

**AGENDA**  
**SCRUTINY BOARD**

**Date:** Thursday, 20 March 2014

**Time:** 6:00 pm

**Venue:** Collingwood Room - Civic Offices, Fareham

**Members:**

Councillor D C S Swanbrow (Chairman)

Councillor Mrs K Mandry (Vice-Chairman)

Councillors Miss S M Bell  
J V Bryant  
Mrs M E Ellerton  
M J Ford, JP  
J S Forrest  
Miss T G Harper  
P W Whittle, JP

**Deputies:** T J Howard  
T G Knight  
D J Norris  
Mrs S Pankhurst  
R H Price, JP  
D L Steadman



**1. Apologies for Absence**

**2. Minutes (Pages 1 - 4)**

To confirm as a correct record the minutes of the Scrutiny Board meeting held on 23 January 2014.

**3. Chairman's Announcements**

**4. Declarations of Interest and Disclosures of Advice or Directions**

To receive any declarations of interest from members in accordance with Standing Orders and the Council's Code of Conduct and disclosures of advice or directions received from Group Leaders or Political Groups, in accordance with the Council's Constitution.

**5. Deputations**

To receive any deputations of which notice has been lodged.

**6. Presentation by, and Questioning of, the Executive Member for Public Protection**

To receive a presentation by the Executive member for Public Protection on the performance of services within the Public Protection portfolio over the last year and on future plans.

**7. Scrutiny Board Work Programme - Review of 2013/14 and Draft for 2014/15 (Pages 5 - 16)**

To consider a report by the Director of Finance and Resources, which invites members to review the Board's work programme for 2013/14 and to consider a draft programme for 2014/15.

**8. Executive Business**

If requested by a member, to consider any item of business dealt with by the Executive since the last meeting of the Board. The relevant Executive meetings are 10 February 2014 and 3 March 2014. (This will also include any decisions taken by individual Executive members during the same time period.)

P GRIMWOOD  
Chief Executive Officer

Civic Offices  
[www.fareham.gov.uk](http://www.fareham.gov.uk)  
12 March 2014

**For further information please contact:  
Democratic Services, Civic Offices, Fareham, PO16 7AZ  
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[democraticservices@fareham.gov.uk](mailto:democraticservices@fareham.gov.uk)**

# FAREHAM

BOROUGH COUNCIL

## Minutes of the Scrutiny Board

(to be confirmed at the next meeting)

**Date:** Thursday, 23 January 2014

**Venue:** Collingwood Room - Civic Offices, Fareham

**PRESENT:**

Councillor D C S Swanbrow (Chairman)

Councillor Mrs K Mandry (Vice-Chairman)

**Councillors:** Miss S M Bell, J V Bryant, Mrs M E Ellerton, M J Ford, JP,  
J S Forrest, Miss T G Harper and P W Whittle, JP



**1. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**2. MINUTES**

It was AGREED that the minutes of the meeting of the Scrutiny Board held on 21 November 2013 be confirmed and signed as a correct record.

**3. CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements.

**4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS**

There were no declarations of interest or disclosures of advice or directions made at this meeting.

**5. DEPUTATIONS**

There were no deputations made at this meeting.

**6. PRELIMINARY OVERALL REVIEW OF THE BOARD'S WORK PROGRAMME FOR 2013/14 AND DRAFT PROGRAMME FOR 2014/15**

The Board considered a report by the Director of Finance and Resources, which invited members to review the Board's work programme for 2013/14 and consider a draft programme for 2014/15.

It was AGREED that:-

- (a) members be requested to e-mail any suggestions for inclusion in the 2014/15 work programme to the Chairman (with a copy to the Director of Finance and Resources) by the next Board meeting on 20 March 2014;
- (b) it be noted that arrangements had been made for each of the remaining portfolio holders to attend meetings as follows:
  - Public Protection – 20 March 2014;
  - Leisure and Community – 3 July 2014;
  - Strategic Planning and Environment – 20 November 2014;
  - Policy and Resources – 19 March 2015;
- (c) Councillor Whittle, in conjunction with the officers, prepare a draft scoping report on the unassigned item 'Question and answer session with Solent Local Enterprise Partnership' on the current work programme and that, subject to the Chairman's approval, the report be

- submitted to a future meeting or the Board to enable members to decide what areas the LEP would be invited to discuss;
- (d) the officers be requested to advise the Board when it would be appropriate to consider the other unassigned item on the current work programme 'Review of the implementation of the universal credit system and its impact on the residents of Fareham'; and that it be noted that a Welfare Reform Update report had been submitted to the last meeting of the Health and Housing Policy Development and Review Panel;
  - (e) it be noted that Councillor A Mandry was the Council's representative on the PUSH (Partnership for Urban South Hampshire) Overview and Scrutiny Committee and that its meetings (and those of the PUSH Joint Committee) were open to the public; that it also be noted that the dates of meetings of both were included on the 2014/15 schedule of meetings submitted to the Council on 12 December 2013; and that the dates of the PUSH Overview and Scrutiny Committee meetings be included in the minutes – 4 February 2014; 13 May 2014; 9 September 2014; 18 November 2014; 3 February 2015;
  - (f) an agenda item be added to future meetings of the Board as appropriate to enable members to consider the minutes of the meetings of the Portchester Crematorium Joint Committee which were circulated to them.
  - (g) the Director of Finance and Resources be requested to ask the clerk to the Portchester Crematorium Joint Committee to circulate the report on the impact of the opening of the crematorium in Havant due to be submitted to the Joint Committee later in 2014 to the constituent authorities' overview and scrutiny committees;
  - (h) members be requested to e-mail to the Chairman prior to the next meeting of the Board any further suggestions from the list of external organisations shown in Appendix B to the report to be invited to attend a future meeting of the Board to answer members' questions;
  - (i) subject to the above, the provisional work programme shown in paragraph 10 of the report be noted;
  - (j) the progress on actions since the last meeting of the Board, as shown in Appendix C to the report, be noted; and
  - (k) the programme of items for 2013/14, as set out in Appendix A to the report, be noted.

## **7. FINANCE STRATEGY, CAPITAL PROGRAMME, REVENUE BUDGET AND COUNCIL TAX 2014/15**

The Board considered a report by the Director of Finance and Resources on the Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2014/15.

The Director of Finance and Resources advised that he would refer any proposals or comments of the Board to the Executive meeting on 10 February 2014.

It was AGREED that the report be noted.

**8. HOUSING REVENUE ACCOUNT BUDGET AND CAPITAL PLANS 2014/15**

The Board considered a report by the Director of Finance and Resources on the Housing Revenue Account Budget and Capital Plans 2014/15.

The Director of Finance and Resources advised that he would refer any proposals or comments of the Board to the Executive meeting on 10 February 2014.

It was AGREED that the report be noted.

**9. EXECUTIVE BUSINESS**

The Chairman invited members to indicate if they wished to consider any further item of business dealt with by the Executive since the last meeting of the Board. There were no other items of Executive business considered.

(The meeting started at 6.00pm  
and ended at 6.26pm).

# FAREHAM

## BOROUGH COUNCIL

### Report to Scrutiny Board

**Date**                    **20 March 2014**

**Report of:**            **Director of Finance and Resources**

**Subject:**              **FINAL REVIEW OF WORK PROGRAMME FOR 2013/14 AND  
DRAFT FOR 2014/15**

#### **SUMMARY**

At its meeting on 23 January 2014, the Board received a report which gave preliminary information to assist the end of year review of the work programme of the Board. Members also received the first draft of the proposed work programme for 2014/15.

#### **RECOMMENDATION**

This report now invites the Board to:-

- (a) review the outcome of the work programme of the Scrutiny Board for 2013/14;
- (b) inform the Council of the Board's view on the outcome of the call-in arrangements for 2013/14;
- (c) agree a provisional work programme of the Board for 2014/15; and
- (d) submit the provisional work programme of the Board for 2014/15 to the Council.

## **INTRODUCTION**

1. At the meeting of the Board in January, members received some preliminary information to assist in the end of year review of the work programme of the Board. This is the last cycle of meetings for this year and the Board is invited to finalise its review of this year's work and consider the draft work programme for 2014/15.

## **THE BOARD'S TERMS OF REFERENCE**

2. Under its terms of reference, the Scrutiny Board is responsible for:-
  - maintaining an overview of the discharge of the Council's Executive functions;
  - exercising the right to call-in, for reconsideration, any decisions made but not yet implemented by the Executive (and individual Executive members) or key decisions made by officers in exercise of their delegated powers;
  - reviewing and/or scrutinising any decisions made or actions taken in connection with the performance of any of the Council's functions;
  - reviewing and/or scrutinising any matter affecting the strategic plans and financial affairs of the Council; and
  - considering matters affecting the area or local people and, in so doing, reviewing and scrutinising the performance of other public bodies in the area or referring such scrutiny to the relevant Review Panel.

## **SCRUTINY BOARD WORK PROGRAMME- CURRENT YEAR 2013/14**

3. Appendix A contains details of the current year's work programme, for review by the Board. As this is the last meeting of the municipal year, the outcomes of items on this meeting's agenda are obviously not referred to in the schedule.
4. The Board is reminded that there have not been any call-in this year.
5. As the call-in procedure is operating satisfactorily, there is no reason to suggest that the arrangements should be amended and it is recommended that the Council be advised accordingly.

## **SCRUTINY BOARD WORK PROGRAMME – NEXT YEAR 2014/15**

6. Appendix B sets out, as a preliminary draft work programme, details of the general business of the Board, which it is known, at this stage, will arise during the course of the coming year. As the Council has decided on the dates for meetings in 2014/15, these have been included in the schedule. It is for members to decide whether they are in agreement with the scheduling of these general matters, having taken account of any other proposed items put forward by the Board.
7. It is also for the Board to consider whether any review of items under the Council's policy framework will be included in the 2014/15 programme. Appendix C contains a list of the plans and strategies currently contained in the Council's policy framework.



8. In connection with next year's programme, members will recall that in January they considered a list of external agencies operating in the Borough and decided that members of the Board e-mail the Chairman with any suggested external reviews that it might wish to carry out during 2014/15, for consideration at its meeting in March 2014. Suggestions made at the meeting in January were as follows:-

## **CONCLUSION**

9. To summarise, the Board is now invited to:-
- (i) review the outcome of the Board's own work programme for the current year 2013/14;
  - (ii) inform the Council of the Board's view on the outcome of the call-in arrangements for 2013/14;
  - (iv) approve the provisional work programme of the Board for next year 2014/15, taking account of the following:-
    - (a) General business;
    - (b) Training and programming issues;
    - (c) Any scoping studies;
    - (d) The policy framework;
    - (e) The Executive two year work programme; and
    - (f) Any additional matters put forward by the Board/members; and
    - (v) advise the Council accordingly.

## **Appendices:**

- A - Scrutiny Board Work Programme 2013/14 (Outcomes).
- B - Scrutiny Board – Draft Work Programme 2014/15 (General items of business).
- C - Council's Policy Framework.

**Background Papers:** None.

**Reference Papers:** None.

## **Enquiries:**

For further information on this report please contact Andrew Wannell (Ext 4620).

<b><u>SCRUTINY BOARD WORK PROGRAMME - PROGRESS SINCE LAST MEETING</u></b>				<b>APPENDIX A</b>	
<b>Date of Meeting</b>	<b>Subject</b>	<b>Type of Item</b>	<b>Action by Board</b>	<b>Outcome</b>	<b>Link Officer</b>
21 November 2013	Presentation by, and Questioning of, the Executive Member for Health and Housing	Presentation	<p>The Board received a presentation from the Executive member for Health and Housing, Councillor B Bayford, on the performance of services within the Health and Housing portfolio over the last year and on future plans. The presentation included: details of the portfolio responsibilities, current issues, local priorities and key challenges ahead in respect of Health, Strategic Housing and Council Housing.</p> <p>The Executive member for Health and Housing answered members' questions concerning the presentation.</p> <p>It was AGREED that:-</p> <p>(a) the Executive member for Health and Housing be thanked for his presentation; and</p> <p>(b) it be noted that members were invited to advise Councillor Bayford of any examples of problems with health services so that he could forward them to the appropriate authority.</p>	Matter noted.	Andrew Wannell

	Review of the Board's Work Programme		<p>The Board considered a report by the Director of Finance and Resources, which invited members to review the Board's work programme for 2013/14.</p> <p>It was AGREED that:-</p> <p>(a) the programme of items as set out in Appendix A to the report be noted; and</p> <p>(b) the progress on actions since the last meeting, as set out in Appendix B to the report, be noted.</p>	Matter noted.	Andrew Wannell
	Costs Associated with the Preparation Work for the Welborne Development		<p>The Board considered a report by the Director of Planning and Environment on costs associated with the preparation for the Welborne development.</p> <p>It was noted that the first sentence of paragraph 8 of the report had been included in error and should be deleted.</p>	Matter noted.	Richard Jolley

			<p>It was AGREED that the approach taken in respect of the production of the Welborne Plan, together with the cost implications and the external funding attracted to offset these, be noted.</p>		
	<p>Council Tax Support Year 2</p>		<p>The Board considered a report by the Director of Finance and Resources on the Local Council Tax Support Scheme.</p> <p>It was AGREED that the report be commended to the Executive for approval.</p>	<p>The Executive considered the matter at its meeting on 2 December 2013 and RESOLVED that the Executive:</p> <ul style="list-style-type: none"><li>(a) approves the final Council Tax Support scheme as set out in the report;</li><li>(b) recommends the final scheme to Council for final adoption; and</li><li>(c) approves that the Director of Finance and Resources be given delegated authority to make any necessary minor amendments, and to publish the final scheme prior to 1 April 2014.</li></ul> <p>At the meeting of the Council held on 12</p>	<p>Andrew Wannell</p>

				<p>December 2013, it was RESOLVED that:</p> <p>(a) the Council approves the Council Tax Support scheme 2014-15, as recommended by the Executive at their meeting of 2 December 2013; and</p> <p>(b) delegated authority is given to the Director of Finance and Resources to make any necessary minor amendments and to publish the final scheme prior to 1 April 2014.</p>	
	Updates to the Constitution		<p>The Board considered a report by the Director of Regulatory and Democratic Services on an update to the Constitution.</p> <p>Members were advised that, following further advice from the Solicitor to the Council, the draft Standing Orders with Respect to Meetings had been further</p>	<p>The Executive considered the matter at its meeting on 2 December 2013. At the invitation of the Executive Leader, Councillor P W Whittle, JP addressed the Executive on this item.</p>	Garry White

			<p>updated and copies of the revised version were circulated to those present.</p> <p>It was AGREED that:-</p> <p>(a) the officers be requested to amend the wording of paragraph 6 of Appendix Two to the revised Standing Orders with Respect to Meetings, the Scheme for Deputations to Meetings of the Planning Committee, to make the situation with regard to written deputations and other written material clearer; and</p> <p>(b) subject to (a) above, the revised Standing Orders with Respect to Meetings, as shown in the revised Appendix A to the report as circulated at the meeting, be commended to the Executive.</p>	<p>RESOLVED that the Executive:</p> <p>(a) agrees that future changes to Standing Orders should be considered by the Audit and Governance Committee, as outlined in paragraph 9 of the report; and</p> <p>(b) agrees the updated Standing Orders with Respect to Meetings, as set out in Appendix A to the report and recommends the amendments for consideration by Council.</p> <p>At the meeting of the Council on 12 December 2013 RESOLVED that the revised version of the Standing Orders with Respect to Meetings, as appended to the report, be adopted subject to</p>	
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				<p>the following amendments:</p> <ul style="list-style-type: none"><li>i. the removal of the second paragraph at Standing Order 15.7; and</li><li>ii. the removal of the words “of any member of the Council” at Standing Order 57.1.</li></ul>	
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**SCRUTINY BOARD –WORK PROGRAMME 2014/15**

<b>DATE</b>	<b>SCRUTINY BOARD ITEM</b>
5 June 2014	Review of the work programme 2014/15
3 July 2014	Presentation by, and Questioning of, the Executive Member for Leisure and Community  Annual Report on the Performance of the Community Safety Partnership  Review of the work programme 2014/15
25 September 2014	Review of Draft Medium Term Finance Strategy  Review of the work programme 2014/15
20 November 2014	Review of the work programme 2014/15  Presentation by, and Questioning of, the Executive Member for Planning and Development  Review of Portchester Crematorium Operational Activity
22 January 2015	Preliminary overall review of work programme 2014/15 and draft programme for 2015/16  Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2015/16  Housing Revenue Account Budget and Capital Plans 2015/16
19 March 2015	Final review of work programme for 2014/15 and draft for 2015/16  Presentation by, and Questioning of, the Executive Member for Policy and Resources

Items to be assigned:



- Scoping Report on question and answer session with Solent Local Enterprise Partnership
- Question and answer session with Solent Local Enterprise Partnership
- Review of the implementation of the universal credit system and its impact on the residents of Fareham
- Minutes of meetings of the Portchester Crematorium Joint Committee (as appropriate)

**FAREHAM BOROUGH COUNCIL**

**POLICY FRAMEWORK**

Under the Constitution, the plans and strategies to be adopted or approved by the full Council are:-

- (a) Sustainable Community Strategy;
- (b) Housing Strategy;
- (c) Food Safety Service Plan;
- (d) Licensing Policy;
- (e) Development Plan:
  - Fareham Core Strategy
  - Fareham Borough Local Plan Review 2000
- (f) Community Safety Strategy;
- (g) Corporate Vision, Values, Objectives and Priority Actions.