effective and efficient coastal flood and erosion risk management service across partnering authorities, through co-ownership of objectives and an equitable fee structure." The shared Coastal Defence Management Team provide an effective and co-ordinated coastal defence management service to the Councils that reduces the risks to people and the developed and natural environment from flooding and coastal erosion by encouraging the provision of technically, environmentally and economically sound and sustainable defence measures within the respective local authority areas.

	Name of Organisation	Representative(s) for last municipal year	Period of current appointment	Comments on appointment	Purpose of organisation
72	Standing Conference on Problems Associated with Coastline (SCOPAC)	Cllr T Knight Deputy Cllr K Evans	2012-13		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; and To raise and sanction funding for the successful operation of SCOPAC and for the development and implementation of its research programme.

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.

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