

AGENDA FOR THE EXECUTIVE

Date: Monday, 2 December 2013

Time: 6:00 pm

Venue: Collingwood Room - Civic Offices

Executive Members:

Councillor S D T Woodward, Policy and Resources (Executive Leader)

Councillor T M Cartwright, Public Protection (Deputy Executive Leader)

Councillor B Bayford, Health and Housing

Councillor K D Evans, Strategic Planning and Environment

Councillor Mrs C L A Hockley, Leisure and Community

Councillor L Keeble, Streetscene



1. Apologies for Absence

2. Minutes (Pages 1 - 6)

To confirm as a correct record the minutes of the meeting of Executive held on 4 November 2013.

3. Executive Leader's Announcements

4. Declarations of Interest

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

5. Petitions

6. Deputations

To receive any deputations, of which notice has been lodged.

7. Minutes / References from Other Committees

To receive any reference from the committees or panels held.

(1) Minutes of the Housing Tenancy Board:-

To receive the minutes of the meeting of the Housing Tenancy Board held on 28 October 2013 and to consider any recommendations.

(1) **Minutes of meeting Monday, 28 October 2013 of Housing Tenancy Board**
(Pages 7 - 12)

Matters for Decision in Public

Note: Where an urgent item of business is raised in accordance with Part 3 of the Constitution, it will be considered with the relevant service decisions as appropriate.

8. Leisure and Community

Non-Key Decision

- (1) **Hire of Open Spaces - Coles Funfair** (Pages 13 - 20)
a report by the Director of Streetscene

9. Strategic Planning and Environment

Non-Key Decision

- (1) **Preparation of Welborne Plan: Quarterly Financial Update** (Pages 21 - 26)
a report by the Director of Planning and Environment

10. Policy and Resources

Key Decisions

- (1) **Council Tax Support Scheme 2014/15** (Pages 27 - 36)
a report by the Director of Finance and Resources
- (2) **2014/15 Draft Spending Plans** (Pages 37 - 106)
a report by the Director of Finance and Resources
- (3) **Award of Tender - Supply of Multi-Functional Devices, Print Room Equipment and Associated Software** (Pages 107 - 112)
a report by the Director of Finance and Resources

Non-Key Decision

- (4) **Updates to the Constitution** (Pages 113 - 156)
a report by the Director of Regulatory and Democratic Services
- (5) **Vanguard Method Implementation Update** (Pages 157 - 164)
a report by the Chief Executive Officer
- (6) **Matched Funding - Update** (Pages 165 - 170)
A report by the Director of Community

11. Exclusion of Public and Press

To consider whether it is in the public interest to exclude the public and representatives of the Press from the remainder of the meeting on the grounds that the matters to be dealt with involve the likely disclosure of exempt information, as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Exempt Matters for Decision

Note: Where urgent items of business are raised in accordance with Part 3 of the Constitution, they will be considered with the relevant service decisions as appropriate.

12. Policy and Resources

Non-Key Decision

- (1) **Tenders - Six Monthly Report** (Pages 171 - 178)
a report by the Director of Regulatory and Democratic Services

P GRIMWOOD
Chief Executive Officer

www.fareham.gov.uk

22 November 2013

**For further information please contact:
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FAREHAM

BOROUGH COUNCIL

Minutes of the Executive

(to be confirmed at the next meeting)

Date: Monday, 4 November 2013

Venue: Collingwood Room - Civic Offices

Present:

S D T Woodward, Policy and Resources (Executive Leader)
T M Cartwright, Public Protection (Deputy Executive Leader)
B Bayford, Health and Housing
K D Evans, Strategic Planning and Environment
Mrs C L A Hockley, Leisure and Community
L Keeble, Streetscene

Also in attendance:

Mrs M E Ellerton, Chairman of Health and Housing Policy Development and Review Panel
M J Ford, JP, Chairman of Appeals Committee
Miss T G Harper, Chairman of Streetscene Policy Development and Review Panel
Mrs K Mandry, Chairman of Public Protection Policy Development and Review Panel
D C S Swanbrow, Chairman of Scrutiny Board
R H Price, JP, for item 12(1)



1. APOLOGIES FOR ABSENCE

There were no apologies given for this meeting.

2. MINUTES

RESOLVED that the minutes of the meeting of the Executive held on 7 October 2013 be confirmed and signed as a correct record.

3. EXECUTIVE LEADER'S ANNOUNCEMENTS

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

4. DECLARATIONS OF INTEREST

There were no Interests declared at this meeting.

5. PETITIONS

There were no petitions presented at this meeting.

6. DEPUTATIONS

There were no deputations given at this meeting.

7. MINUTES / REFERENCES FROM OTHER COMMITTEES

- (1) The Executive received comments from the Leisure and Community Policy Development and Review Panel regarding the Service Level Agreement Review for Community Action Fareham and took account of these comments in determining the matter at item 9(2) below:

Leisure and Community PDR Panel – 4 September 2013:

Minute 8 –Community Action Fareham Service Level Agreement (SLA) Review

It was AGREED that:-

- c) the Executive be recommended to approve an extension of the Council's current Service Level Agreement with Community Action Fareham up until 31 March 2014.
- (2) The Executive received comments from the Streetscene Policy Development and Review Panel regarding the Street Lighting Maintenance and took account of these comments in determining the matter at item 10(1) below:

Streetscene PDR Panel – 5 September 2013

Minute 8 – Street Lighting

It was AGREED that the Panel recommends to the Executive that the remaining 62 street lights should be transferred to the Hampshire County Council Street Lighting Public Finance Initiative.

8. HEALTH AND HOUSING AND POLICY AND RESOURCES

(1) Local Housing Company

RESOLVED that the Executive:

- (a) agrees to Fareham Borough Council forming a new Joint Venture company (limited by guarantee) in partnership with Eastleigh Borough Council, First Wessex and Radian Housing Association for the purposes of facilitating housing and economic development in the borough;
- (b) authorises the Solicitor to the Council and the Director of Finance and Resources to prepare and sign on behalf of Fareham Borough Council the necessary documents leading to the formation of the new company;
- (c) authorises the Director of Finance and Resources to incur any necessary expenditure leading to the formation of the company; and
- (d) agrees the appointment of the Executive Member for Health and Housing and the Director of Finance and Resources to serve on the Board of the company.

9. LEISURE AND COMMUNITY

(1) Open Spaces Improvement Programme

RESOLVED that the Executive approve the open spaces improvement programme 2013 - 2023.

(2) Community Action Fareham - Service Level Agreement

The comments of the Leisure and Community Policy Development and Review Panel were taken into account in consideration of this item (see minute 7(1) above).

RESOLVED that the Executive agrees to extend the current service level agreement with Community Action Fareham until 31 March 2014.

10. STREETSCENE

(1) Street Lighting Maintenance

The comments of the Streetscene Policy Development and Review Panel were taken into account in consideration of this item (see minute 7(1) above).

RESOLVED that the Executive approves:

- (a) the transfer of 62 light columns to the Hampshire PFI maintenance agreement; and

- (b) the capital expenditure of £85,000 to complete the transfer.

11. STRATEGIC PLANNING AND ENVIRONMENT

- (1) Maintaining the Vibrancy of Fareham Town Centre: Update

RESOLVED that the Executive approves the provision of new pedestrian fingerpost signs, seats and cycle racks, along with the provision of town centre maps in car parks and advertising of town centre events in the multi-storey car parks. The total estimated cost is £75,000.

12. POLICY AND RESOURCES

- (1) Commercial Property Investment Acquisition Strategy

At the invitation of the Executive Leader, Councillor R H Price, JP addressed the Executive on this item.

RESOLVED that the Executive:

- (a) agrees to provide an additional £5m to fund further commercial property investment acquisitions for the reasons set out in the report; and
- (b) reaffirms the criteria for selecting investment opportunities as set out in the Commercial Property Investment Acquisition Strategy attached as Appendix B to the report and agreed by the Executive on 7 January 2013.

- (2) Land Adjoining 268 Brook Lane, Sarisbury Green

The Executive Leader agreed to bring this item forward on the agenda.

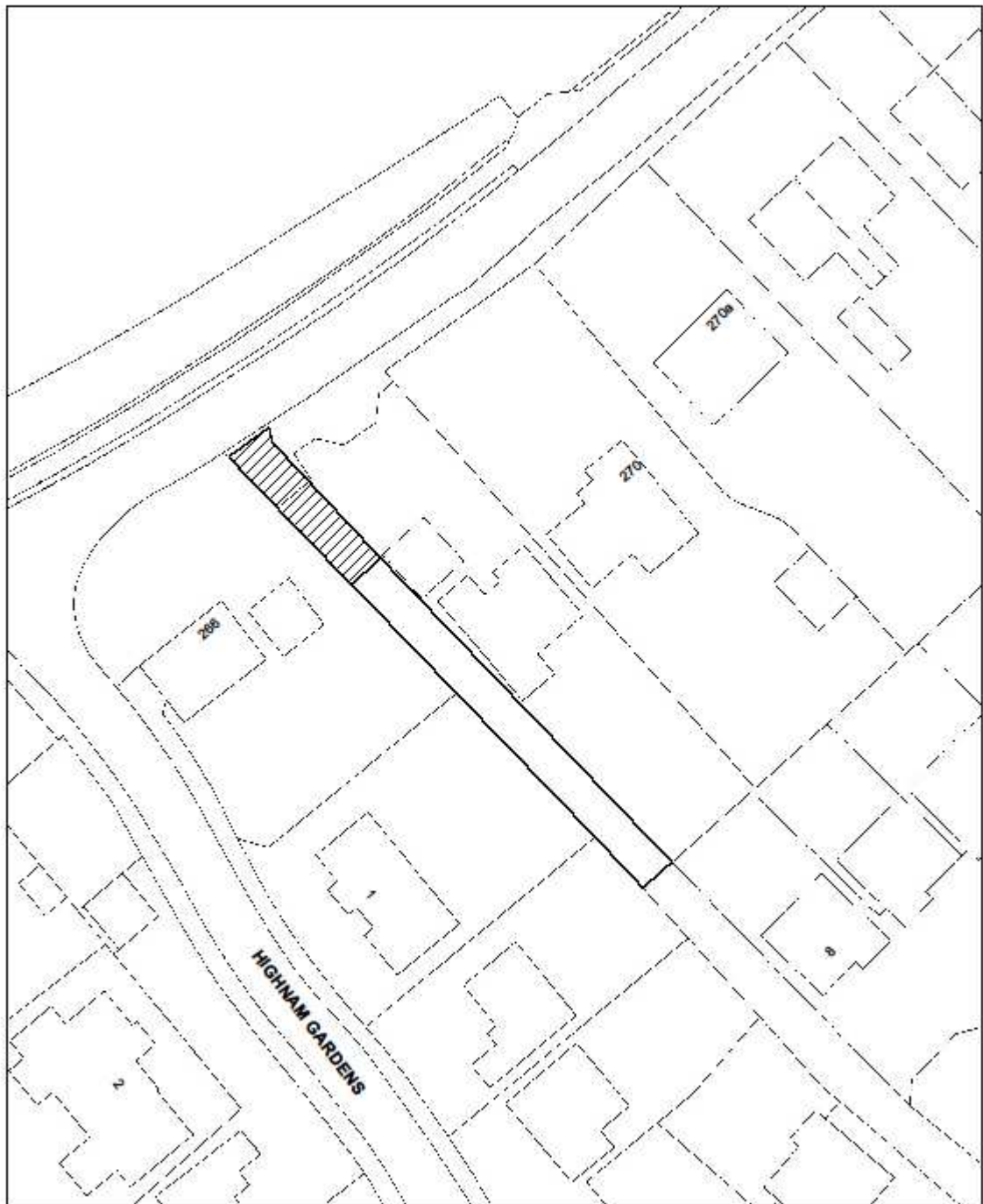
The Executive Leader announced that following an informal meeting with the ward Councillors (Councillor B Bayford and Councillor Mrs M E Ellerton) at which an alternative division of the land was suggested, both interested parties (numbers 266 and 268 Brook Lane) have agreed to the suggested compromise arrangement, subject to an independent valuation of the land.

A revised plan showing the compromise arrangement was tabled at the meeting and is appended to these minutes. The hatched area on the plan represents the area of land to be ring-fenced for disposal to the owners of 266 Brook Lane with the remainder of the strip of land being ring-fenced for disposal to the owners of 268 Brook Lane.

RESOLVED that the Executive approves the compromise agreement to offer, for disposal, the land adjoining 268 Brook Lane, Sarisbury Green, subject to an independent valuation of the land and that the area of land shown hatched on the revised plan be ring-fenced for offer of disposal to the owners of 266 Brook Lane with the remainder of the strip of land being ring-fenced for offer of disposal to the owners of 268 Brook Lane, following the termination of the existing licence on 9 April 2014.

FAREHAM

BOROUGH COUNCIL



Brook Lane

Scale 1:500

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(3) Quarterly Financial Monitoring Report 2013/14

RESOLVED that the report on revenue and capital budget monitoring be noted.

(4) Daedalus Investment Project: Project Appraisal and Governance Arrangements

RESOLVED that the Executive:

- (a) agrees the governance and decision-making structure as set out in Appendix A to the report;
- (b) delegates authority to the Director of Finance and Resources to:
 - i. appoint a Quantity Surveyor and Construction Project Manager for the project;
 - ii. conclude land transactions within the Enterprise Zone, sufficient to enable construction to be undertaken;
 - iii. formally sign off the final design specification for the built assets;
 - iv. award the construction contracts for the three project elements, to the most economically advantageous bidder, using previously agreed award criteria; and
 - v. award the contract for operate the Innovation Centre;with all above listed delegations being subject to the costs being contained within the overall budget available for the project and, in relation to iii, iv and v above, only following consultation with the Project Member Working Group with all decisions being reported retrospectively to the Executive; and
- (c) confirms the composition of the Project Member Working Group as Councillor T M Cartwright (Chairman), Councillor Mrs K Mandry, Councillor M J Ford, JP and Councillor J S Forrest.

(5) Treasury Management Monitoring Report 2013/14

RESOLVED that the treasury management monitoring report be noted.

(The meeting started at 6.00 pm
and ended at 6.21 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Housing Tenancy Board (to be confirmed at the next meeting)

Date: Monday, 28 October 2013

Venue: Council Chamber - Civic Offices

PRESENT:

Councillor P J Davies (Chairman)

Mrs K Mandry (Vice-Chairman)

Councillors: T J Howard and Mrs K K Trott

Co-opted members: Mrs P Weaver, Mr G Wood and Mr S Lovelock

Also Present: Councillor B Bayford, Executive Member for Health and Housing (items 3 & 11)



1. APOLOGIES FOR ABSENCE

Apologies of absence were received from Councillor D M Whittingham, Alderman Crouch and Brian Lee.

2. MINUTES

It was AGREED that the minutes of the Housing Tenancy Board held on 29 July 2013 be confirmed and signed as a correct record.

It was noted that comments made by the tenant representatives regarding poor communication from officers to tenants had not been recorded in the minutes from the previous meeting. As it was unclear as to which item on the minutes it referred to, it was agreed that it would be addressed at item 7 on the agenda.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that Alderman Crouch is seriously ill in hospital at present and that the Housing Tenancy Board thoughts are with him and his family at this difficult time.

At the invitation of the Chairman, Councillor Bayford addressed the Panel on this item.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

There were no declarations of interest made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. QUARTERLY PERFORMANCE MONITORING REPORT FOR BUILDING SERVICES

The Board considered a report by the Director of Streetscene which gave an update on the Quarterly Performance Monitoring data for Building Services.

The Head of Building Services was asked why when modernising vacant properties it is not established whether a disabled adaption will be needed to prevent further changes being made to the property once the new tenant moves in. It was explained to the Board that Building Services and Tenancy Services work together when allocating a void property to identify any adaptations/changes needed to the property prior to the tenant moving in, however it is not always possible due to differences in approaches taken to allocations by Tenancy Services and Strategic Housing teams.

It was AGREED that the content of the report be noted.

7. QUARTERLY PERFORMANCE MONITORING REPORT FOR TENANCY SERVICES

The Board considered a report by the Director of Community on the Quarterly Performance Monitoring data for Tenancy Services. The Senior Housing Management Officer presented the report and took questions from members after each section of the report.

Rent Arrears:

The Board were informed that rent arrears have increased by £13,751 since the last quarterly report. It was noted that that the totals figures in the table at point 4 of the report did not add up correctly, officers apologised for this error.

Anti-Social Behaviour:

The Board noted the increase in reported incidents since the last meeting. It was explained to the board that the majority of these reports are noise and alcohol related complaints.

Estate Management:

The Board noted the results of the 15 Estate inspections that have taken place since the last meeting. The tenant representatives expressed concern over the lack of feedback from officers to confirm that the actions identified had been completed in a timely manner. The Board were informed that all residents who attend the estate inspections should receive feedback from the Housing Officer regarding issues that were raised during the inspection. The Board noted the satisfaction feedback received regarding the cleaning and grounds maintenance service. It was commented that the level of service from the grounds maintenance service varied considerably and that tenants rarely received any feedback from the grounds maintenance service after raising issues. The Board were informed that grounds maintenance service would be the key topic at the next block captain's event. The Board were also informed that Jennie Larkin (Tenant Involvement Officer) is the contact for all block captains.

It was AGREED that the content of the report be noted.

8. REVIEW OF CAR PARKING ON HOUSING ESTATES

The Board considered a report by the Director Community which reviewed Car Parking on Housing Estates.

The Board debated this item at length. Concern was raised by the tenant representatives as to the effectiveness of some of the options for consideration, but it was explained to the Board that should the proposal be agreed each individual site would be looked at in more detail to identify specific issues and possible solutions.

Mr S Lovelock proposed that £25,000 per annum be set aside from the Housing Capital Programme to improve car parking on housing estates. Having been duly seconded and put to the vote the proposal was declared carried unanimously.

It was AGREED that:-

- (a) the content of the report be noted; and
- (b) the Board requests the Executive to set aside £25,000 per annum from the Housing Revenue Account Capital Programme to improve parking on Housing Estates.

9. ESTATE IMPROVEMENTS PROGRAMME 2013/14 - AN UPDATE

The Board considered a report by the Director of Community which gave an update on the Estate Improvements Programme 2013/14.

The Board thanked the Tenancy Services Manager for the work that has already been completed, especially with regards to the lighting improvements at Chapleside and fencing works at Nashe Way.

It was AGREED that the content of the report be noted.

10. HOUSING SERVICES COMPLAINTS

The Board received a report by the Director of Community which reviewed Housing Services Complaints, as a result of a change to the Ombudsman Service in April this year.

The tenant representatives discussed this matter at length and agreed that the current arrangements for the handling of complaints worked well and that they felt they already played an active role in liaising with tenants and officers regarding issues.

It was AGREED that the tenant representatives serving on the Housing Tenancy Board accept the role as nominated persons to refer complaints to the Council via the Council's complaints procedure.

11. FINDINGS FROM ENERGY AND WATER SURVEY

The Board considered a report by the Director of Streetscene on the findings from the energy and water survey.

At the invitation of the Chairman, Councillor Bayford addressed the Board on this item.

It was AGREED that:-

- (a) the content of the report be noted; and
- (b) the Board endorses the implementation of energy and water reduction strategy.

12. GENERAL TENANTS FORUM - CHAIRMAN'S REPORT

The Board received a verbal update from the Chairman of the Tenants Forum regarding the issues and matters arising from the last meeting of the Forum.

It was AGREED that the Chairman of the Tenants Forum be thanked.

13. HOUSING TENANCY BOARD WORK PROGRAMME 2013/14

The Board considered a report by the Director of Community on the Board's Work Programme for 2013/14.

It was AGREED that:-

- (a) subject to the revisions set out in paragraph 2 of the report, the Work Programme for 2013/14 be approved; and
- (b) to Work Programme for 2013/14 as Appendix A to these minutes, be submitted to the Executive for information.

Appendix A

HOUSING TENANCY BOARD –WORK PROGRAMME 2013/2014

| Date | Subject | Training |
|--------------|---|----------|
| 20 May 2013 | <ul style="list-style-type: none"> • Work Programme 2013/14 • Tenancy Services Performance Report for 2012/13 • Building Services Performance Report for 2012/13 • Housing Capital Programme 2013/14 • Review of Sheltered Guest Room Charge | |
| 29 July 2013 | <ul style="list-style-type: none"> • Work Programme 2013/14 • Quarterly Performance Report - Tenancy Services • Quarterly Performance Report - Building Services • Review of Tenancy Agreements | |
| 28 Oct 2013 | <ul style="list-style-type: none"> • Work Programme 2013/14 • Quarterly Performance Report - Tenancy Services • Quarterly Performance Report - Building Services • A review of car parking on housing estates | |

| Date | Subject | Training |
|---------------|--|----------|
| | <ul style="list-style-type: none"> • Estate Improvements 2013/14 - An Update • Housing Service Complaints • Findings from Energy and Water Survey | |
| 27 Jan 2014 | <ul style="list-style-type: none"> • Preliminary review of Work Programme for 2013/14 and preliminary draft Work Programme for 2014/15 • Tenant and Leaseholder Satisfaction Survey • Housing Revenue Account including the Housing Capital Programme for 2014/15 • Quarterly Performance Report - Tenancy Services • Quarterly Performance Report - Building Services • Impact of Welfare Reform • Review of Tenancy Agreement | |
| 22 April 2014 | <ul style="list-style-type: none"> • Review of Annual Work Programme for 2013/14 and final consideration of draft Work Programme for 2014/15 • Tenancy Services Performance Report for 2013/14 • Building Services Performance Report for 2013/14 • Estate Improvements Programme 2014-15 • Review and Update of Local Standards | |

Unallocated items

- Review of Tenant Cashback Scheme Pilots'

(The meeting started at 6.00 pm and ended at 8.06 pm).

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 2 December 2013

| | |
|-----------------------------|--|
| Portfolio: | Leisure and Community |
| Subject: | Hire of Open Spaces - Coles Funfair |
| Report of: | Director of Street Scene |
| Strategy/Policy: | |
| Corporate Objective: | Leisure for Health and Fun |

Purpose:

The purpose of this report is to advise the Executive of a request to hire a number of open spaces within the borough in order to hold a community funfair.

Executive summary:

At the meeting of the Executive on 8 July 2013 approval was given to hold a community funfair on a trial basis at Cams Alders during the first week of September 2013.

Following the success of this trial an application has been received from Coles Funfair to return next year on three occasions at three different sites. The dates and locations are as follows:

Proposed Dates:

Monday 12 May – Monday 19 May
Monday 11 August – Monday 18 August
Monday 1 Sept – Monday 8 September

Suggested Locations:

Fareham Park (off Hillson Drive)
Park Lane Recreation Ground
Titchfield Recreation Ground

Although the size of the funfair can be flexible to some degree, the space required is approximately 1.5 – 2 football pitches in size, so ideally it needs to be located on a recreation ground with good access.

The activities proposed would include five big rides like the Dodgems, Miami and Twister, 3 or 4 small children's rides, 1 or 2 bouncy castles, 3 or 4 games such as Hook a Duck, 1 hot dog stall and a traditional fairground sweets stall.

Items such as portable toilets, security barriers and ground protectors would also be provided by the fair organisers.

The fairground operators would be present on the recreation ground for a total of eight days although four of those days would be for construction and dismantling of the rides. The actual trading days and times would be as follows:

| | |
|----------|-----------|
| Thursday | 5pm - 9pm |
| Friday | 5pm - 9pm |
| Saturday | 2pm - 9pm |
| Sunday | 2pm - 6pm |

Following consideration by Officers and consultation with Ward Members it is proposed that the community funfair could be held in Fareham on two occasions during 2014 in locations considered to be acceptable for this type of event.

Recommendation:

That the Executive:

Grant approval for Charles Cole to operate a Community Fair at

- (a) Titchfield Recreation Ground between 12-19 May 2014 and
- (b) Fareham Park, Hillson Drive between 11-18 August 2014, subject to the following conditions:
 - (i) all requirements of the Council's Safety Advisory Group being met;
 - (ii) payment in advance of £300 per trading day to the Council;
 - (iii) a returnable damage deposit of £1000 payable in advance;
 - (iv) proof of £10 million public liability insurance; and
 - (v) all relevant safety certificates being supplied.

Reason:

To ensure that the operation of a fun fair is undertaken at a suitable location and that all aspects of health and safety are complied with.

Cost of proposals:

There is no cost associated with the recommendations.

Reference papers: Executive – 8 July 2013 – Hire of Open space at Cams Alders
Executive – 13 May 2013 – Hire of Open space at Titchfield and Park Lane Recreation grounds

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 2 December 2013

Subject: Hire of Open Spaces - Coles Funfair

Briefing by: Director of Street Scene

Portfolio: Leisure and Community

INTRODUCTION

1. The purpose of this report is to advise Members that a request has been received to hire a number of open spaces in the borough on a number of different occasions for the purpose of holding a community funfair.

BACKGROUND

2. Members will recall that at the meeting of the Executive on 8 July 2013 a report requesting the hire of open space for a funfair at Cams Alders Recreation Ground was approved. Coles held a community funfair on a trial basis during the first week of September 2013.
3. In liaison with Fareham Town Football Club, the funfair was located on a lesser used football pitch to the north of the stadium. The funfair itself and the associated caravans occupied an area just slightly larger than the football pitch and was securely fenced off to control access.
4. Coles complied with all the requirements that were requested by the Council which included providing evidence of insurance, safety certificates for rides and associated risk assessments.
5. During the time that they were present at Cams Alders, any litter that was dropped was picked up and in agreement with the Council's Streetscene Department was collected on a daily basis. There was no issue with noise levels and no damage was caused to the ground. On departure of the fair, the site was left in an immaculate condition.
6. The Council did receive a few complaints from residents whose properties were close by but generally the fair was well received. The number of people who attended however was probably lower than expected. Charles Cole did arrange an exclusive visit and free fair rides to those children who visit the Rainbow Centre, which was much appreciated by those who attended.

7. There was only one issue that arose from the event and that was the fly posting of 50 notices on street lights on all roads adjacent to Cams Alders. The Council endeavours to deter any local business/organisation from any fly posting in Fareham and therefore the notices were taken down by the Council's Enforcement Team. Should any future funfair be approved, it would be requested that no posters are placed on street lights. Alternative publicity opportunities such as the Council's notice boards could be utilised instead.

FUNFAIR LOCATIONS AND DATES REQUESTED FOR 2014

8. A number of dates have been proposed together with suggested locations. These are listed below.

Proposed Dates:

Monday 12 May – Monday 19 May

Monday 11 August – Monday 18 August

Monday 1 Sept – Monday 8 Sept

Suggested Locations:

Fareham Park (off Hillson Drive)

Park Lane Recreation Ground

Titchfield Recreation Ground

DETAILS OF THE COMMUNITY FUNFAIR

9. Although the size of the funfair can be flexible to some degree, the space required is approximately 1.5 – 2 football pitches in size, so ideally it needs to be located on a recreation ground with good access.
10. The activities proposed would include five big rides like the Dodgems, Miami and Twister, 3 or 4 small children's rides, 1 or 2 bouncy castles, 3 or 4 games such as Hook a Duck, 1 hot dog stall and 1 traditional fairground sweets stall.
11. Items such as portable toilets, security barriers and ground protectors would also be provided by the fair organisers.
12. The fairground operators would be present on the recreation ground for a total of eight days although four of those days would be for construction and dismantling of the rides. The following table shows in more detail.

| Day | Activity | Opening hours |
|------------|--------------------------------|----------------------|
| Monday | Pull in and build up | 0 |
| Tuesday | Pull in and build up | 0 |
| Wednesday | Build up | 0 |
| Thursday | Trading Fair | 5pm - 9pm |
| Friday | Trading Fair | 5pm - 9pm |
| Saturday | Trading Fair | 2pm - 9pm |
| Sunday | Trading Fair | 2pm - 6pm |
| Monday | Pull down and pull off by noon | 0 |

13. Trading days are designed to fit in with after school times and weekends and to avoid late night problems and can be varied to meet local needs, especially at weekends.
14. The fairground operators would live on site throughout their stay.

PROPOSED LOCATIONS

Titchfield Recreation Ground

15. Titchfield recreation ground is within the ward of Titchfield and provides facilities such as two tennis courts, one football pitch, a Multi-Use Games Area (MUGA), changing rooms and is home to the Titchfield Boxing Club, which meets most evenings. There is also some car parking available.
16. The recreation ground is a very secure site, with barriers, fencing and bollards preventing easy access on to the grassed area and car park. Some of the bollards will have to be removed and replaced to allow a funfair and associated caravans to enter.
17. Coles have previously operated a funfair from this site, back in 2007 as part of the Titchfield Carnival celebrations.
18. The main consideration on this site is the existence of the football pitch and ensuring that any damage is kept to a minimum. The preferred date for this site would be 12-19 May, which is after the end of the football season, although pitch renovations will have to be delayed to accommodate this date.
19. In addition to this, as the site is in a slightly isolated location, it is likely that many people visiting the funfair will travel by car. This will have to be managed should it become a problem.

Fareham Park (off Hillson Drive)

20. Fareham Park recreation ground is within the ward of Fareham North West and is adjacent Henry Cort School and Fareham North West Community Centre. The site provides football pitches, a play area, a MUGA and newly created Petanque area.
21. As with Titchfield recreation ground, site access is restricted by gates/bollards etc which may have to be removed and replaced. Pitch renovations will also take place in early May.
22. A Water and electricity supply is not available on this site.
23. The preferred date for a funfair here would be 11-18 August 2014. This is due to the fact that the site is poorly drained and it will hopefully be at its driest during the summer months. The car park adjacent the school will also be unused during August so therefore does provide parking should people visit by car. The renovation of the football pitches will have been completed and should be at their most robust at this time, as long as any damage is kept to a minimum.

Park Lane Recreation Ground

24. Park Lane recreation ground is located in Fareham North ward and is adjacent Fareham Leisure Centre. The site provides tennis courts, a play area, skate facilities and is home to Fareham Bowling Club. There is a very large car park

present which facilitates the users of the Leisure Centre. The open space is very popular with dog walkers. Residential properties back on to the recreation ground on three sides.

25. At the current time, plans are being drawn up in readiness to consult with residents about many improvements that are planned for this site. These improvements may well restrict future use of this open space for large events such as funfairs etc and it is therefore considered inappropriate to establish the use of this site for this type of event in the interim.
26. The site was turned down by the Executive on 13 May 2013 and it is felt that the concerns at that time haven't changed. It is also likely that those residents living locally to Park Lane would visit Fareham Park should they wish to attend a fair.

VIEWS FROM WARD COUNCILLORS

27. Ward members have been contacted to obtain their views and are supportive of having the funfair at both Titchfield and Fareham Park recreation grounds, as it will provide entertainment for the children in their local areas, however they do not wish to see a funfair operate at Park Lane as the general view is that the recreation ground is not suited to this type of event due to the immediate proximity of residential properties.
28. They are happy to agree to the Funfairs taking place as long as there are assurances that any potential for damage to the site is minimised and the security of the site is maintained at all times.

SAFETY ADVISORY GROUP (SAG)

29. Any funfairs that are approved by the Executive would be subject to complying with any requests made by the Safety Advisory Groups (SAG). At the current time, SAG are not able to specifically provide guidance on these events because the venues and dates have yet to be confirmed.

RISK ASSESSMENT

30. There are obvious risks associated with having a Community Fair on the Council's open space. These mainly relate to health and safety requirements for the safe construction of the equipment, ensuring the safety of the users of the rides, management of crowds, traffic management and damage to the recreation ground, especially the football pitch.
31. The fair operators will be required to provide proof of public liability insurance of £10 million, a detailed risk assessment, and submission of relevant safety certificates as required.

FINANCIAL IMPLICATIONS

32. As this request is from a commercial company, there is an opportunity to charge a commercial fee for the use of the open space.
33. The fee charged last year at Cams Alders was £300 per trading day and this is considered to be an appropriate figure to propose once again.

34. In addition to this a returnable deposit of £1000 should be collected in advance of any event taking place on any recreation ground.

RECOMMENDATION

35. That the Executive considers granting approval for Charles Cole to operate a Community Fair at
- (a) Titchfield Recreation Ground between 12-19 May 2014 and
 - (b) Fareham Park, off Hillson Drive between 11-18 August 2014, subject to the following conditions:
 - (i) any requirements (if any) of the SAG group being met;
 - (ii) payment in advance of £300 to the Council per trading day;
 - (iii) a returnable damage deposit of £1000 payable in advance;
 - (iv) proof of £10 million public liability insurance; and
 - (v) all relevant safety certificates being supplied.

CONCLUSION

36. An application has been received for the hire of open space at three locations on three different dates to hold a community fair. Consultations have been undertaken with Local Ward Councillors and it is considered that the Executive should approve two out of the three funfairs to be held in the borough.

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FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 2 December 2013

Portfolio: Strategic Planning and Environment
Subject: **Preparation of Welborne Plan: Quarterly Financial Update**
Report of: Director of Planning and Environment
Strategy/Policy: Fareham Local Development Framework

Corporate Objective: To protect and enhance the environment
Maintain and extend prosperity
Leisure for health and fun
A balanced housing market
Strong and inclusive communities
Dynamic, prudent and progressive council

Purpose:

To advise the Executive on the updated costs for the preparation of the Welborne Plan.

Executive summary:

This report sets out the latest projected and incurred expenditure relating to the development of the Welborne Plan. This is the second of such quarterly reports updating the original report presented to the Executive 5 November 2012.

Since the first quarterly report reported to the Executive on 2 September 2013, costs for consultancy work remain very similar. However, some staff vacancies have reduced employee costs.

The Council is currently awaiting confirmation of the approval of a bid to the Department of Communities and Local Government (DCLG) for Capacity Funding to assist with the planning and delivery of Welborne.

Recommendation:

That the Executive notes the quarterly update on the financial costs of producing the Welborne Plan.

Reason:

To set out the updated expenditure and funding involved in the preparation of the Welborne Plan.

Cost of proposals:

To be met within existing resources and predominantly funded from the Housing and Planning Delivery Grant reserve and the New Homes Bonus Grant, but with the potential for DCLG Capacity Funding to come forward as a further funding source.

Background papers: Report to the Executive on 2 September 2013 Preparation of the Welborne Plan: Quarterly Financial Update.

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 2 December 2013

Subject: Preparation of Welborne Plan: Quarterly Financial Update

Briefing by: Director of Planning and Environment

Portfolio: Strategic Planning and Environment

BACKGROUND

1. A report to the Executive on 2 September 2013 set out the first quarterly update report on the projected and incurred expenditure relating to the development of a Local Plan for Welborne. These figures are set out in the table below.

| UPDATED WELBORNE PLAN COSTS - SEPTEMBER 2013 | | | | | |
|--|----------------|----------------|----------------|----------------|------------------|
| | 2010/11 | 2011/12 | 2012/13 | 2013/14 | 2014/15 |
| | £ | £ | £ | £ | £ |
| Staff and running costs | 27,402 | 128,526 | 199,683 | 284,100 | 287,100 |
| Evidence base and supporting costs | 82,034 | 194,611 | 319,649 | 464,300 | 78,600 |
| Total Costs | 109,436 | 323,137 | 519,332 | 748,400 | 365,700 |
| Total Overall Project costs at end of 2014/15 | | | | | 2,066,005 |

PROGRESSION OF WELBORNE PLAN AND ASSOCIATED COSTS

2. The Welborne Plan is now moving towards the formal stages known as the Publication stage and this version of the Welborne Plan will be presented to the Executive and Council in early 2014.
3. The projected expenditure for 2013/14 relating to the preparation of the evidence base and supporting costs remains very much the same as that reported on 2 September. The main variance is a revision to the employee budget. The scope of the technical work relating to the development of the Welborne Plan will continue to be informed by the on-going work with other principal parties involved with Welborne, including for example, Highways Agency, Natural England and the principal landowners.

4. The final phase of the technical work underpinning the Welborne Plan is currently being undertaken involving a complex interaction between the strategic masterplan, the viability and infrastructure development, the funding and the transport strategies. This will form a key part of the evidence base at the Examination in Public during 2014. Additional costs may arise during completion of this key part of the evidence but are expected to be reasonably limited.
5. The updated costs relating to the development of the Welborne Plan are set out in the table below.

| UPDATED WELBORNE PLAN COSTS - DECEMBER 2013 | | | | | |
|--|----------------|----------------|----------------|----------------|------------------|
| | 2010/11 | 2011/12 | 2012/13 | 2013/14 | 2014/15 |
| | £ | £ | £ | £ | £ |
| Staff and running costs | 27,402 | 128,526 | 199,683 | 252,800 | 257,900 |
| Evidence base and supporting costs | 82,034 | 194,611 | 319,649 | 474,700 | 78,600 |
| Total Costs | 109,436 | 323,137 | 519,332 | 727,500 | 336,500 |
| Total Overall Project costs at end of 2014/15 | | | | | 2,015,905 |

6. The overall project costs, compared to the last quarterly financial update reported to the Executive in September, have reduced by approximately £50,000. The main difference in the costs relates to a reduction in employee costs where two posts have been vacant for the majority of the 2013/14 financial year. These posts will also have responsibilities in other areas of work, principally in relation to forthcoming planning applications for Welborne, reducing costs attributable to the Welborne Plan.
7. The updated figures for funding streams relating to the development of the Welborne Plan are set out in the table below.

| WELBORNE PLAN FUNDING STREAMS – DECEMBER 2013 | | | | | |
|--|----------------|----------------|----------------|----------------|----------------|
| | 2010/11 | 2011/12 | 2012/13 | 2013/14 | 2014/15 |
| | £ | £ | £ | £ | £ |
| Eco Town Funding | 100,000 | - | - | - | - |
| Planning/Housing Delivery Grant | 9,436 | 143,137 | 519,332 | 496,800 | - |
| Homes and Communities Association (HCA) | - | 150,000 | - | - | - |
| Partnership for Urban South Hampshire (PUSH) | - | 30,000 | - | - | - |
| New Homes Bonus | - | - | - | 230,700 | 336,500 |

| | | | | | |
|--|----------------|----------------|----------------|----------------|------------------|
| Total Costs | 109,436 | 323,137 | 519,332 | 727,500 | 336,500 |
| Total Overall Project funding at end of 2014/15 | | | | | 2,015,905 |

8. It should be noted that the Council is currently awaiting confirmation of the approval of a bid to the Department of Communities and Local Government (DCLG) for Capacity Funding to assist with the planning and delivery of Welborne.

RISK ASSESSMENT

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

FINANCIAL IMPLICATIONS

10. The costs of the Welborne Plan have been predominantly funded from the Housing and Planning Delivery Grant reserve which has been set aside for studies relating to the project and other Action Plan projects. Since 2004/5 the Council has received over £2.637 million of funding through Planning Delivery Grant and Housing and Planning Delivery Grant.
11. The confirmation of the approval of the Capacity Funding bid submitted to DCLG (as referred to in paragraph 8) will determine the amount of Housing and Planning Delivery Grant that will need to be used in 2013/14 and 2014/15, and also the need to call on funding from the New Homes Bonus

CONCLUSION

12. That the Executive notes the proposed expenditure relating to the production of the Welborne Plan providing planning policy to guide the development of the new settlement. The adoption of the Welborne Plan will provide the means of ensuring that the Council achieves its ambitions for Welborne including the timely provision of infrastructure and provision of housing to meet local housing needs.

Reference Papers: None

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FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 2 December 2013

Portfolio: Policy and Resources
Subject: Council Tax Support Scheme 2014/15
Report of: Director of Finance and Resources
Strategy/Policy:

Corporate Objective: To be a dynamic, prudent and progressive Council

Purpose:

To provide the Executive with the results of the public consultation and seek approval of the Fareham Local Council Tax Support scheme to be effective from 1st April 2014.

Executive summary:

In September 2013, the Executive agreed a draft Local Council Tax Support scheme for the purposes of a public consultation exercise. Formal consultation was carried out from 9 September to 4 October 2013 and 162 responses were received.

Having analysed the responses from the consultation, a detailed Equalities Impact Assessment has been concluded, and a final scheme has now been prepared for the Executive to consider. This will enable a scheme to be recommended to Full Council later in the month and prior to the deadline of 31st January 2014.

Recommendation:

- The Executive approve the final Council Tax Support scheme as set out in the report
- The Executive recommend the final scheme to Full Council for final adoption
- The Director of Finance and Resources be given delegated authority to make any necessary minor amendments, and to publish the final scheme prior to 1st April 2014.

Reason:

To enable a Council Tax Support scheme to be agreed in advance of the 31st January 2014 deadline.

Cost of proposals:

The proposals within this report are estimated to cost £3.8m, and it is anticipated that this can be contained within devolved funding from central Government.

- Appendices A:** Results of the consultation exercise
B: Equality Impact Assessment Summary

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 2 December 2013

Subject: Council Tax Support Scheme 2014/15

Briefing by: Director of Finance and Resources

Portfolio: Policy and Resources

INTRODUCTION

1. The Local Government Finance Act 2012 requires Council's to agree and adopt a scheme which reduces the amounts of council tax payable by persons whom it considers to be in financial need. It specifies that for each financial year, each billing authority must consider whether to revise its existing scheme or replace it with another scheme no later than 31 January in the financial year preceding that for which the revised or replacement scheme is to have effect.
2. At its meeting on 2 September 2013, the Executive agreed to consult upon a draft 2014/15 Council Tax Support (CTS) scheme. The draft scheme contained the key principles as set out in our 2013/14 scheme prior to the decision by Members to make the necessary amendments in order to qualify for the transitional grant.
3. This report sets out the results of the consultation exercise and proposes a final scheme for council tax support.

RESULTS OF CONSULTATION

4. At their meeting of 14 May 2012, the Executive agreed a set of guiding principles upon which a draft CTS scheme for Fareham was designed. The features of the draft scheme were :-
 - **Principle 1:** Every Working Age claimant should pay something towards their Council Tax
 - **Principle 2:** The scheme should protect the most vulnerable claimants
 - **Principle 3:** The scheme should incentivise work
 - **Principle 4:** Everyone in the household who can contribute, should contribute
 - **Principle 5:** Benefit should not be paid to those with large capital or savings
5. These principles were widely supported by responders to the 2012/13 consultation exercise where over 600 responses were received. Following the announcement by Central Government to grant additional funding to Local Authorities, the Council were able to delay the introduction of some of the

proposals from April 2013 thereby creating a more generous scheme of support. This funding will not be available for 2014/15 therefore, at their meeting of 2 September 2013, the Executive agreed to retain the original principles within the proposed 2014/15 scheme, and those that were suspended for the 2013/14 scheme have formed the basis of the consultation exercise carried out.

6. A consultation exercise ran from 9 September 2013 to 4 October 2013 and sought views on the following proposals:
 - Every working age claimant should pay the first 20 or 25% of their Council Tax bill
 - Capping the Council Tax Support to a Band C for those in larger properties
 - All non-dependants should pay something towards the household's Council Tax bill
 - Continue to protect certain vulnerable groups
 - Extra financial support should be available for those suffering genuine hardship as a result of any changes introduced from April 2014
7. The following methods were used to ensure views were gathered from as wide a range of customers, residents and other interested parties as possible:
 - On-line survey, available for all to access
 - Paper copies available for all, upon request
 - Targeted request for feedback to residents, via the e-Panel
 - Proactive, "face to face" engagement with claimants visiting the civic offices
 - Information leaflets accompanying all benefit correspondence, encouraging feedback
 - Targeted publication of consultation to those organisations listed on the Community Groups database
 - Regular reminders via press release and social media (Facebook and Twitter).
8. In total, 162 responses to the consultation exercise were received, and the results are shown at Appendix A.
9. The results of the consultation indicate that the draft scheme is supported by the majority of the respondents. This mirrors the results seen in the 2012/13 consultation exercise where 630 responses were received.

PROPOSED LOCAL COUNCIL TAX SUPPORT SCHEME

10. The results of the consultation exercise have been taken into account when designing the final scheme for CTS as seen below.

| Key Principle | Draft Scheme |
|---|--|
| Every working age claimant should pay something towards their Council Tax | Working age claimants will receive a maximum of 80% of the means-tested financial support award, capped at a Band C |
| The scheme should protect the most vulnerable claimants | <p>The current means-test, comprising disregards, premiums and allowances will be retained in full.</p> <p>Those claimants in receipt of the Enhanced Disability Premium and Severe Disability Premium will continue to be protected from the changes</p> <p>Those claimants in receipt of a war pension or war widow/ers pension will continue to be protected from the changes</p> |
| The scheme should incentivise work | The current scheme of extended payments, child care costs and earned-income disregards will be retained. |
| Everyone in the household who can contribute, should contribute | All working age non-dependants will be expected to contribute a minimum of £3.30 per week |
| Benefit should not be paid to those with large capital or savings | The capital thresholds will remain in place, with no support paid to claimants where their capital exceeds the upper threshold of £16,000. (The lower threshold, £6,000, also remains unchanged). |

11. The Local Government Finance Act (LGFA) states *“if any revision to a scheme or any replacement scheme has the effect of reducing or removing a reduction to which any class of persons is entitled, the revision or replacement must include such transitional provision relating to that reduction or removal as the authority thinks fit”*. As the proposed scheme will result in lower levels of support from April 2014, the local Hardship Fund arrangements as approved by the Executive at their meeting of 15 April 2013 will remain in place.
12. In order to comply with the LGFA, it is necessary for the Council to publish the full details of the scheme. Once agreed, this will be made available to the public, and be submitted to the Tribunals Service, who will be responsible for considering any appeals against the decisions taken in administering the CTS scheme. The detailed scheme is currently being prepared and will be submitted to Full Council when the scope of the scheme is finally determined.

EQUALITIES IMPACT ASSESSMENT

13. A full and detailed equalities impact assessment has been carried out on the proposals contained within the report. In summary, it is felt that the scheme complies with the requirements upon the Council.
14. A summary of the findings from the impact assessment is attached as Appendix B.

FINANCIAL IMPLICATIONS

15. It is anticipated that the proposals for the Fareham CTS scheme will cost in the region of £3.8m.
16. A sum of £112,000 was allocated in the 2013/14 budget to cover the costs to Fareham of the local scheme. £30,000 will be paid to the Citizen's Advice Bureau to help fund a Debt Adviser with the rest being used for the hardship fund.
17. When the funding was approved by the Executive for the 2013/14 budgets it was envisaged that this would be on going funding and subsequently has been incorporated in the Council's Medium Term Finance Strategy that was approved by the Executive in October.

CONCLUSION

18. The proposed scheme within the report should enable the Council to contain the cost within the available resources, and fully take account of the feedback from the consultation. The proposals include the continuing provision of additional financial support for those suffering exceptional hardship.
19. Members are asked to consider the final proposals contained within the report, and make a recommendation to the meeting of Full Council, scheduled later this month.

Reference Papers:

Council Tax Support Exceptional Hardship Fund Policy

Analysis of Consultation Responses

| QUESTION | RESPONSE | RESPONSES (%) | RESPONSES (no.) |
|---|---------------------------------|----------------------|------------------------|
| Do you think that 20% is a fair amount for people who have a low income to pay towards their Council Tax bill? | People should pay less | 22% | 34 |
| | 20% is a fair amount to pay | 49% | 78 |
| | People should pay more | 29% | 46 |
| Do you agree that people who receive Council Tax Support who are in properties with a higher Council Tax charge be asked to pay more? | Yes | 54% | 86 |
| | No | 33% | 53 |
| | Don't know | 13% | 20 |
| Do you agree that other adults living in a household where the Council Tax payer claims Council Tax Support be asked to pay something towards the Council Tax bill? | Yes | 84% | 133 |
| | No | 11% | 18 |
| | Don't know | 5% | 8 |
| Do you think that the severely disabled and war pensioners should still be protected from any cuts to the level of support available to them? | Yes | 91% | 145 |
| | No | 5% | 8 |
| | Don't know | 4% | 7 |
| Do you think there are any other groups of people in the community who should be protected? | Yes | 61% | 97 |
| | No | 25% | 40 |
| | Don't know | 14% | 22 |
| If answered yes to question above, please tick which groups you think should be protected from any cuts to the support they receive . | Families with children | | 22 |
| | Lone parents | | 39 |
| | Carers | | 61 |
| | Part time and full time workers | | 7 |
| | People who are disabled | | 82 |
| | People without children | | 10 |
| Should some people suffering genuine hardship receive extra support to help them move onto the new Council Tax Support scheme? | Yes | 77% | 122 |
| | No | 10% | 16 |
| | Don't know | 13% | 23 |
| Do you currently claim Council Tax Support? | Yes | 17% | 28 |
| | No | 83% | 133 |

| QUESTION | RESPONSE | RESPONSES (%) | RESPONSES (no.) |
|---|-------------------|---------------|-----------------|
| If you represent a group or organisation please tell us its name | No responses | | |
| Your age | 16-24 | 1% | 1 |
| | 25-34 | 8% | 12 |
| | 34-44 | 18% | 29 |
| | 45-54 | 21% | 34 |
| | 55-64 | 28% | 44 |
| | 65+ | 22% | 36 |
| | Prefer not to say | 2% | 3 |
| Your gender | Male | 49% | 78 |
| | Female | 49% | 77 |
| | Prefer not to say | 2% | 3 |
| Do you consider yourself to have a disability, or long-term illness, physical or mental health condition? | Yes | 16% | 25 |
| | No | 78% | 125 |
| | Prefer not to say | 6% | 10 |
| Your ethnic origin | White British | 90% | 141 |
| | Prefer not to say | 5% | 8 |
| | White – other | 2% | 3 |
| | Asian Bangladeshi | 1% | 1 |
| | Black African | 1% | 1 |
| | Chinese | 1% | 1 |
| | Asian Indian | | |
| | Asian Pakinstani | | |
| | Asian – other | | |
| | Black Caribbean | | |
| | Black – other | | |
| | Mixed race | | |
| Your religion | No religion | 40% | |
| | Buddhist | | |
| | Christian | 53% | |
| | Hindu | | |
| | Jewish | | |
| | Muslim | 1% | |
| | Sikh | | |
| | Prefer not to say | 6% | |

Equality Impact Assessment

Executive Summary Report

| | |
|--|---|
| Name of function, policy or strategy being assessed: | Council Tax Support Scheme |
| Service: | Revenues and Benefits |
| Department: | Finance and Resources |
| Name and job titles of officers completing this assessment: | Caroline Holmes – Head of Revenues and Benefits Jenny Moses – Corporate Policy Officer |
| Date of Assessment: | 25 th October 2013 |

Summary of findings of detailed assessment:

An EIA has been undertaken in response to the Governments' requirement that each billing authority must consider whether to revise its existing Council Tax Support scheme or replace it with another scheme no later than 31 January in the financial year preceding that for which the revised or replacement scheme is to have effect. It has looked at the potential impact for each of the proposals for the second year of the scheme.

The Council Tax Reduction scheme proposed has been found to be legal and justified as it meets Governments requirement to reduce the countries welfare bill and DCLG guidance that:

1. Every working age claimant should pay something towards their Council Tax.
2. The scheme should protect the most vulnerable claimants.
3. The scheme should incentivise work.
4. Everyone in the household, who can contribute, should contribute.

It is fair as it spreads the burden of financial cuts across all claimants taking into account those that cannot pay.

The revised proposals continue to protect the most vulnerable claimants, and the work incentives of the current scheme will remain.

The numbers of claimants in houses of band D or above are very low being less than 300.

However, to mitigate the negative impact there will be a Hardship Fund to provide help in extreme cases of financial hardship. Additionally, the Council will continue to invest into the provision of a Money Advice service through the existing arrangements with CAB.

Once the Council has decided on the final scheme to be implemented it will give full details of its decisions as feedback to all those who have taken part in the consultation process.

Monitoring of the impact of the scheme and particularly the application of the hardship fund will continue to be undertaken to ensure the scheme is administered fairly and does not negatively impact or discriminate against any particular groups of people.

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 2 December 2013

| | |
|-----------------------------|--|
| Portfolio: | Policy and Resources |
| Subject: | 2014/15 Draft Spending Plans |
| Report of: | Director of Finance and Resources |
| Strategy/Policy: | Finance Strategy 2014/15 |
| Corporate Objective: | Dynamic, prudent and progressive Council |

Purpose:

This report seeks the Executive's approval for the updated capital programme, the revised budget for 2013/14 and the proposed fees and charges, and revenue budgets for 2014/15.

Executive summary:

The capital programme, which has been updated to reflect the slippage in 2012/13 and new schemes that have been added to the programme during the year, now totals £34,601,000 for the years 2013/14 to 2017/18, as set out in Appendix A to this report.

The 2013/14 base revenue budget for Executive and non-Executive services of £12,712,200, was finally approved by the Executive on 11 February 2013.

The revised revenue budget for 2013/14 is £13,867,000, an increase of £1,154,800 or 9.1%. The briefing paper contained in the report provides details of the budgets for each of the portfolios, together with an explanation of all of the significant variations in each area.

The Executive reviewed the Council's finance strategy on 7 October 2013, taking account of significant budget issues and the future level of general government support.

Against this background of uncertainty, the Executive approved strict budget guidelines for 2014/15 and these are also set out in the briefing paper. The Finance Strategy also recognised the requirement for action to be taken to reduce service expenditure through a range of actions (for example efficient ways of working, savings through procurement and business transformation/value for money reviews and maximising income generating opportunities).

The base revenue budget for 2014/15 is £13,027,400, an increase of £315,200 or -2.5%. The budgets for the individual services are set out in the briefing paper, together with an explanation of the variations.

The existing fees and charges have been reviewed and the proposed fees and charges for 2014/15 are set out in Appendix D to this report.

Recommendation/Recommended Option:

- (a) That the updated capital programme as set out in Appendix A to the report, be approved;
- (b) That the revised revenue budget for 2013/14 and the proposed revenue budget for 2014/15, as set out in Appendix B to the report, be approved; and
- (c) That the proposed fees and charges for 2014/15, as set out in Appendix D to the report, be approved.

Reason:

The Council has a co-ordinated strategic, service and financial planning process and this report brings together the spending plans for the Council's services for 2014/15.

The overall revenue budget will be presented to the Executive for approval on 6 January 2014 and will form a major element of the council tax for 2014/15 that will be approved at a special meeting of the Council in February 2014.

Cost of proposals:

As detailed in the briefing paper contained in the report.

- Appendices A:** Capital Programme 2013/14 to 2017/18
B: Revenue Budget - Revised 2013/14 and Proposed 2014/15
C: Service Narrative & Responsibilities
D: Executive Portfolio fees and charges 2014/15

Background papers:

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 2 December 2013

Subject: 2014/15 Draft Spending Plans

Briefing by: Director of Finance and Resources

Portfolio: Policy and Resources

INTRODUCTION

1. The Council has a co-ordinated strategic, service and financial planning process and this report brings together the revenue and capital spending and fees & charges for 2014/15, allowing members to consider in detail these plans for the provision of services, as set out in the Council's Local Service Agreements.
2. This report has five main sections covering:-
 - The finance strategy and budget setting principles for 2014/15 and beyond;
 - The capital programme 2013/14 to 2017/18;
 - The revised revenue budget for 2013/14;
 - The proposed budget for 2014/15; and
 - Fees and charges for 2014/15

FINANCE STRATEGY AND BUDGET SETTING PRINCIPLES FOR 2014/15

3. On 7 October 2013 the Executive considered a report on the Council's finance strategy that highlighted the various issues that will impact on the revenue budget and council tax for 2014/15 and later years.
4. A major corporate priority for the Council is to maintain council tax increases at or below the rate of inflation. Currently RPIX inflation is 2.7% (October 13) and headline RPI was slightly lower at 2.6%.
5. The Government has indicated that it expects councils to freeze council tax at the 2013/14 levels and will reward councils that achieve it with additional grant equal to a council tax increase of 1%. The budget has been prepared in a way that will deliver a frozen council tax for a fifth year, consistent with the outcome achieved for 2013/14.
6. Gross expenditure on services in 2013/14 is £46.6 million but a minimal increase of only £60,000 (0.13%) is sufficient to increase the council tax by 1%. For

2014/15 the spending and funding pressures equate to a 15% increase in the amount due from council tax payers.

7. Against this background, the following budget setting principles have been approved by the Executive for 2014/15:
 - No provision for the effects of inflation to be provided in revenue budgets except to cover price increases that are unavoidable or that the Council is legally obliged to pay;
 - Revenue budgets to be cash-limited to the current level and to be reviewed to ensure that all on-going savings that have accrued in previous years and the current year are reflected in future budgets;
 - Fees and charges to be increased to achieve a 5% increase in income wherever possible and desirable and every effort to be made to identify new sources of income. The proposed charges should be considered alongside those for similar services in neighbouring authorities and, where appropriate, the charges levied by private sector providers;
 - New revenue commitments and capital schemes will only be considered for inclusion in the budget where the expenditure is essential to protect the Council's assets or meet the Council's corporate priorities; and
 - Full weight to be given to the Council's overall position and future council tax levels when services are reviewed and revenue budgets, capital programmes and fees and charges are considered.

CONSULTATION WITH RESIDENTS

8. When seeking residents' opinions concerning service costs and the council tax in previous years, it has been very clear that the main preference for residents is for the Council to strike a balance between raising service charges and small increases in council tax. This has been taken into account when fees and charges are reviewed and the council tax for 2014/15 is approved next February.
9. The views of the business community will also be sought regarding the Council's Finance Strategy and any comments will be submitted to the Executive before the budget is finalised.

CAPITAL PROGRAMME

10. The capital programme of £22,903,000 approved in February 2013 has now been updated to take account of new schemes, slippage from the 2012/13 programme and the continuation of rolling programmes in 2017/18.
11. The latest programme now totals £34,601,000. The reason for the large increase in the programme is mainly due to the Daedalus Project and additional funding for Commercial Property Investment Acquisitions. The programme is summarised in the following table with the details set out in Appendix A:-

| | 2013/14 | 2014/15 | 2015/16 | 2016/17 | 2017/18 | Un-allocated | Total |
|------------------------------------|--------------|---------------|--------------|--------------|--------------|--------------|---------------|
| | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 |
| Public Protection | 0 | 0 | 0 | 0 | 0 | 379 | 379 |
| Streetscene | 114 | 36 | 0 | 0 | 0 | 350 | 500 |
| Leisure and Community | 1,409 | 3,433 | 810 | 205 | 33 | 0 | 5,890 |
| Health and Housing | 1,546 | 480 | 480 | 480 | 480 | 2,600 | 6,066 |
| Strategic Planning and Environment | 341 | 75 | 20 | 21 | 0 | 614 | 1,071 |
| Policy and Resources | 5,736 | 12,283 | 1,361 | 655 | 540 | 120 | 20,695 |
| TOTAL | 9,146 | 16,307 | 2,671 | 1,361 | 1,053 | 4,063 | 34,601 |

12. The programme has identified those areas where a budget has been earmarked for a specific purpose, but the details and timing of the schemes are yet to be confirmed. The most significant example of this is for enabling new affordable housing development. In these cases, the budget has been shown as “unallocated” but can be called upon within the programme period as individual schemes are developed.

REVENUE BUDGET

13. The base budget for 2013/14 was considered by the Executive at its meetings on 3 December 2012 and 7 January 2013. It was finally confirmed by the Executive on 11 February 2013 and by Full Council on 22 February 2013.
14. The base budget for services in 2013/14 amounted to £12,712,200. The breakdown between Committees and Portfolios is shown below:-

| | Base budget 2013/14 £ |
|--|--------------------------------------|
| Committees | |
| Planning Committee | 669,000 |
| Licensing and Regulatory Affairs Committee | 395,800 |
| Executive - Portfolio Budgets | |
| - Leisure & Community | 1,681,800 |
| - Health and Housing | 1,369,400 |
| - Strategic Planning and Environment | -234,100 |
| - Policy and Resources | 2,113,000 |
| - Public Protection | 2,435,700 |
| - Streetscene | 4,281,600 |
| SERVICE BUDGETS | 12,712,200 |
| Other budgets | -2,888,900 |
| NET BUDGET | 9,823,300 |

15. Having taken account of the other budget adjustments, such as capital financing costs, interest on investments, etc the approved net budget for 2013/14 was £9,823,300.

Revised Budget 2013/14 and Proposed budget 2014/15

16. The overall revised service budget for 2012/13 is £13,867,000; an increase of £1,154,800 or 9.1% from the base budget. The proposed base budget for 2014/15 amounts to £13,027,400, an increase of £315,200 or 2.5% when compared to the base budget in 2013/14.

| | Base 2013/14 £'000s | Revised 2013/14 £'000s | Base 2014/15 £'000s | Variation | |
|---------------------------------------|---------------------------|------------------------------|---------------------------|---------------------------------------|---|
| | | | | Base to Revised 13/14 £'000s | Base 13/14 to Base 14/15 £'000s |
| | | | | | |
| Committee | | | | | |
| Planning | 669 | 707 | 794 | 38 | 125 |
| Licensing and Regulatory Affairs | 395 | 400 | 503 | 5 | 108 |
| | | | | | |
| Executive Portfolios | | | | | |
| Leisure & Community | 1,682 | 1,837 | 1,754 | 155 | 72 |
| Health & Housing | 1,369 | 1,445 | 1,210 | 76 | -159 |
| Strategic Planning and Environment | -234 | -182 | -580 | 52 | -346 |
| Policy and Resources | 2,113 | 2,622 | 2,374 | 509 | 261 |
| Public Protection | 2,436 | 2,745 | 2,679 | 309 | 243 |
| Streetscene | 4,282 | 4,293 | 4,293 | 11 | 11 |
| | | | | | |
| SERVICE BUDGETS | 12,712 | 13,867 | 13,027 | 1,155 | 315 |

17. A summary of the budgets for the services within each Committee and Executive Portfolio is shown in Appendix B, and the reasons for the budget variations are set out below.

Cross-Service Budget Variations

18. There are some elements to the budget which are determined by accounting rules and can cause fluctuations to the reported budgets for each service. These are explained below, and it is important to note that changes do not affect the "spending power" of the service.
19. Capital Financing Costs (-£14,800 revised, +£185,600 base 2013/14): Certain schemes within the capital programme must be shown as costs within the revenue budgets for the relevant services. These are, however, adjusted to ensure that they do not affect the council tax calculation. The largest variation is due to a change in the timing of the housing enabling capital programme, reducing the capital financing costs in the Housing Portfolio budget.
20. Work programmes carried forward from 2012/13 (£299,800 revised): On 8 July 2013, the Executive approved a number of work programmes to be carried forward into the 2013/14 revised budget. These programmes are fully funded

from the General Fund under spend in 2012/13 so also have no overall effect on the Council's net budget.

21. New Homes Bonus: On 7 October 2013 in approving the Finance Strategy, the Executive approved the following policy on the treatment of the New Homes Bonus income:

- *“Firstly, the award should be top-sliced to meet reduced central government funding, and to support service delivery (particularly where demand has grown in line with the growth in housing);*
- *The balance is earmarked for investment in capital schemes or other projects, which are driven by corporate priorities;*
- *In determining the use of funds for capital investment, there should be a bias towards*
 - *investing in land & property that will generate a long term source of income;*
 - *Projects that support economic or employment growth; and*
 - *Projects that support or secure further housing delivery.*

22. *If assumptions for the reduction in Government funding are correct, then a top slice of any NHB award will be necessary to support continued service delivery. This will reduce the amount currently used to support capital project to an extent where all NHB funding will be used to support reduced Government funding by 2015/16.*

23. In line with the policy, the sum received in 2013/14 will be used for capital investment. The sum received in 2014/15 will be used firstly to meet reduced central government funding with the balance being used for capital investment.

Planning Committee

24. The variations between expenditure and income are shown below:-

| | Revised Budget 2013/14 | Base Budget 2014/15 |
|------------------------|---------------------------------------|------------------------------------|
| | £000s | £000s |
| Base Budget 2013/14 | 669 | 669 |
| Expenditure variations | +38 | +124 |
| Income variations | 0 | 0 |
| NET BUDGET | 707 | 793 |

25. The detailed budget was considered by the Planning Committee on 20 November 2013, and the main reason for the increase in net costs for 2014/15 for these services is due to an increase in staffing costs transferred into the Development Management service.

Licensing and Regulatory Affairs Committee

26. The variations between expenditure and income are shown below:

| | Revised Budget 2013/14 | Base Budget 2014/15 |
|------------------------|---------------------------------------|------------------------------------|
| | £000s | £000s |
| Base Budget 2013/14 | 395 | 395 |
| Expenditure variations | +12 | +108 |
| Income variations | -7 | 0 |
| NET BUDGET | 400 | 503 |

27. The major change within this committee relates to Election Services, where the estimated expenditure has increased to reflect the local elections that will take place in 2014/15. The detailed Licensing and Regulatory Affairs budget was considered by the Committee on 19 November 2013.

Leisure & Community Portfolio

28. The variations between expenditure and income are shown below:-

| | Revised Budget 2013/14 | Base Budget 2014/15 |
|------------------------|---------------------------------------|------------------------------------|
| | £000s | £000s |
| Base Budget 2013/14 | 1,682 | 1,682 |
| Expenditure variations | +160 | +55 |
| Income variations | -5 | +17 |
| NET BUDGET | 1,837 | 1,754 |

29. The major changes for this portfolio are shown below:-

- Leisure Centre: (+£41,400 revised, +£29,800 Base 2014/15). The main increase in respect of this service is an increase in capital charges which will be offset by a credit so there is no impact on the council tax.
- Community Centres: (-£70,400 revised, -£95,300 Base 2014/15). The main change for this service is due to reductions in budget associated with the transfer of the running of Lockswood Community Centre (+£52,400).
- Outdoor Sport and Recreation: (+£121,100 revised, +£117,700 Base 2014/15). The main increase in respect of this service is an increase in capital charges which will be offset by a credit so there is no impact on the council tax.

Health & Housing Portfolio

30. The variations between expenditure and income are shown below:-

| | Revised Budget 2013/14 | Base Budget 2014/15 |
|------------------------|---------------------------------------|------------------------------------|
| | £000s | £000s |
| Base Budget 2013/14 | 1,369 | 1,369 |
| Expenditure variations | +236 | -15 |
| Income variations | -160 | -144 |
| NET BUDGET | 1,445 | 1,210 |

31. The major changes for this portfolio are shown below:-

- Private Sector Housing Renewal: (+£93,400 revised, -£96,600 Base 2014/15). The main variation in this service in the base budget is due to a reduction in Government Funding. A one-off increase to grant was utilised in 2013/14.
- Homelessness: (+£96,300 revised, +£106,300 Base 2014/15). This variation is due to a restructure within the section resulting in more staff resources being allocated to meet the demand in this service.
- Registered Social Landlords: (-£23,400 revised, -£90,300 Base 2014/15). This variation is due to the re-phased Housing Enabling capital programme and will be fully offset by an equivalent adjustment within the non-service budget for capital charges.

Strategic Planning and Environment Portfolio

32. The variations between expenditure and income are shown below:-

| | Revised Budget 2013/14 | Base Budget 2014/15 |
|------------------------|---------------------------------------|------------------------------------|
| | £000s | £000s |
| Base Budget 2013/14 | -234 | -234 |
| Expenditure variations | +22 | -346 |
| Income variations | +30 | 0 |
| NET BUDGET | -182 | -580 |

33. The major change for this portfolio is shown below:-

- Local Plan: (+£119,800 revised, -£258,500 Base 2014/15). The main variation on this service relates to a restructure of staff resources in this service into Development Management as the Welborne project moves into the next phase. There has also been re-phasing of work by consultants between financial years with the bulk of the work now taking place in 2013/14. The work to support the Welborne Plan is funded mainly from external sources, such as Housing and Planning Delivery grant, to limit any impact on the Council Tax.

Policy and Resources Portfolio

34. The variations between expenditure and income are shown below:-

| | Revised Budget 2013/14 | Base Budget 2014/15 |
|------------------------|---------------------------------------|------------------------------------|
| | £000s | £000s |
| Base Budget 2013/14 | 2,113 | 2,113 |
| Expenditure variations | +780 | +445 |
| Income variations | -271 | -184 |
| NET BUDGET | 2,622 | 2,374 |

34. The major changes for this portfolio are shown below:-

- Housing Benefit and Local Council Tax Support Administration: (-£18,700 revised, +£60,700 Base 2014/15). The major change within this portfolio concerns the grant received for providing the administrative aspects of the two services. The grant for benefit administration will increase by £39,000 in 2014/15 but the grant for the local Council Tax scheme will reduce by £92,700 resulting in a combined reduction of grant of £53,700 (-12%).
- Commercial Estates: (+£220,800 revised, -£52,200 Base 2014/15). The main variation on this service relates to a decrease in rental income at various sites due to vacant units, with liability for rates transferring to the Council (as landowner) on those units. There has been a decrease of £200,000 on rents receivable but this is offset in 2014/15 by increased rental income as the £8million Commercial Property Investment Acquisition Strategy is implemented;
- Grants and Contributions; (+£44,300 revised, +£45,400 Base 2014/15). The budget increase in this area is due to additional grants as a result of increased income through the textile recycling banks arrangement.
- Corporate Management; (+£76,700 revised, +£144,600 Base 2014/15). The main change within this heading is due to the increase in budget for the use of the Vanguard Consultants. This is funded from reserves set aside for Improving the Customer Experience and Invest to Save funds.
- Economic Development; (+£182,400 revised, +£55,200 Base 2014/15). The main change for this service is due to work that is being carried out to improve the Town Centre which is being funded through the High Street Innovation Fund.

Public Protection Portfolio

35. The variations between expenditure and income are shown below:-

| | Revised Budget 2013/14 | Base Budget 2014/15 |
|------------------------|---------------------------------------|------------------------------------|
| | £000s | £000s |
| Base Budget 2013/14 | 2,436 | 2,436 |
| Expenditure variations | +388 | +238 |
| Income variations | -79 | +5 |
| NET BUDGET | 2,745 | 2,679 |

35. The main changes in this portfolio are shown below:-

- Environmental Health Services: (-£5,400 revised, -£3,600 Base 2014/15). The main change for this service reflect the efficiency savings made as a result of the partnership working with Gosport BC; and
- Off-Street and On-Street Parking: (+£306,100 revised, +£270,000 Base 2014/15). The main change in this service is due to an increase in capital charges relating to off-street parking provision. There has also been an increase in the non-domestic rates paid within this service.

Streetscene Portfolio

36. The variations between expenditure and income are shown below:-

| | Revised Budget 2013/14 | Base Budget 2014/15 |
|------------------------|---------------------------------------|------------------------------------|
| | £000s | £000s |
| Base Budget 2013/14 | 4,282 | 4,282 |
| Expenditure variations | +172 | +106 |
| Income variations | -161 | -95 |
| NET BUDGET | 4,293 | 4,293 |

36. The major changes for this portfolio are:-

- Community Parks and Open Spaces: (+£78,400 revised, +£78,400 Base 2014/15). The increase in the budget is due primarily to higher capital charges as a result of property revaluations. This will be adjusted within the non-service budgets so there is no impact on the Council Tax;
- Household Waste Collection: (-£40,800 revised, -£29,600 Base 2014/15). This service has seen a reduction in capital charges due to the vehicle replacement programme which will be offset by an adjustment within the other budgets heading so there is no impact on the Council Tax;
- Recycling: (-£23,800 revised, -£14,600 Base 2014/15). The overall position for this budget shows a reduction mainly due to increase in income from recycling credits including income from clothing banks which is partially redistributed in grants.

FEES AND CHARGES

37. Each year, the Council reviews the fees and charges levied for the services it provides. The current fees and charges for each Committee and Executive portfolio and the proposed charges for 2014/15 are set out in Appendix D.
38. The proposed discretionary charges have been increased, wherever possible and desirable, to achieve at least a 5% increase in income with the reasons for major variations from this policy set out below.
39. Some fees and charges will be showing no increase as they are set by statute and therefore are not under the Council's control.
40. Others will have no increase where it is considered that it will not be beneficial to raise these charges mainly due to the current economic climate. One example of this is the market rents where income is currently below the level received for last financial year due to less stall holders using the facility.
41. Car parking has been budgeted in line with the Fareham Town Centre Parking Strategy and the charges have not been increased.
42. The two charges for dog kennelling show an increase of 8.3 % and 16.7% respectively and is due to the higher costs incurred by the council.
43. The Finance Strategy also states that opportunities for new sources of income should be sought where possible. Currently no new streams of income have been included within the 2014/15 budget, although opportunities continue to be investigated, and will be brought into the budget once the income has been established.

SPENDING PRESSURES

44. The Finance Strategy identified a number of spending pressures facing the Council. Where these are deemed "unavoidable" they have been built into the proposed budgets within this report. These include:-

| SPENDING PRESSURES | 2014/15 £ |
|----------------------------------|----------------------|
| FBC Elections | 100,000 |
| Other Contractual Inflation | 22,000 |
| Fuel and Energy Price movements | 24,400 |
| Increased pension costs | 169,200 |
| Open Space Management | 40,000 |
| Loss of Commercial Rental income | 198,400 |
| TOTAL | 554,000 |

EMPLOYEE AND INTERNAL RECHARGE BUDGETS

45. Due to the budget gap that was projected within the Finance Strategy, the Executive in October 2010 approved a report by the Chief Executive Officer to review the way in which the Council services were delivered. A further report on Efficiency Proposals was approved by the Executive on 2 April 2012.
46. Consequently, with these and other changes reflected in the Finance Strategy, the Council's budgeted employee expenditure for 2014/15 amounts to £15,508,700. This represents an increase of 0.23% from the base budget for 2013/14 of £15,472,400.

RISK ASSESSMENT

49. The budget reflects the implications of the current economic climate. However, there remains a high degree of uncertainty surrounding the economic stability of the UK, and the available funding for public services. There are particular risks surrounding the achievement of income levels and growing costs in certain demand led services, such as housing, homelessness and benefit claims. Most importantly, however, is the anticipated continuing decline in the amount of funding available to support local services. Further details are anticipated following the Chancellor's Autumn Statement, in December.
50. The localised Council Tax Support Scheme needs to be highlighted as a risk to council finances. The scheme will impact on a large number of residents and this will continue to be monitored very closely.
51. Finally, fundamental changes to the way in which local government services are funded, effective from April 2013, also transfer risks in the collection of business rates directly to the Council.

CONCLUSION

52. The base budgets for the Council's two committees and six portfolios are detailed in this report. However, there remains uncertainty over the level of funding that will be received from central Government. This will be kept under review and will be incorporated in the reports that will be presented to the Executive in January and February 2014.
53. A number of Council services are partly funded from fees & charges and other types of income. After taking service income into account, the following sources of income reduce the overall cost of services to be met by Council Tax payers:
 - Investment Income;
 - General Government Grant; and
 - The Council's share of business rate income.
54. These sources of income are generally outside of the Council's control and do not reflect changes in the overall level of spending on local services. With these sources of income effectively "fixed", members need to be aware that unless it can be matched by increased service income, additional spending on services has to be fully funded by Council Tax payers.

55. It follows that members must give full weight to the Council's overall position and future Council Tax levels when the revenue budgets for 2014/15 are considered.
56. Gross expenditure on services in 2013/14 is £46.6 million but a minimal increase of only £60,000 (0.13%) is sufficient to increase the council tax by 1%.

Reference Papers:

Report of the Director of Finance & Resources to the Executive on 7 October 2013
'Annual Review of the Council's Finance Strategy'

Report of the Chief Executive Officer to the Executive on 2 April 2012 'Efficiency Proposals'

CAPITAL PROGRAMME 2013/14 to 2017/18

| | 2013/14 | 2014/15 | 2015/16 | 2016/17 | 2017/18 | Un-allocated | Total |
|---|------------|-----------|----------|----------|----------|--------------|------------|
| | £000s | £000s | £000s | £000s | £000s | £000s | £000s |
| PUBLIC PROTECTION | | | | | | | |
| CCTV Refurbishment Programme | | | | | | 379 | 379 |
| PUBLIC PROTECTION TOTAL | 0 | 0 | 0 | 0 | 0 | 379 | 379 |
| STREETSCENE | | | | | | | |
| Health and Safety in Cemeteries | 0 | 26 | | | | | 26 |
| Public Conveniences Improvement Programme | 19 | 0 | | | | | 19 |
| Waste Management Glass Recycling Bins and Skips Replacement | 10 | 10 | | | | | 20 |
| Play Area Safety Surface Replacement | | | | | | 350 | 350 |
| Street Lighting Maintenance | 85 | | | | | | 85 |
| STREETSCENE TOTAL | 114 | 36 | 0 | 0 | 0 | 350 | 500 |
| LEISURE AND COMMUNITY | | | | | | | |
| Buildings | | | | | | | |
| Community Buildings Health & Safety Fund | 9 | | | | | | 9 |
| Portchester Community Centre | 282 | | | | | | 282 |
| Ferneham Hall Major Repairs Programme | 50 | 250 | 200 | 30 | 33 | | 563 |
| Community Buildings Review | 146 | 125 | 125 | 100 | | | 496 |
| Fareham Leisure Centre Swimming Pool | | 1,500 | | | | | 1,500 |
| | 487 | 1,875 | 325 | 130 | 33 | 0 | 2,850 |
| Play and Parks Schemes | | | | | | | |
| Swanwick Lane Play Area | 53 | | | | | | 53 |
| Abshot Road Youth Facility | 80 | | | | | | 80 |
| King George V | | 75 | | | | | 75 |
| Park Lane | | 50 | | | | | 50 |
| Hammond Road Youth Facility | | 45 | | | | | 45 |
| Birchen Road Youth Facility | | 50 | | | | | 50 |
| Eastern Parade | | 56 | | | | | 56 |
| Coldeast | 25 | 500 | 475 | | | | 1,000 |
| | 158 | 776 | 475 | 0 | 0 | 0 | 1,409 |

| | 2013/14 | 2014/15 | 2015/16 | 2016/17 | 2017/18 | Un-allocated | Total |
|--|--------------|--------------|------------|------------|-----------|--------------|--------------|
| | £000s | £000s | £000s | £000s | £000s | £000s | £000s |
| Outdoor Recreation Schemes | | | | | | | |
| Portchester Community Centre Tennis Courts | 60 | | | | | | 60 |
| Western Wards Swimming Pool | 23 | | | | | | 23 |
| Salisbury Green Cricket Protection | 30 | | | | | | 30 |
| Wicor Rec Sports Changing Facilities | 147 | | | | | | 147 |
| Burrige - Drainage Improvements | 40 | | | | | | 40 |
| Seafield Park- Building Improvements | | 50 | | | | | 50 |
| Bath Lane - Replacement Cricket Square | 40 | | | | | | 40 |
| Mill Lane Tennis Court Refurbishment | 35 | | | | | | 35 |
| Locks Heath Tennis Court Refurbishment | 20 | | | | | | 20 |
| Park Lane Multi-Use Sports Area | | 80 | | | | | 80 |
| Petangue Terrain - Cams Alders | | 20 | | | | | 20 |
| Improved Storage Provision at Bath Lane Rec Ground | | 50 | | | | | 50 |
| Bath Lane Cricket Pavilion | | 394 | | | | | 394 |
| Park Lane Concrete Skate Park | | 100 | | | | | 100 |
| Park Lane Outdoor Gym | | 50 | | | | | 50 |
| Stubbington Recreation Ground Feasibility Study | | 10 | | | | | 10 |
| Hook Recreation Ground Feasibility Study | | 25 | | | | | 25 |
| Seafield Park Cricket Net Facilities | | | | 15 | | | 15 |
| Seafield Park Cricket Wicket | | | | 25 | | | 25 |
| Stubbington Tennis Courts-Refurbishment | | | | 35 | | | 35 |
| | 395 | 779 | 0 | 75 | 0 | 0 | 1,249 |
| Grants to Community Groups | | | | | | | |
| Fareham Bowls Club Extension | 25 | | | | | | 25 |
| Salmaikki - Multi-purpose Sports Rink | 21 | | | | | | 21 |
| Salisbury Community Centre Heating Overhaul | 7 | | | | | | 7 |
| Portchester Bowls Club Artificial Outdoor Rink | 22 | | | | | | 22 |
| Titchfield Bowls Club | 20 | | | | | | 20 |
| Fareham Hockey Club Lighting | 11 | | | | | | 11 |
| | 106 | 0 | 0 | 0 | 0 | 0 | 106 |
| Other Community Schemes | | | | | | | |
| Footpath Improvements | 36 | | | | | | 36 |
| Allotment Improvements | 14 | 3 | 10 | | | | 27 |
| Salterns Promenade | 213 | | | | | | 213 |
| | 263 | 3 | 10 | 0 | 0 | 0 | 276 |
| LEISURE AND COMMUNITY TOTAL | 1,409 | 3,433 | 810 | 205 | 33 | 0 | 5,890 |

| | 2013/14 | 2014/15 | 2015/16 | 2016/17 | 2017/18 | Un-allocated | Total |
|---|--------------|------------|------------|------------|------------|--------------|--------------|
| | £000s | £000s | £000s | £000s | £000s | £000s | £000s |
| HEALTH AND HOUSING | | | | | | | |
| Private Sector Housing | | | | | | | |
| Home Improvement Loans | 125 | 60 | 60 | 60 | 60 | | 365 |
| Disabled Facilities Grants | 549 | 420 | 420 | 420 | 420 | | 2,229 |
| | 674 | 480 | 480 | 480 | 480 | 0 | 2,594 |
| Enabling/Social Housing | | | | | | | |
| Redevelopment of Broadlaw Walk | 43 | | | | | | 43 |
| Feasibility Studies | 29 | | | | | | 29 |
| Purchase of Properties from HCA | 800 | | | | | | 800 |
| Empty Homes Strategy | | | | | | 100 | 100 |
| Unspecified Schemes | | | | | | 2,500 | 2,500 |
| | 872 | 0 | 0 | 0 | 0 | 2,600 | 3,472 |
| HEALTH AND HOUSING TOTAL | 1,546 | 480 | 480 | 480 | 480 | 2,600 | 6,066 |
| STRATEGIC PLANNING AND ENVIRONMENT | | | | | | | |
| Environmental Improvements | | | | | | | |
| West Street - North West Section | 100 | | | | | | 100 |
| Flooding in Burnt House Lane | 20 | | | | | | 20 |
| Future Programme | | | | | | 250 | 250 |
| | 120 | 0 | 0 | 0 | 0 | 250 | 370 |
| Engineering & Transportation | | | | | | | |
| Car Parks Surface Improvements | 206 | 55 | | | | 364 | 625 |
| Osborn Road 5 Year Programme | 15 | 20 | 20 | 21 | | | 76 |
| | 221 | 75 | 20 | 21 | 0 | 364 | 701 |
| STRATEGIC PLANNING AND ENVIRONMENT TOTAL | 341 | 75 | 20 | 21 | 0 | 614 | 1,071 |
| POLICY AND RESOURCES | | | | | | | |
| Fareham Town Centre | | | | | | | |
| Bath Lane Car Park | 45 | | | | | | 45 |
| Henry Cort Millennium Scheme Construction Works | 13 | | | | | | 13 |
| | 58 | 0 | 0 | 0 | 0 | 0 | 58 |
| Vehicles and Plant | | | | | | | |
| Replacement Programme | 713 | 100 | 366 | 360 | 360 | | 1,899 |
| ICT | | | | | | | |
| Rolling Programme | 264 | 180 | 180 | 180 | 180 | | 984 |

| | 2013/14 | 2014/15 | 2015/16 | 2016/17 | 2017/18 | Un-allocated | Total |
|--|--------------|---------------|--------------|--------------|--------------|--------------|---------------|
| | £000s | £000s | £000s | £000s | £000s | £000s | £000s |
| Civic Offices and Depot | | | | | | | |
| Civic Offices 10 Year Improvement Plan | 80 | 549 | 415 | 115 | | | 1,159 |
| Depot Refurbishment Works | 77 | 30 | | | | | 107 |
| | 157 | 579 | 415 | 115 | 0 | 0 | 1,266 |
| Daedalus Project | | | | | | | |
| Innovation Centre | 905 | 3,998 | 400 | | | | 5,303 |
| Hangar | 480 | 1,005 | | | | | 1,485 |
| Runway | 80 | 1,400 | | | | | 1,480 |
| Project Administration | 65 | 21 | | | | | 86 |
| | 1,530 | 6,424 | 400 | 0 | 0 | 0 | 8,354 |
| Other Schemes | | | | | | | |
| Countywide Superfast Broadband | 14 | | | | | | 14 |
| Commercial Property Investment | | | | | | | |
| Acquisitions Strategy | 3,000 | 5,000 | | | | | 8,000 |
| | 3,014 | 5,000 | 0 | 0 | 0 | 0 | 8,014 |
| Matched Funding Balance Available for Allocation | | | | | | 120 | 120 |
| POLICY AND RESOURCES TOTAL | 5,736 | 12,283 | 1,361 | 655 | 540 | 120 | 20,695 |
| GENERAL FUND TOTAL | 9,146 | 16,307 | 2,671 | 1,361 | 1,053 | 4,603 | 34,601 |

ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2014/15

| | Actual | Base | Revised | Base |
|--|-------------------|-------------------|-------------------|-------------------|
| | 2012/13 | Estimate | Estimate | Estimate |
| | £ | £ | £ | £ |
| Committees | | | | |
| Planning Committee | 722,848 | 669,000 | 707,400 | 793,400 |
| Licensing and Regulatory Affairs Committee | 455,240 | 395,800 | 399,700 | 503,400 |
| Executive - Portfolio Budgets | | | | |
| Leisure and Community | 3,205,381 | 1,681,800 | 1,837,200 | 1,754,000 |
| Health and Housing | 1,122,637 | 1,369,400 | 1,444,800 | 1,210,300 |
| Strategic Planning and Environment | -378,868 | -234,100 | -181,700 | -580,000 |
| Policy and Resources | 3,631,856 | 2,113,000 | 2,621,900 | 2,374,600 |
| Public Protection | 2,523,937 | 2,435,700 | 2,745,100 | 2,679,100 |
| Streetscene | 4,223,319 | 4,281,600 | 4,292,600 | 4,292,600 |
| NET EXPENDITURE | 15,506,350 | 12,712,200 | 13,867,000 | 13,027,400 |

SUBJECTIVE ANALYSIS

| | Actual | Base | Revised | Base |
|-------------------------------|--------------------|--------------------|--------------------|--------------------|
| | 2012/13 | Estimate | Estimate | Estimate |
| | £ | £ | £ | £ |
| EMPLOYEE RELATED EXPENDITURE | 9,092,293 | 9,451,900 | 9,324,600 | 9,496,800 |
| PREMISES RELATED EXPENDITURE | 2,900,153 | 2,473,200 | 2,833,900 | 2,677,700 |
| TRANSPORT RELATED EXPENDITURE | 860,750 | 808,200 | 837,400 | 834,200 |
| SUPPLIES & SERVICES | 3,712,099 | 3,339,200 | 4,186,400 | 3,524,000 |
| CONTRACT PAYMENTS | 396,437 | 380,200 | 414,100 | 402,500 |
| TRANSFER PAYMENTS | 23,325,067 | 20,147,800 | 20,492,400 | 20,289,600 |
| INTERNAL SUPPORT | 3,755,787 | 3,811,000 | 3,625,100 | 3,663,300 |
| CAPITAL CHARGES | 5,306,877 | 2,147,300 | 2,652,200 | 2,386,800 |
| GROSS EXPENDITURE | 49,349,463 | 42,558,800 | 44,366,100 | 43,274,900 |
| GOVERNMENT GRANTS | -24,396,070 | -20,583,300 | -20,953,800 | -20,671,400 |
| OTHER GRANTS & REIMBURSEMENTS | -1,437,233 | -1,267,700 | -1,408,900 | -1,328,100 |
| CUSTOMER & CLIENT RECEIPTS | -55,942 | -55,600 | -219,400 | -156,600 |
| FEES & CHARGES | -4,941,476 | -4,763,500 | -4,765,300 | -4,757,400 |
| RENTS | -3,012,388 | -3,173,500 | -3,148,700 | -3,331,000 |
| INTEREST | -3 | -3,000 | -3,000 | -3,000 |
| GROSS INCOME | -33,843,112 | -29,846,600 | -30,499,100 | -30,247,500 |
| NET EXPENDITURE | 15,506,350 | 12,712,200 | 13,867,000 | 13,027,400 |

ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2014/15

PLANNING COMMITTEE

| | Actual | Base | Revised | Base |
|---------------------------------|----------------|-----------------|-----------------|-----------------|
| | 2012/13 | Estimate | Estimate | Estimate |
| | £ | 2013/14 | 2013/14 | 2014/15 |
| | | £ | £ | £ |
| Planning Advice | 245,078 | 240,600 | 287,500 | 318,500 |
| Enforcement of Planning Control | 142,220 | 140,400 | 130,100 | 135,100 |
| Appeals | 57,567 | 78,700 | 73,100 | 72,100 |
| Processing Applications | 277,983 | 209,300 | 216,700 | 267,700 |
| | 722,848 | 669,000 | 707,400 | 793,400 |

LICENSING AND REGULATORY AFFAIRS COMMITTEE

| | Actual | Base | Revised | Base |
|--|----------------|-----------------|-----------------|-----------------|
| | 2012/13 | Estimate | Estimate | Estimate |
| | £ | 2013/14 | 2013/14 | 2014/15 |
| | | £ | £ | £ |
| Hackney Carriage and Private Hire Vehicles | -15,429 | -3,800 | -3,900 | -3,900 |
| Licensing | -8,002 | -9,000 | -6,800 | -7,200 |
| Health and Safety Enforcement | 160,734 | 157,900 | 146,400 | 147,600 |
| Election Services | 317,937 | 250,700 | 264,000 | 366,900 |
| | 455,240 | 395,800 | 399,700 | 503,400 |

ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2014/15

LEISURE AND COMMUNITY

| | Actual | Base | Revised | Base |
|----------------------------------|------------------|------------------|------------------|------------------|
| | 2012/13 | Estimate | Estimate | Estimate |
| | £ | £ | £ | £ |
| Fareham Leisure Centre | -105,512 | 286,200 | 327,600 | 316,000 |
| Ferneham Hall | 384,098 | 390,800 | 390,000 | 386,900 |
| Community Development | 100,865 | 107,900 | 180,600 | 146,300 |
| Community Centres | 2,020,799 | 342,200 | 271,800 | 246,900 |
| Allotments | 19,006 | 27,800 | 22,200 | 22,500 |
| Westbury Manor Museum | 85,933 | 104,000 | 102,300 | 102,600 |
| Leisure Partnership | 40,120 | 100 | 1,900 | 100 |
| Outdoor Sport and Recreation | 590,084 | 367,400 | 488,500 | 485,100 |
| Tourist Information Offices | 52,834 | 51,000 | 48,300 | 43,600 |
| Meals on Wheels & Luncheon Clubs | 17,154 | 4,400 | 4,000 | 4,000 |
| | 3,205,381 | 1,681,800 | 1,837,200 | 1,754,000 |

HEALTH AND HOUSING

| | Actual | Base | Revised | Base |
|--|------------------|------------------|------------------|------------------|
| | 2012/13 | Estimate | Estimate | Estimate |
| | £ | £ | £ | £ |
| Private Sector Housing Renewal | 534,320 | 536,500 | 629,900 | 439,900 |
| Homelessness | 100,144 | 231,000 | 327,300 | 337,300 |
| Other Council Property | -30,334 | -20,200 | -39,100 | -25,700 |
| Welfare Services - Private Sector alarms | -17,412 | -15,800 | -26,200 | -26,100 |
| Housing Advice | 297,758 | 319,100 | 294,000 | 292,700 |
| Housing Strategy | 96,900 | 109,200 | 94,800 | 95,400 |
| Home Energy Conservation | 26,017 | 44,500 | 22,400 | 22,000 |
| Registered Social Landlord | 115,244 | 165,100 | 141,700 | 74,800 |
| | 1,122,637 | 1,369,400 | 1,444,800 | 1,210,300 |

ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2014/15

STRATEGIC PLANNING AND ENVIRONMENT

| | Actual | Base | Revised | Base |
|--|-----------------|-----------------|-----------------|-----------------|
| | 2012/13 | Estimate | Estimate | Estimate |
| | £ | £ | £ | £ |
| Parking Strategy | -2,388,881 | -2,326,500 | -2,281,700 | -2,332,100 |
| Public Transport | 58,567 | 72,400 | 65,700 | 56,200 |
| Coast Protection & Defences Against Flooding | 112,868 | 151,500 | 124,100 | 123,000 |
| Traffic Management | -19,312 | -5,400 | -19,700 | -18,700 |
| Local Plan | 1,107,949 | 1,229,500 | 1,349,300 | 971,000 |
| Individual Environmental Projects | 460,028 | 343,300 | 297,200 | 297,600 |
| Protection of Trees | 52,717 | 50,600 | 47,500 | 45,000 |
| Countryside Recreation and Management | 51,709 | 135,300 | 130,900 | 171,900 |
| Conservation & Listed Building Policy | 137,938 | 57,400 | 57,200 | 57,800 |
| Sustainable development strategies | 47,549 | 57,800 | 47,800 | 48,300 |
| | -378,868 | -234,100 | -181,700 | -580,000 |

POLICY AND RESOURCES

| | Actual | Base | Revised | Base |
|--|------------------|------------------|------------------|------------------|
| | 2012/13 | Estimate | Estimate | Estimate |
| | £ | £ | £ | £ |
| Housing Benefit Payments | -83,232 | 0 | 0 | 0 |
| Housing Benefit Administration | 478,523 | 442,400 | 447,000 | 421,600 |
| Democratic Representation and Management | 1,159,503 | 1,133,300 | 1,150,400 | 1,161,000 |
| Commercial Estates | -552,941 | -2,325,300 | -2,104,500 | -2,377,500 |
| Henry Cort | 142,504 | 139,000 | 136,000 | 137,200 |
| Neighbourhood Working | 130,424 | 134,400 | 138,300 | 140,300 |
| Publicity and Promotion | 246,010 | 229,200 | 242,100 | 229,200 |
| Grants & Contributions | 247,413 | 318,300 | 362,600 | 363,700 |
| Unapportionable Central Overheads | 71,476 | 183,500 | 177,600 | 177,600 |
| Corporate Management | 808,029 | 785,500 | 862,200 | 930,100 |
| Economic Development | 177,445 | 135,300 | 317,700 | 190,500 |
| Local Land Charges | -24,919 | -144,000 | -165,600 | -162,000 |
| Local Tax Collection | 831,621 | 1,081,400 | 1,058,100 | 1,162,900 |
| | 3,631,856 | 2,113,000 | 2,621,900 | 2,374,600 |

ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2014/15

PUBLIC PROTECTION

| | Actual | Base | Revised | Base |
|-------------------------------|------------------|------------------|------------------|------------------|
| | 2012/13 | Estimate | Estimate | Estimate |
| | £ | £ | £ | £ |
| Pest Control | 68,656 | 38,550 | 39,250 | 39,350 |
| Food Safety | 137,119 | 142,000 | 135,300 | 136,700 |
| Dog Control | 36,612 | 35,750 | 36,350 | 36,650 |
| Pollution Reduction | 238,188 | 233,900 | 244,400 | 245,900 |
| Emergency Planning | 55,096 | 58,600 | 57,200 | 59,900 |
| Clean Borough Enforcement | 89,668 | 99,600 | 108,200 | 105,200 |
| Community Safety | 364,072 | 483,300 | 468,200 | 438,400 |
| Building Regulations Services | 107,961 | 89,600 | 101,000 | 95,200 |
| Regulation Enforcement & Proc | 55,945 | 50,900 | 55,100 | 53,900 |
| Other Building Control Work | 69,682 | 70,600 | 69,500 | 82,400 |
| Traffic Management | 96,217 | 97,400 | 89,000 | 80,000 |
| Off-Street Parking | 1,170,075 | 979,200 | 1,299,600 | 1,258,900 |
| On-Street Parking | 34,646 | 56,300 | 42,000 | 46,600 |
| | 2,523,937 | 2,435,700 | 2,745,100 | 2,679,100 |

STREETSCENE

| | Actual | Base | Revised | Base |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|
| | 2012/13 | Estimate | Estimate | Estimate |
| | £ | £ | £ | £ |
| Cemeteries & Closed Churchyards | 161,082 | 221,000 | 257,900 | 211,800 |
| Public Clocks & War Memorials | 14,122 | 2,700 | 32,300 | 2,300 |
| Street Furniture | 136,676 | 150,500 | 148,000 | 148,200 |
| Street Cleansing | 924,551 | 979,600 | 961,700 | 970,300 |
| Public Conveniences | 197,039 | 214,900 | 228,900 | 223,200 |
| Household Waste Collection | 946,054 | 972,500 | 931,700 | 942,900 |
| Trade Refuse | -57,885 | -60,400 | -67,300 | -68,600 |
| Recycling | 668,729 | 607,800 | 584,000 | 593,200 |
| Garden Waste Collection | 327,862 | 318,400 | 323,400 | 327,900 |
| Community Parks and Open Spaces | 983,336 | 913,500 | 991,900 | 991,900 |
| Foreshore | -78,247 | -38,900 | -99,900 | -50,500 |
| | 4,223,319 | 4,281,600 | 4,292,600 | 4,292,600 |
| TOTAL | 15,506,350 | 12,712,200 | 13,867,000 | 13,027,400 |

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APPENDIX C**PLANNING COMMITTEE****PLANNING ADVICE****Budget Manager – Head of Development Management & Trees– Ext. 4427****Description of Service**

To improve the quality of development in the Borough in accordance with government advice, by advising people about the merits of their proposals before applications are submitted:-

- To protect the quality of the Borough's environment;
- To protect those living and working in the Borough from adverse effects of development;
- To protect individual members of the community from inappropriate or unacceptable development;
- To contribute to the achievement of the Council's adopted planning policies and benefit the community as a whole.

ENFORCEMENT OF PLANNING CONTROL**Budget Manager – Head of Development Management & Trees– Ext. 4427****Description of Service**

Protect the quality of the Borough's environment by ensuring the planning control process is effective in promoting the Council's planning policies:-

- To protect those living and working in the Borough from adverse effects of development
- To help protect individual members of the community from inappropriate or unacceptable development
- To benefit the community as a whole
- To maintain the Council's standards by monitoring random development sites

APPEALS**Budget Manager – Head of Development Management & Trees– Ext. 4427****Description of Service**

To defend the Council's decisions and broader policies in the public interest:-

- By putting the Council's case at appeals relating to development within Fareham or adjoining Districts when the Council considers it will have an adverse impact on the Borough;
- Protect those living and working in the Borough from adverse effects of development;
- Protect individual members of the community from inappropriate or unacceptable development;
- Contribute to the achievement of the Council's adopted planning policies.

PROCESSING APPLICATIONS**Budget Manager – Head of Development Management & Trees– Ext. 4427****Description of Service**

To determine applications cost effectively in accordance with statutory requirements and the Council's policies and guidelines:-

- To protect the quality of the Borough's environment;
- To protect those living and working in the Borough from adverse effects of development;
- To protect individual members of the community from inappropriate or unacceptable development;
- To contribute to the achievement of the Council's adopted planning policies and benefit the community as a whole.

LICENSING AND REGULATORY AFFAIRS COMMITTEE

HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES

Budget Manager - Head of Environmental Health - Ext. 2401

Description of Service

The vehicle operators and the individual drivers are licensed following a series of checks (which include a criminal records check in the case of drivers). Fees are charged for these licences.

Each vehicle is inspected at the time of licensing. Other checks are made to verify mechanical condition and insurance provision.

The Council Byelaws are enforced and this includes the testing, checking and sealing of the meters installed in the vehicles.

Complaints are investigated usually in co-operation with the local Police and regular enforcement checks are carried out.

The Licensing and Regulatory Affairs Committee sets the level of taxi fares subject to advertisement and consideration of objections.

LICENSING

Budget Manager - Head of Environmental Health - Ext. 2401

Description of Service

The service is provided to ensure public safety and the maintenance of animal welfare through the licensing of relevant activities to ensure that they are undertaken in accordance with their licence conditions.

In addition the Council are the Licensing Authority under the Licensing Act 2003. The Act replaced previous licensing regimes concerning the sale of alcohol, public entertainment, theatres, cinemas and late night refreshment with a unified system of regulation. The Council deals with applications for premises and personal licences. The Act requires that the Council carries out its various licensing functions so as to promote the following four licensing objectives:

- The prevention of crime and disorder
- Public Safety
- The prevention of public nuisance
- The protection of children from harm

HEALTH AND SAFETY ENFORCEMENT

Budget Manager - Head of Environmental Health - Ext. 2401

Description of Service

The Local Authority has a duty under the Health and Safety at Work etc Act 1974 to make adequate arrangements for the enforcement within their area of all relevant health and safety statutory provisions as described by prevailing "enforcing authority" regulations. The provision of this service is to be in accordance with all relevant legal requirements, all guidance notes and codes of practice issued by the Health and Safety Executive and with Council Policy. The service is both pro-active and reactive as circumstances necessitate, meeting the demands of the customer and the Borough Council.

Out of hours inspections are occasionally carried out to assess conditions during actual hours of operation.

Inspections of premises are risk based in accordance with the guidance issued by the Health & Safety Executive.

ELECTIONS SERVICES

Budget Manager – Head of Democratic Services- Ext. 4553

Description of Service

Elections services include the following:

- (a) Ensuring that every eligible resident is registered to vote by:
 - Undertaking an annual audit and canvass of electors to verify elector details prior to publishing new registers of electors on 1 December or other date as specified by the Secretary of State;
 - Maintaining rolling registration of electors throughout the remainder of the year and maintaining the associated lists required by statute;
- (b) Ensuring that every eligible resident is enabled to participate fully in the democratic process by:
 - Conducting Local Government, Parliamentary and European Parliamentary elections, referendums and other ballots as required.
 - Undertaking a review of polling districts and places every four years to ensure that voting arrangements are convenient and accessible
- (c) Undertaking ballots associated with business improvement districts
- (d) Undertaking periodic reviews of electoral arrangements to achieve or maintain equality of representation and community governance reviews
- (e) Participating in occasional reviews of boundaries of constituencies and the administrative area.

EXECUTIVE
LEISURE & COMMUNITY PORTFOLIO

FAREHAM LEISURE CENTRE

Budget Manager – Head of Leisure and Community - Ext. 4420

Description of Service

The operation of the Leisure Centre has been transferred to SLM Ltd, a company which operates many Leisure sites, from 1 May 2005. The Leisure Centre offers an extensive programme of sports activities. The venue has a 25 metre swimming pool, a learner pool, double sports hall, health & fitness suite, squash courts and dance studio.

FERNEHAM HALL

Budget Manager – Head of Leisure & Community - Ext. 4420

Description of Service

Ferneham Hall is a 732 seat multi-purpose arts and entertainments venue offering a varied programme of concerts, shows an annual family pantomime and light entertainment.

The Hall provides a civic venue for ceremonial purposes and elections.

COMMUNITY DEVELOPMENT

Budget Manager – Head of Leisure and Community - Ext. 4420

Description of Service

The Council provides advice and support to local community groups and associations and is the strategic lead in the Fareham Park Project. The aim of the service is to be responsive to the needs and concerns of local residents, working in partnership with local statutory and voluntary organisations including, Children's & Young Persons Partnership, Community Action Fareham, Citizens Advice Bureau and Relate.

COMMUNITY CENTRES

Budget Manager – Head of Leisure and Community - Ext. 4420

Description of Service

The Council provides and maintains 37 community buildings. These include community halls, youth centres and scout buildings that are managed by local groups and Community Associations.

ALLOTMENTS

Budget Manager – Parks & Open Spaces Manager - Ext. 4546

Description of Service

There are three Allotment Associations that administer 11 Council owned allotments located in Fareham, Portchester and the Western Wards. There are two other allotment sites, one at Titchfield and another at Segensworth which are privately managed by the Titchfield Allotment Association.

WESTBURY MANOR MUSEUM**Budget Manager – Head of Leisure and Community - Ext. 4420****Description of Service**

Westbury Manor Museum displays, records and stores local artefacts reflecting the history of the local area.

The museum hosts a number of touring exhibitions to offer new items of interest to the local community.

LEISURE PARTNERSHIP**Budget Manager – Head of Leisure and Community - Ext. 4420****Description of Service**

The service seeks to maximise the impact of limited resources available to the Council for sport, recreational and community related activities by working in partnership with others. This includes partnerships with voluntary, statutory and commercial organisations as well as relevant government agencies to meet the needs of the local community.

OUTDOOR SPORT & RECREATION**Budget Manager – Head of Leisure & Community - Ext. 4420****Description of Service**

The Council provides and maintains 22 football pitches, 13 cricket tables, 2 rugby pitches.

In addition there are 20 tennis courts, 2 turf and 2 artificial bowling greens.

Changing facilities are provided at most of the recreation sites.

TOURIST INFORMATION CENTRE**Budget Manager – Head of Leisure and Community - Ext. 4420****Description of Service**

Located in Westbury Manor Museum the centre provides an information service for local residents and visitors to the Borough, Monday, Tuesday and Thursday to Saturday.

MEALS ON WHEELS AND LUNCHEON CLUBS**Budget Manager – Director of Finance and Resources - Ext. 4620****Description of Service**

This service is operated by Hampshire County Council. Fareham Borough Council have agreed to subsidise a one year pilot Meals Support Service for 2013/14.

EXECUTIVE
HEALTH AND HOUSING PORTFOLIO

PRIVATE SECTOR HOUSING RENEWAL

Budget Manager – Head of Strategic Housing - Ext. 4461

Description of Service

- Administration of Disabled Facilities Grants and Home Improvement Loans
- Reactive service to complaints of disrepair and or overcrowding etc in privately owned accommodation
- Use of enforcement action to improve housing conditions in the private sector (owner occupied and or privately rented accommodation)
- To annually inspect all licensed caravan sites and issue new licences where necessary
- To ensure overcrowding in properties does not exceed statutory levels
- Encouraging owners of empty properties to bring them back into use
- Provision of a Handy person and Homecheck Service

HOMELESSNESS

Budget Manager – Head of Strategic Housing - Ext. 4461

Description of Service

- Prepare and implement a Homelessness strategy.
- Provide housing options advice – offering a range of solutions for applicants who are homeless or threatened with homelessness.
- Receive and investigate homelessness applications, issue decisions, and conduct reviews.
- Provide welfare benefits advice
- Secure and provide temporary accommodation.
- Secure and provide suitable settled accommodation.
- Make arrangements for the protection of personal property.
- Investigate harassment and illegal eviction.
- Liaise with Health, Social Services & Voluntary Housing Organisations
- Influence the development and implementation of the Supporting People Strategy
- Maintain a Housing Register
- Publish and maintain Housing Allocations Policy

OTHER COUNCIL PROPERTY

Budget Manager – Head of Strategic Housing - Ext. 4461

Description of Service

Following the successful sale of the 5 caravans at Dibles Park which were used to house homeless households the remainder of this service is to manage other properties which are used for Temporary Accommodation including properties at Coldeast Close and Hartlands Road.

WELFARE SERVICES**Budget Manager – Tenancy Services Manager - Ext. 4540****Description of Service**

This service provides an emergency call system to support vulnerable people living in private sector accommodation, and allows them to stay in their own homes.

The Council has installed a limited number of alarms in non-council owned homes, and is responsible for their maintenance and monitoring via Chichester Community Alarm.

Following legislative changes, the Council aims to increase the number of social alarms in the private sector to meet demand

HOUSING ADVICE**Budget Manager – Head of Strategic Housing – Ext. 4461****Description of Service**

The Housing Act 1996 makes the delivery of a free to the user, housing advice service a statutory obligation. The service is a preventative one and makes use of an appointment system and a “drop in” service for clients. The service works with a range of statutory, voluntary agencies as well as private landlords and Housing Associations to offer a wide range of housing advice options for anyone in the community with a housing problem. The Housing Department also provides a housing register service which is used to control the allocation of social housing in Fareham.

HOUSING STRATEGY**Budget Manager – Head of Strategic Housing – Ext. 4461****Description of Service**

- To research housing need
- To research local housing conditions
- To understand the local housing market
- To prepare a strategic housing plan which identifies the priorities for action, the available resources and sets realistic objectives for working towards a balanced housing market.
- To understand and respond to national and sub regional housing priorities.
- The strategy sets the direction for the future of the service and has a direct influence on the Council’s ability to attract external funding for the service and the provision of affordable housing.
- To inform local planning policy and secure the provision of affordable housing.

HOME ENERGY CONSERVATION**Budget Manager – Head of Strategic Housing – Ext. 4461****Description of Service**

- Promote measures to improve energy efficiency in the domestic sector.
- Promote the benefits of investing in energy efficiency measures.
- Target measures to low income households to reduce fuel poverty
- Target measures to the fuel rich to reduce environmental damage.
- To monitor energy efficiency levels within the domestic sector
- To secure partnership funding to deliver energy efficiency grant programmes locally.

REGISTERED SOCIAL LANDLORD**Budget Manager – Head of Strategic Housing – Ext. 4461****Description of Service**

- The housing enabling service contributes towards the Council helping to achieve a balanced housing market. It delivers a comprehensive package of initiatives designed to enable the provision of affordable homes throughout the Borough.
- To work with the Homes and Communities Agency to maximise the investment of Government funding into the Borough, including accessing funding for the Council to build new homes

EXECUTIVE
STRATEGIC PLANNING AND ENVIRONMENT PORTFOLIO

PARKING STRATEGIC MANAGEMENT & TRANSPORT LIAISON

Budget Manager – Head of Regeneration - Ext . 4330

Description of Service

- Parking Strategic Management: to provide a strategic basis for the implementation of parking policy, including supply of spaces (on-street and off-street), location of spaces and assignment as long-stay or short-stay, charges and residents parking schemes. Also to ensure that adequate parking is provided and that this supports the town economically.
- Transport Liaison & Initiatives: to represent the Borough's interests on transportation issues, including responses to County Council transportation strategies and major studies and to seek ways of improving public transport by co-ordinating with bus and rail companies, the County Council and user groups.

HIGHWAYS DEVELOPMENT CONTROL

Budget Manager – Head of Planning Strategy and Environment - Ext. 4569

Description of Service

- This service is provided under an agency agreement with Hampshire County Council and provides advice on the highway implications and requirements of planning applications and planning proposals. Advice is also provided on the highway implications and requirements of the Borough Council's plans, policies, strategies and development proposals.

PUBLIC TRANSPORT

Support to Operators

Budget Manager – Director of Finance and Resources - Ext. 4620

To fund jointly with the County Council a Dial-a-Ride transport scheme administered by Community Action Fareham.

Shopmobilty

Budget Manager – Director of Finance and Resources - Ext. 4620

To provide a combined Shopmobilty and Disability information centre.

COAST PROTECTION & LAND DRAINAGE

Budget Manager – Head of Planning Strategy and Environment - Ext. 4569

Description of Service

Coast Protection

To monitor private and public coastal and flood defences to protect the land and buildings from erosion and flooding. Coastline monitoring is carried out to establish changes in condition and minor routine maintenance of coastal defences is carried out. Coastal defence strategies are prepared to inform projects for longer term coast protection work which relies on external funding.

Land Drainage

- To work in partnership with Hampshire County Council (Lead Local Flood Authority) and the Environment Agency in planning local flood risk management.
- To advise communities on their responsibilities in minimising flood risk.
- To carry out flood risk management works on minor watercourses.

LOCAL PLAN**Budget Manager – Head of Planning Strategy and Environment - Ext. 4569****Description of Service**

To prepare and maintain an up to date Development Plan for the Borough (excluding Welborne) supported by evidence studies and community engagement.

To prepare and maintain associated planning guidance.

To monitor and report on progress in implementing local plan policies and the community infrastructure levy.

PLANNING FOR WELBORNE**Budget Manager – Head of Planning for Welborne - Ext 2679****Description of Service**

- To prepare an Area Action Plan to provide a framework for developing a new settlement and its related infrastructure including a transport strategy, together with a supporting concept masterplan.
- To develop an Infrastructure Delivery Plan for the new community to ensure the timely provision of infrastructure and facilities, in association with infrastructure funding activity.
- Engaging with external partners to promote the delivery of Welborne
- To support the Strategic Board for the new community in progressing the delivery of the new community.
- To provide a means for the community and other interested parties to participate in developing the proposal through extensive engagement and governance arrangements such as the Standing Conference for the new community.

INDIVIDUAL ENVIRONMENTAL PROJECTS**Budget Manager – Head of Regeneration - Ext 4330****Description of Service**

This service aims to protect and enhance the environment within the Borough by:

- Enhancing the built environment of our towns and villages by developing proposals, consulting the public and carrying out improvement schemes and by tree planting
- Developing proposals, consulting the public and carrying out improvement schemes within Conservation Areas in accordance with the duty on Local Planning Authorities under the Planning (Listed Buildings and Conservation Areas) Act 1990
- Continuing partnership working and where possible securing other sources of funding
- Fostering an interest in the regeneration of older urban areas. Preparing and advising on schemes to preserve and enhance Conservation Areas, in consultation with local residents and businesses

PROTECTION OF TREES**Budget Manager – Head of Development Management and Trees - Ext. 4427****Description of service**

This service aims to protect and enhance the environment within the Borough by:

- Advising the Council on the protection and retention of trees that are the subject of Tree Preservation Orders, within Conservation Areas or affected by development.
- Maintaining up-to-date GIS based records of trees that are the subject of Tree Preservation Orders and advising on the making of new Tree Preservation Orders.
- Managing trees on Council owned land in the public interest and meeting current risk management protocols.

COUNTRYSIDE RECREATION AND MANAGEMENT**Budget Manager – Head of Leisure and Community - Ext. 4420****Description of Service**

The service aims to conserve the natural environment of the Borough including the countryside, coast and open spaces.

- The Council manages 134 hectares of land for nature conservation. This is divided into 18 varied sites which are spread across the Borough.
- It is the role of the Council's Countryside Service to maintain, manage and develop these sites for public recreation and nature conservation;
- develop opportunities for active participation by all members of the community;
- offer specialist advice to any organisation, group or individual who is interested in the well being and future of Fareham's countryside. Advice includes habitat management, landscape enhancement, arboriculture and practical conservation skills.
- The service creates opportunities for and undertakes educational and interpretation activities to enable people to gain a greater understanding of the countryside and the issues affecting it.

CONSERVATION AREAS & LISTED BUILDINGS**Budget Manager – Head of Planning Strategy and Environment - Ext. 4569****Description of service**

The service aims to maintain and enhance the historic environment of the Borough by:

- advising the Council on proposed works for the alteration or extension of listed buildings;
- maintaining up-to-date records of statutorily and locally listed buildings and advising the Council on potential additions to the lists;
- offering advice to owners of listed buildings on appropriate repairs or alterations,
- reviewing the Conservation Area Character Appraisals for each of the 13 Conservation Areas, preparing management strategies, making Article 4 directions where agreed and consulting the public on the documents.

SUSTAINABLE DEVELOPMENT STRATEGIES**Budget Manager – Head of Planning Strategy and Environment - Ext. 4569****Description of service**

The service aims to conserve the natural environment of the Borough including the countryside, coast and open spaces by:

- advising the Council on the nature conservation implications of development in the context of national and international wildlife legislation, including the Council's own activities.
- ensuring that biodiversity information is available to the Council in its role as Local Planning Authority;
- developing sustainability and green infrastructure strategies and action plans and engaging in partnerships.

EXECUTIVE

POLICY AND RESOURCES PORTFOLIO

HOUSING BENEFITS PAYMENTS & ADMINISTRATION

Budget Manager – Head of Revenues and Benefits - Ext. 4645

Description of Service

The Housing Benefit Service administers of the assessment and payment of Housing Benefit to assist claimants on low incomes with their housing costs.

- Housing Revenue Account Housing Benefit
- Private Sector Housing Benefit

The Council has determined that whilst the national scheme allows for the first £10 of any war widows or war disability pension should be disregarded from the applicant's income, the whole of such pensions should be disregarded in Fareham.

DEMOCRATIC REPRESENTATION & MANAGEMENT

Budget Manager – Head of Democratic Services - Ext. 4553

Description of Service

Democratic Core

Services consist of:

- Support for the Council's committees, facilitating the formal decision-making process to ensure that decisions are made in accordance with the law and the Council's Constitution.
- Support for elected and co-opted members of the council, ensuring that they are informed and supported in their decision-making and scrutiny roles; that they have access to the training and development they need and that they are supported in carrying out their community leadership and other roles. Allowances paid to members are included in this budget.
- Support to the Executive Leader, Mayor and Deputy Mayor.

Civic Ceremonials

Services consist of:

- Town twinning with twin towns of Vannes in France and Pulheim in Germany
- Civic ceremonials including corporate events
- Support to the Mayor and Deputy Mayor

COMMERCIAL ESTATES

Budget Manager – Head of Estates - Ext. 4320

Description of Service

The management of the Council's commercial property portfolio:

- Shopping centre and redevelopment area
- Industrial and commercial estates
- Market Quay development
- Other land and property.

HENRY CORT**Budget Manager – Head of Regeneration - Ext 4330****Description of Service**

To maintain the Council's prestigious Millennium project.

NEIGHBOURHOOD WORKING**Budget Manager – Head of Corporate Services - Ext. 4567****Description of Service**

The service widens the involvement of local people, neighbourhoods and community groups in shaping services.

It also includes the area of consultation providing both advice and support for key consultation exercises internally and externally in various forms, including the preparation of consultation plans.

PUBLICITY AND PROMOTION**Budget Manager – Head of Corporate Services - Ext. 4567****Description of Service**

The service includes the production of "Fareham Today" and other publicity material to promote the Borough and the Council's various activities. Measures used include the Council's website, maps, guides, leaflets, press releases, exhibitions and displays. There are also activities to publicise specific projects or events.

The service also provides advice and guidance regarding publicity to other services and assists with the compilation of publicity plans.

GRANTS AND CONTRIBUTIONS**Budget Manager – Head of Corporate Services - Ext. 4567****Budget Manager - Head of Leisure and Community - Ext 4420****Description of Service**

The financial support to voluntary organisations to include:

- General grants to community groups via applications for community funding
- Grants to Fareham Citizens Advice Bureau and Fareham Community Action via Service Level Agreements
- Management and coordination of matched funding awards

UNAPPORTIONABLE CENTRAL OVERHEADS**Budget Manager – Director of Finance and Resources - Ext. 4620****Description of Service**

The budget includes costs associated with the following activity:

- Where staff are permitted to retire early when it is in the interests of the efficient exercise of the Council's functions for them to do so, the costs associated with the Pensions Increase Act are reported under this budget.
- The Hampshire Pension Fund is periodically valued by an actuary to ensure that there are sufficient funds to meet its future commitments. These valuations determine the level of employers' contributions to be paid. Back funding arises if part of the contribution goes towards the cost of increases in the pensions earned by past service. In order to avoid a charge to current trading accounts, any back funding contributions will be charged to this service heading.

CORPORATE MANAGEMENT**Budget Manager – Director of Finance and Resources - Ext. 4620****Description of Service**

There are some costs which are incurred, because of the multi-purpose nature of the Council. Rather than spread the costs of these activities to individual services, they are reported separately in the Council's accounts. Services included within this heading are;

- Apprenticeship Schemes
- Corporate Core
- Corporate Financial Services
- Corporate Treasury Management

ECONOMIC DEVELOPMENT**Budget Manager – Head of Regeneration - Ext 4330****Description of Service**

The Economic Development service implements the strategy and programmes set out in the annual Economic Development Strategy Statement which responds to needs and seeks to identify and exploit opportunities as they arise. The activities of the service are concerned with the promotion, marketing and development of the Borough and seek to improve the operation of the economy and to encourage employment opportunities for residents. There is a substantial commitment in terms of subscriptions, employee time and working budget to collaborative projects, which fulfil the objectives of the strategy.

Also included within this heading are the services of Town Centre Management and Market Management for both Fareham and Portchester markets.

LOCAL LAND CHARGES**Budget Manager - Head of Leisure and Community - Ext. 4420****Description of Service**

The Local Land Charges service comprises three main elements described as follows:-

- (1) Maintenance of the Statutory Register - To register and maintain local land charges in a register in statutory form, the purpose being to ensure that intending purchasers of property are not caught unawares by obligations enforceable against successive owners.
- (2) Searches of the Statutory Register - A service is provided, as required by statute, to enable purchasers of property to search the register, either personally or by written requisition.
- (3) Enquiries of Local Authorities - An additional service is provided, by agreement between the local authority associations and the Law Society to provide, in standard form, responses to enquiries from intending purchasers about particular parcels of land.

LOCAL TAX COLLECTION**Budget Manager – Head of Revenues and Benefits - Ext. 4645****Description of Service**

The Borough Council is responsible for all aspects of the collection of local taxes including the determination of liability, collecting payments and taking recovery action relating to arrears.

The Council Tax

The Council Tax collected by this Council provides essential revenue for its own services and those of Hampshire County Council, Hampshire Fire and Rescue Authority and Police and Crime Commissioner for Hampshire (non-constabulary costs).

Non-Domestic (or Business) Rates

Non-Domestic Rates are determined nationally. From April 2013, these rates will be partly retained by the Borough Council, and partly distributed to Central Government, Hampshire County Council and Hampshire Fire and Rescue Authority.

Benefits

The Council administers all applications from working age claimants in accordance with the locally approved Council Tax Support scheme. All applications from pension age claimants are administered by the Council in accordance with the national scheme.

EXECUTIVE

PUBLIC PROTECTION PORTFOLIO

PEST CONTROL

Budget Manager - Head of Environmental Health - Ext. 2401

Description of Service

A free service is provided for the treatment of rats in domestic premises and a chargeable service is also available to carry and control treatments for insect infestations and mice. Discounts to the charges are currently given for persons in receipt of certain benefits (income based) (100%). A chargeable service is provided for treatments undertaken in commercial premises.

FOOD SAFETY

Budget Manager - Head of Environmental Health - Ext. 2401

Description of Service

The Council as a food authority is charged with the responsibility of enforcing the provisions of legislation relating to food hygiene, microbiological and other contamination of food, food which is unfit for human consumption, inspection of premises where food is prepared, stored or sold, training of food handlers and sampling of food. The Government has and is continuing to issue Codes of Practices to guide food authorities in their enforcement work. Authorities must have regard to these Codes and comply with the directions of Ministers on how they should be enforced.

Inspections of premises are risk based in accordance with guidance issued by the Food Standards Agency (FSA).

Other work allocated to this service includes water supply monitoring, infectious disease investigations with the Consultant in Communicable Disease Control, building regulation consultations, licensing consultations, shellfish and flavourings certification for EEC export, unsound food condemnation, food sampling (in conjunction with S.W. Hampshire Local Authorities and also in the EU regional programme), microwave testing in commercial premises, investigation of food hygiene and workplace complaints and allegations and investigation of food complaints.

DOG CONTROL

Budget Manager - Head of Environmental Health - Ext. 2401

Description of Service

The Council has introduced Byelaws in many recreational areas requiring dog owners to clear mess, keep their dogs on leads (3 areas only) and banning dogs from a section of Hill Head beach during the summer months. The service includes the collection of stray dogs, enforcement of the byelaws, investigation of complaints and the promotion of responsible pet ownership. Stray dogs are kennelled locally and effort made to find their owners or to find new owners. No dogs are destroyed unless it is on veterinary advice to avoid unnecessary suffering. A traffic order requiring all dogs to be on leads alongside roads has been made. Bins for the disposal of dog faeces are provided in recreational areas. The bins are emptied according to need.

POLLUTION REDUCTION**Budget Manager - Head of Environmental Health - Ext. 2401****Description of Service**

Neighbour and industrial nuisance complaints are investigated. Industrial processes emitting discharges to air have to apply for authorisation and permitting. Some monitoring is carried out to record radiation, nitrogen dioxide, water quality and occasionally benzene toluene ozone and carbon monoxide.

An out of hours service is in operation. Fifteen authorisations / permits under the Environmental Protection Act 1990 have been issued. The authorisations / permits are subject to programmed upgrade and annual subsistence reviewing compliance and achievement of best available technology not entailing excessive cost (BATNEEC).

EMERGENCY PLANNING**Budget Manager — Director of Regulatory and Democratic Services - Ext. 4395****Description of Service**

The Civil Contingencies Act requires the Council to have arrangements in place in order for it to be prepared to deal effectively with emergency situations. The Council would play a supporting and co-ordinating role working with the emergency services and other key agencies in responding to an emergency and would take more of a leading role in any recovery phase of an emergency. To this end the officers who would be involved, are trained for the purpose, so that all the necessary arrangements can be made promptly should the need arise.

CLEAN & TIDY BOROUGH**Budget Manager - Head of Community Safety and Enforcement - Ext. 4359****Description of Service**

The Enforcement Officers deal with the enforcement of issues relating to litter, dog fouling, fly tipping, graffiti and abandoned vehicles. Enforcement action is taken under the appropriate legislation which includes issuing Fixed Penalty Notices, cautions and where necessary compiling reports for prosecution. The Enforcement Officers patrol the borough concentrating on high profile areas, shopping precincts, open space areas and district centres. This will be in addition to the hot spots that have been identified as problem areas where a more targeted approach is adopted.

The officers work closely with other departments of the Council as well as external agencies in order to achieve a clean and tidy borough.

Officers investigate reports of motor vehicles unlawfully abandoned on any land in the open air or on any other land forming part of the highway, where vehicles have been abandoned the appropriate Notice shall be served, arrange for the removal of the vehicles as necessary to a secure place or a scrap yard, notify the appropriate Authorities of the vehicle and to seek information as to all parties who may have an interest in the vehicle and to contact as appropriate. If the vehicle is not claimed by the registered keeper, it may be scrapped or sold.

COMMUNITY SAFETY**Budget Manager – Head of Community Safety and Enforcement - Ext. 4359****Description of Service**

Fareham's Community Safety Partnership was established in 1998 in response to the Crime and Disorder Act 1998. The Partnership is made up of a number of agencies and organisations that work in partnership to tackle crime across the Borough of Fareham by undertaking a strategic assessment in relation to crime and disorder, identifying key local priorities and developing strategies to effectively reduce crimes, anti-social behaviour and criminal damage that have been highlighted.

CCTV**Budget Manager – Head of Community Safety and Enforcement - Ext. 4359****Description of Service**

Over the years considerable work has been undertaken to develop a programme of CCTV installation. This has involved partnership working with Gosport Borough Council. A Fareham and Gosport CCTV strategy has been developed to ensure the best use of the system it also looks at improvements that can be made to the existing system. Other promotional and enabling work is undertaken with other agencies especially the police and provision is made for other complimentary work to achieve the benefits of CCTV as part of an overall crime reduction strategy.

BUILDING REGULATIONS SERVICES**Budget Manager – Head of Building Control- Ext. 4450****Description of Service**

This service ensures that all new and altered buildings and structures meet the procedural and technical requirements of the Building Regulations and The Building Act 1984. The Building Regulations impose minimum construction standards that have to be achieved in areas such as structural stability, fire safety, access in and about buildings and the energy efficiency of structures.

REGULATION ENFORCEMENT AND PROCESSING**Budget Manager - Head of Building Control- Ext. 4450****Description of Service**

This service ensures that contravention of the building regulations and unauthorised work are the subject of appropriate action including investigation, recording, prosecution, removal and/or alteration and advice in respect of Land charge entries and regularisation

OTHER BUILDING CONTROL WORK**Budget Manager - Head of Building Control- Ext. 4450****Description of Service**

This service covers various statutory and discretionary tasks. The former include the Council's duties in respect of fee exempt applications, dangerous structures, demolition work and regulating the insulation of cavity walls. Postal naming and numbering, Approved inspectors and competent person's schemes. Discretionary work includes advice on building and construction and the work of the Access Officer.

The latter keeps in touch with groups representing disabled people, carries out access audits, promotes awareness of Disability legislation, advises on access issues and legislation for development and highway proposals and considers and co-ordinates access improvements.

TRAFFIC MANAGEMENT

Budget Manager – Head of Community Safety and Enforcement - Ext. 4359

Description of Service

This service is provided under an agency agreement with the County Council and involves the preparation of traffic regulation orders and traffic investigations. The service also extends to representing the Borough's interests on traffic management issues and the provision of highway advice to the Fareham Road Safety Council

OFF STREET PARKING

Budget Manager – Head of Community Safety and Enforcement - Ext. 4359

Description of Service

Fareham Borough Council provides for the benefit of the general public, surface and multi-storey car parks within the Borough. This also includes patrolling the car parks by Civil Enforcement Officers to give assistance and some security to users. The service also includes the management and maintenance of the condition of the Council's off street car parks.

Regular patrols are undertaken to enforce the Borough's "Off Street parking Places" order and to serve vehicles with Penalty Charge Notices for infringement of the Order. This also extends to the management of enquiries, complaints, appeals and the recovery of non-payment of Penalty Charge Notices.

ON STREET PARKING

Budget Manager – Head of Community Safety and Enforcement - Ext. 4359

Description of Service

To undertake on-street parking enforcement to ensure traffic flows as freely as possible whilst ensuring highway and pedestrian safety and access for emergency services.

Carry out regular patrols of on street areas within the Borough of Fareham where there are parking restrictions in place in accordance with the relevant Traffic Regulation Order in place at the time and to serve Penalty Charge Notices to vehicles which are contravening any Traffic Regulation Order which is in place at the time.

The management of enquiries, complaints, appeals and non payment of Penalty Charge Notices.

To manage and administer the residents parking scheme and to assist motorists and members of the public where required.

EXECUTIVE**STREETSCENE PORTFOLIO****CEMETERIES AND CLOSED CHURCHYARDS****Budget Manager – Director of Streetscene Services - Ext. 4572****Description of Service**

Local Authorities are required to provide this service under the Local Government Act 1972, Section 214, Schedule 26, Part II. There are eight cemeteries and a number of churchyards that are the responsibility of the Council together with the provision of a sympathetic and efficient burial service. Cemeteries include:

- Fareham Cemetery - Crofton Cemetery and Churchyard
- Roman Grove Cemetery -Titchfield Cemetery
- Titchfield Churchyard (cremated remains only)
- St Paul's Churchyard and Cemetery - St John's Cemetery
- Holly Hill Cemetery

PUBLIC CLOCKS AND WAR MEMORIALS**Budget Manager – Head of Estates - Ext. 4320****Description of Service**

Repair and maintenance of public clocks and war memorials especially prior to Remembrance Sunday.

Public Clocks

Town Centre Fareham
Portchester Precinct (also a Memorial)

War Memorials

Portchester Clock
West Street Fareham
Village Hall/Library Titchfield
Sarisbury Green Church
Village Hall Warsash
The Hard Warsash
Stubbington Green

FBC STREET FURNITURE**Budget Manager – Director of Streetscene Services - Ext. 4572****Description of Service****Community Lighting****Budget Manager – Director of Streetscene Services - Ext. 4572**

This service provides lighting in dark or poorly lit streets and footpaths where the Highways Authority (Hampshire County Council) does not have the responsibility to meet those demands.

Street Name Plates**Budget Manager – Head of Community Safety and Enforcement - Ext. 4359**

This service is provided for the conveniences of businesses, visitors and residents.

ENHANCED GRASS CUTTING**Budget Manager – Director of Streetscene Services - Ext. 4572****Description of Service**

The Council funds additional cuts over and above the basic level funded by the County Council, in the interests of cleanliness and tidiness.

BUS SHELTERS**Budget Manager - Director of Streetscene Services - Ext 4572****Description of Service**

The maintenance, repair and provision of Bus Shelters owned by FBC. (Please note that not all Bus Shelters are owned or maintained by FBC).

STREET CLEANSING**Budget Manager – Director of Streetscene Services - Ext. 4572****Description of Service**

All pavements and roads are cleansed to a schedule intended to keep all parts of the Borough in a clean and tidy condition. Street litterbins are emptied regularly.

The service also provides for the cleansing of coastal foreshores, car parks, recycling sites and the clearance of fly tipping.

PUBLIC CONVENIENCES**Budget Manager – Director of Streetscene Services - Ext. 4572****Description of Service**

The service broadly comprises the opening and closing of the public conveniences, cleaning of all installations and facilities, the clearing of blockages, stocking up of consumables including toilet paper, minor repair work and replacement of broken fittings.

Public toilets are provided, cleaned and maintained as follows:-

| | | |
|-------------------------|-----------------------|------------------------------|
| Portchester Castle | Holly Hill, Sarisbury | Monks Hill, Hill Head |
| Trinity Street, Fareham | Stubbington Green | Castle Street, Portchester |
| Cliff Road, Hill Head | Meon Shore | Fareham Cemetery |
| Barry's Meadow | Warsash Road | Passage Lane, Warsash |
| Middle Road, Park Gate | Lockwood Centre | Salterns Car Park, Hill Head |

HOUSEHOLD WASTE COLLECTION**Budget Manager – Director of Streetscene Services - Ext. 4572****Description of Service**

The service provides wheeled refuse bins for all domestic properties, which are emptied fortnightly. Clinical waste is collected free of charge from domestic properties.

All waste is transported to a recognised disposal points provided by Hampshire County Council's waste disposal contractor Hampshire Waste Services.

A chargeable service for the collection of bulky household items is also provided.

TRADE REFUSE

Budget Manager – Director of Streetscene Services - Ext. 4572

Description of Service

A chargeable service for the collection of trade waste.

RECYCLING

Budget Manager – Director of Streetscene Services - Ext. 4572

Description of Service

Fortnightly kerbside collection of recyclable materials from domestic properties.

The provision of 35 recycling banks throughout the Borough.

To continue the promotion of minimising waste and maximising recycling.

GARDEN WASTE COLLECTION

Budget Manager – Director of Streetscene Services - Ext. 4572

Description of Service

Fortnightly kerbside collection of garden waste materials from domestic properties

COMMUNITY PARKS AND OPEN SPACES

Budget Manager – Director of Streetscene Services - Ext. 4572

Description of Service

The Council provides and maintains 45 equipped play areas on open space located throughout the borough.

This service covers the ongoing maintenance of public parks, gardens and open spaces.

This includes grass cutting, shrub bed maintenance, landscaping, tree planting.

The 'Fareham in Bloom' initiative.

FORESHORE

Budget Manager – Director of Streetscene Services - Ext. 4572

Description of Service

The Council is responsible for the maintenance of open space that is situated next to the beach.

This includes the beach hut rental and responsibility of the public slipways.

EXECUTIVE PORTFOLIO**HEALTH & HOUSING SERVICES****DISCRETIONARY CHARGES****OTHER HOUSING****Storage of furniture for the homeless**

Homeless households qualifying for financial assistance towards the cost of removal and storage of their possessions must agree to pay a contribution towards these costs based on all their sources of income.

Bed & Breakfast Charges for the Homeless

100% cost recovery from the homeless of Hotel/Bed & Breakfast charges made straight to the Council.

| Other Housing | Current Fee £ | Proposed Fee £ | % increase |
|--|----------------------|-----------------------|-------------------|
| Housing Advances Second mortgage enquiry forms (Note 1) | 57.00 | 60.00 | 5.3 |
| Care Line Service Telephone link for assistance (private sector) (Note 2) | | | |
| Notes 1. Fee inclusive of VAT at the prevailing rate. 2. Tariff available on application to Sheltered Housing Manager | | | |

EXECUTIVE PORTFOLIO

STRATEGIC PLANNING AND ENVIRONMENT

PARKING CHARGES

| | |
|--|---|
| Multi-Storey Shopping Centre Car Parks This includes the following car parks: Osborn Road and Fareham Shopping Centre | Current Fee £ |
| Monday - Saturday Standard hourly rates apply between 8am and 6pm | £1.00 per hour to a maximum of 10 hours |
| Sunday & Bank Holiday Standard hourly rates apply between 10.30am and 4pm | £1.00 per hour to a maximum of 6 hours |
| Inner Shopping Centre Car Parks This includes the following car parks: Fernehall Hall; Civic Way North & South; Palmerston Avenue; Civic Offices (Sat/Sun Only) | Current Fee £ |
| Monday - Saturday Standard hourly rates apply between 8am and 6pm | £1.00 per hour to a maximum of 10 hours |
| Sunday & Bank Holiday Standard hourly rates apply between 10.30am and 4pm | £1.00 per hour to a maximum of 6 hours |
| Market Quay | Current Fee £ |
| Monday - Saturday Standard hourly rates apply between 8am and 6pm | £1.50 per hour to a maximum of 10 hours |
| Sunday & Bank Holiday Standard hourly rates apply between 10.30am and 4pm | £1.50 per hour to a maximum of 6 hours |
| Outer Shopping Centre Car Parks This includes the following car parks: Bath Lane, Osborn Road West; Youth Centre; The Gillies; Lysses; Holy Trinity Church, Malthouse Lane, Trinity Street | Current Fee £ |
| Monday to Saturday Standard hourly rates apply between 8am and 6pm | £0.70 per hour with a maximum charge of £3.50 per day |
| Sunday & Bank Holiday | No Charge |
| <u>SEASON TICKETS -</u> | |
| Quarterly | 170.00 |
| Annual | 520.00 |
| (bulk buy discount of 20% available on applications over 8 tickets) | |

| Flexible Season Tickets for use in any outer shopping centre car park | 1 Day £ | 2 Days £ | 3 Days £ | 4 Days £ | Weekly £ |
|--|--------------------|---------------------|---------------------|---------------------|---------------------|
| Full Day | | | | | |
| One Month | 13.00 | 30.00 | 50.00 | 60.00 | 70.00 |
| Quarterly | 35.00 | 80.00 | 110.00 | 150.00 | 170.00 |
| Half Yearly | 65.00 | 140.00 | 200.00 | 270.00 | 300.00 |
| Annual | 110.00 | 230.00 | 340.00 | 470.00 | 520.00 |

| Flexible Season Tickets for use in any outer shopping centre car park | 1 Day £ | 2 Days £ | 3 Days £ | 4 Days £ | Weekly £ |
|--|--------------------|---------------------|---------------------|---------------------|---------------------|
| Half Day (up to 5 hours) | | | | | |
| One Month | 10.00 | 20.00 | 30.00 | 40.00 | 45.00 |
| Quarterly | 20.00 | 50.00 | 70.00 | 90.00 | 100.00 |
| Half Yearly | 40.00 | 80.00 | 120.00 | 160.00 | 180.00 |
| Annual | 70.00 | 140.00 | 200.00 | 280.00 | 310.00 |

| Penalty Charge Notices | Current Fee £ |
|--------------------------------------|----------------------|
| Higher Level Charge - (Note 1 and 3) | 70.00 |
| Lower Level Charge - (Note 2 and 3) | 50.00 |

Notes

1. Higher level charge relates to those contraventions which prohibit e.g. parking on double yellow lines or single lines during a prohibited period, or parked in a marked disabled bay without displaying a blue badge.
2. Lower level charges relate to those contraventions which occur, for example, short overstay of the prescribed period on street or parking in an off street location without displaying a valid pay and display ticket / permit.
3. The charges are reduced by 50% to provided payment is made within 14 days of issue. A surcharge of 50% will be added if paid more than 28 days from issue of Notice to Owner

HIGHWAYS

Damage to Street Furniture

Offender charged at cost plus a 10% administration charge.

EXECUTIVE PORTFOLIO
POLICY AND RESOURCES

LAND CHARGES

| | Current Fee £ | Proposed Fee £ | Increase % |
|--|--------------------------|---------------------------|-----------------------|
| <u>DISCRETIONARY CHARGES</u> | | | |
| Search Fees (Not subject to VAT) | | | |
| Official Certificate of Search | | | |
| In the whole or any part of the register | | | |
| First parcel of land – paper search | 32.00 | 32.00 | NIL |
| First parcel of land – electronic search | 32.00 | 32.00 | NIL |
| Each additional parcel | 10.50 | 10.50 | NIL |
| Other Local Land Charges Fees | | | |
| Registration of a light obstruction notice | 70.00 | 70.00 | NIL |
| Filing Lands Tribunal certificate | 2.50 | 2.50 | NIL |
| Filing light obstruction judgement etc | 7.00 | 7.00 | NIL |
| Inspection of rule 10 documents | 2.50 | 2.50 | NIL |
| Office copy register entry | 1.50 | 1.50 | NIL |
| Office copy plan or document | Discretionary | | |
| Official Enquiries – Part I | | | |
| First parcel of land | 132.00 | 132.00 | NIL |
| Each additional parcel | 30.50 | 30.50 | NIL |
| Official Enquiries – Part II | | | |
| First parcel of land | 23.00 | 23.00 | NIL |
| Each additional parcel | 41.00 | 41.00 | NIL |
| Common Registration Searches | 23.00 | 23.00 | NIL |

PRINTING & COPYING

Charges are available on application to the Head of ICT.

LETTING OF COUNCIL CHAMBER & COMMITTEE ROOMS

| Lettings - (Notes 1 - 4)(Not subject to VAT) | Current Fee £ | Proposed Fee £ | % increase |
|--|--------------------------|---------------------------|-------------------|
| Collingwood Room – per hour | 52.50 | 55.00 | 4.8 |
| Pulheim Room – per hour | 20.00 | 21.00 | 5.0 |
| Vannes Room – per hour | 20.00 | 21.00 | 5.0 |
| Council Chamber – per hour | 86.00 | 90.30 | 5.0 |
| Notes | | | |
| 1. Commercial Organisations only | | | |
| 2. The above charges apply when the building is already in use for Council business. | | | |
| 3. Additional charges may be levied to recover the cost of preparing rooms, moving furniture etc. | | | |
| 4. The following additional charges, to be added when the building is not being used for Council business. After 6.30 pm - per hour £70.00 | | | |

MARKET PITCH RENTS

| Fareham (including VAT) | Current Fee £ | Proposed Fee £ | % increase |
|--------------------------------|--------------------------|---------------------------|-------------------|
| Regular | | | |
| 10 ft | 30.00 | 30.00 | NIL |
| 20ft | 60.00 | 60.00 | NIL |
| 30ft | 83.00 | 83.00 | NIL |
| 40ft | 105.00 | 105.00 | NIL |
| Casual | | | |
| 10ft | 35.00 | 35.00 | NIL |
| 20ft | 70.00 | 70.00 | NIL |

| Portchester (Non-Vatable) | Current Fee £ | Proposed Fee £ | % increase |
|----------------------------------|--------------------------|---------------------------|-------------------|
| Regular | | | |
| 10 ft | 21.00 | 21.00 | NIL |
| 20ft | 42.00 | 42.00 | NIL |
| Casual | | | |
| 10ft | 26.00 | 26.00 | NIL |
| 20ft | 52.00 | 52.00 | NIL |

EXECUTIVE PORTFOLIO

PUBLIC PROTECTION

DOG CONTROL

| | Current Fee £ | Proposed Fee | % increase |
|--|--------------------------|-------------------------|-----------------------|
| Collection of Strays (An additional £25 will be added to this fee where the same dog is found straying, leading to seizure, more than once in any 3 month period) Statutory | 25.00 | 25.00 | Nil |
| Dog Kennelling - For first 24 hours or part thereof | 60.00 | 65.00 | 8.3 |
| Dog Kennelling - For any subsequent 24 hours or part thereof | 30.00 | 35.00 | 16.7 |
| Micro-chipping of dogs - Note 1 | 13.00 | 14.00 | 7.7 |
| Private home check visit - Note 1 | 29.00 | 30.00 | 3.4 |

Notes:

1. Fee inclusive of VAT at the prevailing rate.

POLLUTION REDUCTION

Environmental Protection Act 1990 - Charges available on application to the Director of Regulatory and Democratic Services

| | Current Fee £ | Proposed Fee £ | % increase |
|--|--------------------------|---------------------------|-------------------|
| Pollution Technical Advice charge per hour | 45.00 | 45.00 | Nil |
| Out of hours service charges based on cost to the council. | | | |

POLLUTION & PRIVATE SECTOR HOUSING

| | Fee £ | | |
|---|--|---------------------------|-------------------|
| Private Sector Housing - Immigration Visit | Charge to be actual cost to the Council | | |
| Private Sector Housing - Housing Act 2004 Enforcement Notices | Charge to be actual cost to the Council up to and including service of Notice | | |
| Inspection and / or sampling of private water supplies / distribution networks | Charge to be actual cost to the Council | | |
| Out of Hours Service | Charge to be actual cost to the Council | | |
| | Current Fee £ | Proposed Fee £ | % increase |
| Immigration requests (VAT to be added) | 88.00 | 92.50 | 5.1 |

ABANDONED VEHICLES REFUSE DISPOSAL (AMENITY) ACT 1978

| Abandoned Vehicles | Current Fee £ | Proposed Fee £ | % increase |
|---|----------------------|---------------------------|-------------------|
| Removal of vehicle from motorway - Statutory Charge | 150.00 | 150.00 | Nil |
| Removal of vehicle from elsewhere - Statutory Charge | 150.00 | 150.00 | Nil |
| Storage (per 24 hours or part) | 22.00 | 23.00 | 4.5 |
| Disposal | 53.00 | 56.00 | 5.7 |

CLEAN BOROUGH ENFORCEMENT

| Litter and Fouling | Current Fee £ | Proposed Fee £ | % increase |
|-------------------------------------|--------------------------|---------------------------|-------------------|
| Dropped litter – fixed penalty | 75.00 | 75.00 | Nil |
| Fouling of land act – fixed penalty | 75.00 | 75.00 | Nil |

FOOD SAFETY

Charges for training courses available on application to the Head of Environmental Health.

| | Current Fee £ | Proposed Fee £ | % increase |
|---|----------------------|-----------------------|-------------------|
| Export Health Certificates | 74.00 | 74.00 | Nil |
| Issue of Certificate for Unsound Food - (Notes 2) | 179.00 | 188.00 | 5.0 |
| Transportation of Unsound Food: | | | |
| - First hour (min 1 hour) - (Notes 1 & 3) | 131.00 | 138.00 | 5.3 |
| - Subsequent whole hours - (Notes 1 & 3) | 67.00 | 70.00 | 4.5 |
| - Transport and disposal - (Note 4) | | | |
| Food Safety technical advice for businesses charge per hour | 45.00 | 45.00 | Nil |

Notes:

1. Fee inclusive of VAT at the prevailing rate.
2. Certificate required in support of insurance claims even though the food, due to its condition, would not be marketable or usable.
3. Plus disposal of unsound food.
4. Charged at cost to Council

PEST CONTROL

| | Current Fee £ | Proposed Fee £ | % increase |
|--|----------------------|-----------------------|-------------------|
| All premises: Charge per hour (min of 1 hour) plus materials - (Notes 1 & 2) | 64.00 | 68.00 | 6.3 |
| Treatment of Mice in Domestic Premises - (Notes 1 & 2) | 32.00 | 34.00 | 6.3 |
| Treatment of Rats in Domestic Premises | FREE | FREE | Nil |
| Missed appointment | 32.00 | 34.00 | 6.3 |
| Pest Control Advice Visits to commercial premises charge per hour (Note 1) | 45.00 | 45.00 | Nil |

Notes

1. Fee inclusive of VAT at the prevailing rate.
2. Persons in receipt of certain benefits - Free.

COMMUNITY SAFETY - CCTV

| | Current Fee £ | Proposed Fee £ | % increase |
|--|----------------------|-----------------------|-------------------|
| Access to CCTV Footage (VAT Inclusive) | 61.00 | 64.00 | 4.9 |

GENERAL CHARGES

| Other items | Current Fee £ | Proposed Fee £ | % increase |
|---|----------------------|-----------------------|-------------------|
| Responding to solicitors/consultants enquiries (per question) | 61.00 | 64.00 | 4.9 |
| Responding to other detailed enquiries - (Note 1) | | | |
| Copies of statutory register | 61.00 | 64.00 | 4.9 |
| Attendance at court as a witness – Charges based on cost to the Council | | | |

Notes

1. At the discretion of the Director of Regulatory and Democratic Services

EXECUTIVE PORTFOLIO
STREETSCENE SERVICES

DISCRETIONARY SERVICES

STREET CLEANSING

| | Current Fee £ | Proposed Fee £ | % increase |
|-----------------------------|--------------------------|---------------------------|-------------------|
| Shopping trolley collection | 71.00 | 75.00 | 5.63 |

REFUSE COLLECTION

| Domestic Bulk Waste | Current Fee £ | Proposed Fee £ | % increase |
|--------------------------------|--------------------------|---------------------------|-------------------|
| Single Item | 28.00 | 29.50 | 5.36 |
| Half Load | 64.00 | 67.00 | 4.69 |
| Full Load | 112.00 | 118.00 | 5.36 |
| Collection of fridges/freezers | 14.50 | 15.00 | 3.45 |

TRADE WASTE

Trade waste charges for both residual and recycling are available on application to the Refuse and Recycling Manager.

REFUSE AND RECYCLING SERVICES

| | Current Fee £ | Proposed Fee £ | % increase |
|--|--------------------------|---------------------------|-------------------|
| Fixed Penalty Notice - Enforcement Policy Charge discounted to £40 if paid within 14 days | 75.00 | 75.00 | NIL |

GARDEN WASTE COLLECTION

| Domestic Garden Waste | Current Fee £ | Proposed Fee £ | % increase |
|--|--------------------------|---------------------------|-------------------|
| First Sack | | | |
| Subsequent sacks - Roll of 25 single use sacks | 21.50 | 22.50 | 4.65 |
| Subsequent sacks - Roll of 5 single use sacks | 5.25 | 5.50 | 4.76 |

CEMETERIES AND BURIAL GROUNDS

Charges stated exclusive of VAT unless stated

| Cremated Remains in Garden of Remembrance | Current Fee £ | Proposed Fee £ | % increase |
|--|--------------------------|---------------------------|-------------------|
| Interment in a plot (max 2 interments) depth 600mm | 140.00 | 150.00 | 7.14 |
| Administration Fee for arrangements made directly with the Council | 55.00 | 55.00 | NIL |
| Grant of Exclusive Right of Burial: plot selected by Council | 155.00 | 165.00 | 6.45 |
| Grant of Exclusive Right of Burial: plot selected by Purchaser | 232.00 | 245.00 | 5.6 |
| Right to place flat memorial tablet not exceeding 35cmX45cmX2.5cm | 38.00 | 40.00 | 5.26 |
| Permit for additional inscription on tablets | 26.00 | 27.00 | 3.85 |

| Interment in Graves | Current Fee £ | Proposed Fee £ | % increase |
|--|--------------------------|---------------------------|-------------------|
| <i>Interment of a person whose age at the time of death exceeded 16 years and interment of cremated remains</i> | | | |
| Interment in a new grave (max 2 interments) – depth 1.93m | 612.00 | 643.00 | 5.07 |
| Re-open existing grave – depth 1.50m | 463.00 | 490.00 | 5.83 |
| Re-open existing grave for cremated remains interment – depth 600mm (max 4 in grave) | 140.00 | 150.00 | 7.14 |
| Administration Fee for arrangements made directly with the Council | 55.00 | 55.00 | NIL |
| Grant of Exclusive Right of Burial: plot selected by Council | 463.00 | 490.00 | 5.83 |
| Grant of Exclusive Right of Burial: plot selected by Purchaser | 651.00 | 685.00 | 5.22 |
| <i>Interment of a child whose age at the time of death did not exceed 16 years</i> | | | |
| Interment in a grave – depth 1.20m | No charge | No charge | |
| Grant of Exclusive Right of Burial, grave selected by Council | 237.00 | 237.00 | NIL |

| | | | |
|--|--------|--------|------|
| Fees for memorials | | | |
| Right to erect and to replace headstone (including licence for 10 years) not exceeding 90cm height, 90cm width and 30cm in depth | 132.00 | 138.00 | 4.5 |
| Right to erect and to replace headstone in children section (including licence for 10 years) not exceeding 60cm in height, 60cm in width and 30cm in depth | 132.00 | 138.00 | 4.5 |
| Renewal of right to erect and place headstone (licence for a further 10 years but not exceeding period of Exclusive Right of Burial) | 25.00 | 26.00 | 4.0 |
| Permit for additional inscription on headstone and re-erection | 105.00 | 105.00 | 0 |
| Permit to place vase in memorial border | 38.00 | 40.00 | 5.26 |
| Permit for additional inscription on vases | 26.00 | 27.00 | 3.85 |

| Miscellaneous Fees | Current Fee £ | Proposed Fee £ | % increase |
|--|--------------------------|---------------------------|-------------------|
| Hire of chapel | 79.00 | 85.00 | 7.59 |
| Exhumation | Charge at cost | | |
| Right to scatter cremated remains of any person | 42.00 | 45.00 | 7.14 |
| Funeral arrangements under the Public Health Act administration Fee | 210.00 | 220.00 | 4.76 |
| Fee for search of register - max 2 names | No charge | | |
| Fee for search of register – additional names (per name) | 5.00 plus VAT | 5.00 | NIL |
| Transferring of Exclusive Rights of Burial Ownership | 47.00 | 50.00 | 6.38 |
| Burial out of hours | Charge at cost | | |
| Donating bench including supply of evergreen seat, commemorative plaque characters and installation. | 1,155.00 | 1215.00 | 5.19 |

Notes

- (a) The **Charge for Interment** will be doubled in all cases in which the person to be interred was not an inhabitant of the Borough of Fareham at the date of death with the exception of (1) persons residing in Old People's Homes, Nursing Homes and Hospitals outside the Borough who were, prior to their removal thereto, inhabitants of the Borough of Fareham and children under the age of 16 years.
- (b) Subject to the exception set out in (a)(1) above, the **Charge for Exclusive Right of Burial** will be doubled in all cases where:-
- (i) the person acquiring the Exclusive Right of Burial as a result of an application made prior to the death of the person to be interred, is not an inhabitant of the Borough of Fareham at the time application is made, and
 - (ii) the Exclusive Right of Burial is applied for after the date of death of the person to be interred, and the deceased person was not an inhabitant of the Borough of Fareham at the date of death.

- (c) The interment of cremated remains in grave spaces will take place at full burial depth when burial space is available in the grave.
- (d) Only memorial vases will be allowed on common grave spaces where the Exclusive Right of Burial has not been purchased.
- (e) A grave space or cremated remains plot may not be re-opened unless the Exclusive Right of Burial has been granted.

Sponsorship of Roundabouts

Agreeing form of works and supervision as agreed with the sponsor, subject to no additional cost to the Council.

FORESHORE

| Beach Huts - (Including VAT) | Current Fee £ | Proposed Fee £ | % increase |
|-------------------------------------|--------------------------|---------------------------|-------------------|
| Residents | 361.00 | 379.00 | 5.0 |
| Non-residents | 722.00 | 758.00 | 5.0 |

EXECUTIVE PORTFOLIO
COMMUNITY & LEISURE SERVICES

SPORTS PITCHES, FACILITIES, RECREATION GROUNDS AND OPEN SPACES

| Football, Rugby & Hockey - (Notes 1, 2, 3, 4 & 5) | Current Fee £ | Proposed Fee £ | % increase |
|--|--------------------------|---------------------------|-------------------|
| Casual games: per match | | | |
| - Senior | 63.20 | 66.00 | 4.4 |
| - Junior (under 18) | 26.30 | 27.50 | 4.6 |
| - Mini Soccer per match | 16.80 | 17.50 | 4.2 |
| - Mini Soccer per half day per pitch | 34.20 | 36.00 | 5.3 |
| Training Sessions | | | |
| - 2 hours (juniors - half charge) | 36.10 | 38.00 | 5.3 |
| Seasonal charges (note 5) | | | |
| - - Senior | 1,418.00 | 1485.00 | 4.7 |
| - Junior (under 18) | 630.00 | 660.00 | 4.8 |
| - Mini soccer per match | 409.50 | 430.00 | 5.0 |

Notes

1. Fee inclusive of VAT at the prevailing rate.
2. If changing facilities are not available the above prices will be decreased by 10%
3. Clubs not resident in Borough pay double casual rate.
4. For VAT Exemption see General Notes on page 1.
5. Based on 30 games (3 * 10 block bookings) and discounted

| Cricket (Notes 1, 2 & 3) | Current Fee £ | Proposed Fee £ | % increase |
|-------------------------------------|--------------------------|---------------------------|-------------------|
| Casual games: per match | | | |
| - Senior | 66.70 | 70.00 | 4.9 |
| - Junior (under 18) | 25.20 | 26.50 | 5.2 |
| - Evening games: Senior | 54.10 | 56.50 | 4.4 |
| - Evening games: Junior | 23.70 | 24.50 | 3.4 |

Notes

1. Fee inclusive of VAT at the prevailing rate.
2. Clubs not resident in Borough pay double casual rate.
3. For VAT Exemption see General Notes on page 1.

| Tennis (Notes 1 & 2) | Current Fee £ | Proposed Fee £ | % increase |
|---|--------------------------|---------------------------|-------------------|
| Courts – per court per hour | | | |
| - Senior | 7.50 | 7.90 | 5.3 |
| - Junior (under 18) | 3.50 | 3.65 | 4.3 |
| Seasonal charges Stubbington, Sarisbury & Locks Heath courts | 1,470.00 | 1,544.00 | 5.0 |
| Notes | | | |
| 1. Fee inclusive of VAT at the prevailing rate. | | | |
| 2. Clubs are required to make suitable arrangements for public use of courts outside the times required by clubs. | | | |

| Bowls | Current Fee £ | Proposed Fee £ | % increase |
|--|--------------------------|---------------------------|-------------------|
| Seasonal Charges - (Note 1) | | | |
| Fareham Bowling Club (6 rinks & clubhouse) | 5,019.00 | 5,270.00 | 5.0 |
| Crofton Community Association (6 rinks) | 5,019.00 | 5,270.00 | 5.0 |
| Fees - (Note 2) | | | |
| Green Fees | 4.00 | 4.20 | 5.0 |
| Hire of Woods | 1.40 | 1.50 | 7.1 |
| Hire of shoes (not applicable at Portchester or Priory Park) | 1.40 | 1.50 | 7.1 |
| Notes | | | |
| 1. Public to have use of at least one rink at each green | | | |
| 2. Retained by clubs. Max charge per player per hour | | | |

| Miscellaneous | Current Fee £ | Proposed Fee £ | % increase |
|---|--------------------------|---------------------------|-------------------|
| Releasing of pigeons - (Note 1) | 35.30 | 37.00 | 4.8 |
| Use of recreation grounds by Schools | | | |
| Hampshire County Council Schools – per match - (Note 1) | 49.20 | 51.50 | 4.7 |
| Meoncross School – per match - (Note 1) | 49.20 | 51.50 | 4.7 |
| Wykeham House – per annum - (Notes 1 & 2) | 10,518.00 | 11,040.00 | 5.0 |
| Hire of grounds for local shows etc - (Note 3) | | | |
| Commercial hiring - (Note 4) | | | |
| Charitable hiring : Administration charge only - (Note 5) | 69.70 | 73.00 | 4.7 |
| Use of changing facilities - (Note 1) | 36.00 | 37.50 | 4.2 |

| | | | |
|--|-------|-------|-----|
| Rounders | 61.50 | | |
| Bath Lane Recreation Ground - (Note 1) | 61.50 | 64.50 | 4.9 |
| Stubbington Recreation Ground - (Note 1) | | 64.50 | 4.9 |

Notes

1. Fee inclusive of VAT at the prevailing rate (except charitable hiring).
2. 12 x 30 min sessions per week. Additional sessions to be charged at casual rate
3. No damage deposit is taken, but hirers are advised that they may be charged after the event for any damage resulting from the hiring
4. At a rate to be determined by the Director of Community on an individual basis proportionate to the estimated income derived from the event (including VAT)
5. Charge can be waived at the discretion of the Director of Community

FERNEHAM HALL

| Standard Rates | Current | | Proposed | | Increase | |
|--|---|-------------|----------------|--------------|---------------|--------------|
| | Mon. to Thurs. | Fri. to Sun | Mon. to Thurs. | Fri. to Sun. | Mon to Thurs. | Fri. to Sun. |
| | £ | £ | £ | £ | % | % |
| Solent | | | | | | |
| Morning Hire [9am- 1pm] (4 hours) | £572 | £759 | £601 | £797 | 5.1% | 5.0% |
| Afternoon Hire [2pm– 6 pm] (4 hours) | £680 | £845 | £714 | £887 | 5.0% | 5.0% |
| Evening Hire [6pm– Midnight] (6 hours) | £845 | £996 | £887 | £1,046 | 5.0% | 5.0% |
| Daytime Hire [9am- 6pm] (9 hours) | £967 | £1,204 | £1,015 | £1,264 | 5.0% | 5.0% |
| Full Day Hire [9am- Midnight] (15 hours) | £1,210 | £1,545 | £1,271 | £1,622 | 5.0% | 5.0% |
| Three Day Hire [9am – Midnight] | £2,748 | £3,465 | £2,885 | £3,638 | 5.0% | 5.0% |
| Hourly Rate After Midnight | £316 | £419 | £332 | £440 | 5.1% | 5.0% |
| Hourly Rate Before Midnight | To be calculated as a % of the rate for that specific time slot(s) | | | | | |
| Solent + Octagon OR Solent + Meon | To be charged as room hiring + hourly rate x 50% | | | | | |
| Week Hire | £7,032 | | £7,384 | | 5.0% | |
| Sun 9am- Midnight | | | | | | |
| Mon-Fri 5:30pm- Midnight | | | | | | |
| Sat 1pm- Midnight | | | | | | |
| | | | | | | |
| Octagon or Meon | | | | | | |
| Half-Day Hire Flexible (4 Hours) | £189 | £249 | £198 | £261 | 4.8% | 4.8% |
| Daytime hire [9am– 5pm] (8 Hours) | £334 | £449 | £351 | £471 | 5.1% | 4.9% |
| Evening hire [6pm– Midnight] (6 Hours) | £310 | £541 | £326 | £568 | 5.2% | 5.0% |
| Hourly Rate After Midnight | £79 | £103 | £83 | £108 | 5.1% | 4.9% |
| Hourly Rate Before Midnight | To be calculated as a % of the rate for that specific time slot(s). | | | | | |
| Day Hire [9am- 6pm] (9 Hours) | £1,362 | £1,702 | £1,430 | £1,787 | 5.0% | 5.0% |
| Full Day Hire [9am- Midnight] | £1,672 | £2,267 | £1,756 | £2,380 | 5.0% | 5.0% |

| | | | | | | |
|-------------------------------|--|--------|--------|--------|------|------|
| (15 Hours) | | | | | | |
| Three Day Hire [9am-Midnight] | £4,194 | £5,756 | £4,404 | £6,044 | 5.0% | 5.0% |
| Hourly Rate After Midnight | £486 | £608 | £510 | £638 | 4.9% | 4.9% |
| Hourly Rate Before Midnight | To be calculated as a % of the rate for that specific time slot(s) | | | | | |
| Week Hire | £9,506 | | £9,981 | | 5.0% | |
| Sun 9am- Midnight | | | | | | |
| Mon-Fri 5:30pm- Midnight | | | | | | |
| Sat 1pm- Midnight | | | | | | |

| Discounted Rates | Current | | Proposed | | Increase | |
|---|---|-------------|---------------|--------------|--------------|------------|
| | Mon. to Thurs. | Fri. to Sun | Mon to Thurs. | Fri. to Sun. | Mon to Thurs | Fri to Sun |
| | £ | £ | £ | £ | % | % |
| Solent | | | | | | |
| Morning Hire [9am- 1pm] (4 hours) | £401 | £500 | £421 | £525 | 5.0% | 5.0% |
| Afternoon Hire [2pm– 6 pm] (4 hours) | £443 | £596 | £465 | £626 | 5.0% | 5.0% |
| Evening Hire [6pm– Midnight] (6 hours) | £553 | £651 | £581 | £684 | 5.1% | 5.1% |
| Daytime Hire [9am- 6pm] (9 hours) | £632 | £784 | £664 | £823 | 5.1% | 5.0% |
| Full Day Hire [9am- Midnight] (15 hours) | £796 | £1,002 | £836 | £1,052 | 5.0% | 5.0% |
| Three Day Hire [9am – Midnight] | £1,787 | £2,249 | £1,876 | £2,361 | 5.0% | 5.0% |
| Hourly Rate After Midnight | £207 | £268 | £217 | £281 | 4.8% | 4.9% |
| Hourly Rate Before Midnight | To be calculated as a % of the rate for that specific time slot(s) | | | | | |
| Solent + Octagon OR Solent + Meon | To be charged as room hiring + hourly rate x 50% | | | | | |
| Week Hire | £4,570 | | £4,799 | | 5.0% | |
| Sun 9am- Midnight | | | | | | |
| Mon-Fri 5:30pm- Midnight | | | | | | |
| Sat 1pm- Midnight | | | | | | |
| | | | | | | |
| Octagon or Meon | | | | | | |
| Half-Day Hire Flexible (4 Hours) | £122 | £164 | £128 | £172 | 4.9% | 4.9% |
| Daytime hire [9am– 5pm] (8 Hours) | £218 | £292 | £229 | £307 | 5.0% | 5.1% |
| Evening hire [6pm– Midnight] (6 Hours) | £201 | £353 | £211 | £371 | 5.0% | 5.1% |
| Hourly Rate After Midnight | £54 | £72 | £57 | £76 | 5.6% | 5.6% |
| Hourly Rate Before Midnight | To be calculated as a % of the rate for that specific time slot(s). | | | | | |
| | | | | | | |
| Ferneham Hall (Whole Theatre) | | | | | | |
| Day Hire [9am- 6pm] (9 Hours) | £887 | £1,083 | £931 | £1,137 | 5.0% | 5.0% |
| Full Day Hire [9am- Midnight] (15 Hours) | £1,088 | £1,477 | £1,142 | £1,551 | 5.0% | 5.0% |
| Three Day Hire [9am- | £2,724 | £3,744 | £2,860 | £3,931 | 5.0% | 5.0% |

| | | | | | | |
|-----------------------------|--|------|--------|------|------|------|
| Midnight] | | | | | | |
| Hourly Rate After Midnight | £316 | £395 | £332 | £415 | 5.1% | 5.1% |
| Hourly Rate Before Midnight | To be calculated as a % of the rate for that specific time slot(s) | | | | | |
| Week Hire | £6,175 | | £6,484 | | 5.0% | |
| Sun 9am- Midnight | | | | | | |
| Mon-Fri 5:30pm- Midnight | | | | | | |
| Sat 1pm- Midnight | | | | | | |

| Ferneham Hall Ancillary Charges | Current | | Proposed | | Increase | |
|---|-----------------|-----------------|-----------------|-----------------|----------|----------|
| | Per Day | Per Week | Per Day | Per Week | Per Day | Per Week |
| | £ | £ | £ | £ | % | % |
| Expertise | | | | | | |
| Technician (Sound, Lighting, etc)- Per Hour | £14 | £14 | £15 | £15 | 7.1% | 7.1% |
| Senior Steward- Per Hour | £14 | £14 | £15 | £15 | 7.1% | 7.1% |
| Stage Manager | Included in Fee | Included In Fee | Included in Fee | Included In Fee | - | - |
| Office Manager (Outside Normal Hours)- Per Hour | £14 | £14 | £15 | £15 | 7.1% | 7.1% |
| | | | | | | |
| Technical- Lighting | | | | | | |
| Follow Spot Operator (Per 4 Hours) | £54 | - | £57 | - | 5.6% | - |
| Martin MAC250's (Max 8) | £38 | £86 | £40 | £90 | 5.3% | 4.7% |
| Star Cloth | £91 | £310 | £96 | £326 | 5.5% | 5.2% |
| | | | | | | |
| Technical- Sound | | | | | | |
| Radio Microphone | £24 | £43 | £25 | £45 | 4.2% | 4.7% |
| | | | | | | |
| Technical- Stage | | | | | | |
| Hazer DF50 inc. Fluid | £48 | £91 | £50 | £96 | 4.2% | 5.5% |
| Pyro System (Up To 6 Pods) | £29 | £67 | £30 | £70 | 3.4% | 4.5% |
| Gauze (Black) | £19 | £43 | £20 | £45 | 5.3% | 4.7% |
| Stage Extension (Per Rostra) | £5 | - | £5 | - | 0.0% | - |
| | | | | | | |
| Technical- Other | | | | | | |
| Piano Hire- Yamaha Full Grand (Available On Stage Only) | £79 | - | £83 | - | 5.1% | - |
| Electric Piano | £54 | - | £57 | - | 5.6% | - |
| Piano Tuning | £91 | - | £96 | - | 5.5% | - |
| Portable PA | £67 | - | £70 | - | 4.5% | - |
| Slide Projector | £29 | - | £30 | - | 3.4% | - |
| TV | £29 | - | £30 | - | 3.4% | - |
| DVD/Video | £29 | - | £30 | - | 3.4% | - |
| OHP & Screen | £29 | - | £30 | - | 3.4% | - |
| | | | | | | |
| Functions- Misc | | | | | | |
| Flip Charts/Pens | £6.5 | - | £6.83 | - | 5.1% | - |
| Photocopying | £0.17 | - | £0.18 | - | 5.9% | - |
| Fax Facility | £1.60 | - | £1.68 | - | 5.0% | - |
| Standard Exhibition Drops | £6.50 | - | £6.83 | - | 5.1% | - |
| | | | | | | |
| Shows- Misc | | | | | | |

| | | | | | | |
|--|------------------------------|---|------------------------------|---|-----|---|
| Box Office | 10% Gross (£50 Min) | - | 10% Gross (£50 Min) | - | - | - |
| Complimentary Tickets | £0.25 Each | - | £0.30 Each | - | 20% | - |
| Admin Charge for Print Tickets To Take Away | £29 | - | £30 | - | 3% | - |

| Advertising | Current | | Proposed | | Increase | |
|--|----------|------------|----------|------------|----------|------------|
| | Standard | Discounted | Standard | Discounted | Standard | Discounted |
| | £ | £ | £ | £ | % | % |
| Internet Advertising (Weekly) | £62 | £38 | £65 | £40 | 4.8% | 5.3% |
| News Adverts (Within Our Column) | £103 | £91 | £108 | £96 | 4.9% | 5.5% |
| What's On Guide- ¼ Page | £116 | £79 | £122 | £83 | 5.2% | 5.1% |
| What's On Guide- ½ Page | £232 | £122 | £244 | £128 | 5.2% | 4.9% |
| What's On Guide- Page | £548 | £305 | £575 | £320 | 4.9% | 4.9% |

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 2 December 2013

Portfolio: Policy and Resources
Subject: **Award of Tender - Supply of Multi-Functional Print Devices, Print Room Equipment and Associated Software**
Report of: Director of Finance and Resources
Strategy/Policy: A dynamic, prudent, progressive and best value Council
Corporate Objective:

Purpose:

This report considers the tenders received for the provision of a rental contract for the supply of multifunctional Print devices for the Civic Offices, Ferneham Hall and the Depot at Wallington and recommends an award of contract for the works.

Executive summary:

To put in place a new 5 year rental agreement for the provision of distributed Multi-Functional print Devices (MFDs), central Print Room equipment and associated management software.

This report provides the Executive with information regarding the tenders received for this agreement and seeks an award of contract.

Recommendation:

That the tender submitted by the contractor ranked 1 (as set out in the confidential appendix), being the most advantageous tender received, be accepted and the contract awarded to the company.

Reason:

To provide central and distributed print production facilities for the next 5 years.

Cost of proposals:

The cost of this rental agreement is estimated to be £30,000 p.a. (inclusive of maintenance). This contract is to be funded from the existing ICT revenue budget.

Appendices: **A:** Executive Briefing Paper Tender Prices and Evaluation (*Exempt By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.*)

Background papers: N/A

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 2 December 2013

Subject: Supply of Multi-Functional Print Devices, Print Room Equipment and Associated Software

Briefing by: Director of Finance and Resources

Portfolio: Policy and Resources

INTRODUCTION

1. At the start of 2000 a survey was carried out to identify the multitude of varied and aging individual printers, photocopiers and scanning units distributed around the Council. A total of c.130 various manufacturers equipment were identified, most using a variety of inks, toners and ribbons and many no longer under any maintenance agreement.
2. A decision was made to consolidate the number units deployed into strategically placed Multi-Functional Devices (MFDs) under a single 5 year rental agreement. This reduced the total number of distributed units from c.130 down to 24 identical MFDs and reduced the cost of maintaining a multitude of various consumables and unsupported equipment.
3. The current contract has been in place since 2006 and is in a second year extension period which terminates at the end of March 2014. This equipment is now at the end of its useful working life and technology has moved on over the past 6 plus years the kit has been deployed.
4. In order to achieve a successful transition, the new equipment and supporting software needs to be phased-in during the early part of January 2014. Working with the Councils Procurement Officer, a suitable framework agreement was identified that would provide a wide ranging choice of suitable manufacturers equipment to meet our future needs.
5. An invitation to tender for this project was issued on the 17th October 2013 via the South East Business Portal to the 6 suppliers listed on the Hampshire County Council framework agreement (No. HS/Y11171).

PROPOSAL

6. On the 4th November 2013, three tenders were received and opened by Councillor S Woodward, Executive Leader and the tender price details are presented in the confidential appendix A.

EVALUATION PROCESS

7. The contract documents defined a pre-determined scoring mechanism whereby tenders are assessed on price, service and quality.
8. The tender submissions were evaluated and the scores weighted as specified in the invitation to tender. The scores and ranking for all three tenders received are represented in the confidential appendix A.
9. Tenderers were required to complete a 'Tenderers Compliance and Response' pro-forma. This enabled officers to score the quality and service elements of their submission, assessing their method of approach to delivering the service.
10. Based on the evaluation of the tenders received, the three bids have been ranked in order of economic advantage to the Council. The most advantageous supplier, which achieved the highest overall combined score, is recommended for the award of the contract.

RISK ASSESSMENT

11. Many of the usual and identifiable risks initially present in this type of project have been negated through the council's rigorous and structured procurement process.
12. All suppliers have undergone all of the checks associated in order to be part of the Hampshire County Council framework agreement (No. HS/Y11171) for the provision of this type of work/supply.
13. Regular monitoring and system testing will take place and a series of project progress meetings will be held during the course of the implementation to reduce potential risks.

FINANCIAL IMPLICATIONS

14. The rental and maintenance charges associated with this contract will be financed from existing ICT revenue budgets. The implementation costs will be found from the 2013/2014 ICT capital budget.

CONCLUSION

15. Three valid tenders were received for the provision of a 5 year rental agreement to supply 18 distributed MFDs 2 black and white high-volume units and 1 colour unit within the central Print Room and associated management software. It is recommended that the most advantageous tender received, ranked 1st in the confidential appendix to this report, be accepted and a contract award for the agreement.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 2 December 2013

| | |
|-----------------------------|--|
| Portfolio: | Policy and Resources |
| Subject: | Updates to the Constitution |
| Report of: | Director of Regulatory and Democratic Services |
| Strategy/Policy: | |
| Corporate Objective: | Dynamic, Prudent and Progressive Council |

Purpose:

This report proposes changes to Standing Orders with Respect to Meetings contained in Part Four of the Constitution, following a review undertaken by the Head of Democratic Services, in consultation with the Monitoring Officer and the Solicitor to the Council.

Executive summary:

The Head of Democratic Services is undertaking a review of the Council's Constitution. The first section to be considered for update is the Standing Orders with Respect to Meetings, as it has an effect on all of the Council's committee and panel meetings.

The following key changes have been incorporated into the revised document:

- (a) all references to the Standards Committee have been removed and the Standing Orders updated to reflect the new standards arrangements;
- (b) additional and amended wording is highlighted in bold text and underlined (for ease of reference);
- (c) where applicable, cross-references to other parts of the Council's Constitution have been entered;
- (d) spelling, typing and formatting errors have been corrected;
- (e) wording amended throughout to ensure the use of plain English; and
- (f) inclusion of a section on the recording of meetings by the media.

Recommendation:

The Executive is asked to:

- (a) consider whether future changes to Standing Orders should be considered by the Audit and Governance Committee, as outlined in paragraph 9 of the report; and
- (b) consider the updated Standing Orders with Respect to Meetings, as set out in Appendix A to the report and recommend any comments or further amendments for consideration by Council.

Reason:

To ensure that the Constitution is up to date and accurately reflects the legislative requirements of the Council and its governance arrangements.

Cost of proposals:

There are no additional costs associated with this item.

Appendices: **A:** Revised Standing Orders with Respect to Meetings

Background papers: None

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 2 December 2013

Subject: Updates to the Constitution

Briefing by: Director of Regulatory and Democratic Services

Portfolio: Policy and Resources

INTRODUCTION

1. The Head of Democratic Services has undertaken a review of the Council's Standing Orders with Respect to Meetings and is now consulting the Executive on the suggested updates before making its final recommendations to Council.
2. The Council may then make changes to the Constitution and the Standing Orders with Respect to Meetings after consultation with the Scrutiny Board and the Executive as per Standing Order 62.1 – Variations and Revocations of Standing Orders.
3. The views of the Audit and Governance Committee have also been sought at its meeting of 25 November 2013, as part of a wider consultation and in light of the committee's general governance functions. Any suggested amendments will be referred to the Executive for consideration when this matter is discussed.

BACKGROUND

4. Following the implementation work after the enactment of the Localism Act 2011, the Head of Democratic Services is undertaking a review of the Council's Constitution and will be recommending updates for each chapter and section of the Constitution which has been affected by recent legislative changes. The first section to be considered for update is the Standing Orders with Respect to Meetings, as it has an effect on all of the Council's committee and panel meetings.
5. The current Standing Orders with Respect to Meetings were adopted in April 2007 and have subsequently been amended on four separate occasions (December 2008, April 2009, May 2010 and August 2011).

PROPOSAL

6. This review provides an opportunity for the Standing Orders to be updated in full and a copy of the proposed updated document is attached at Appendix A.

7. The following key changes have been incorporated into the document:
 - a) all references to the Standards Committee have been removed;
 - b) additional and amended wording is highlighted in bold text and underlined (for ease of reference);
 - c) where applicable, cross-references to other parts of the Council's Constitution have been entered;
 - d) spelling, typing and formatting errors have been corrected;
 - e) wording amended throughout to ensure the use of plain English; and
 - f) inclusion of a section on the recording of meetings by the media.

OPTIONS

8. The Executive is asked to consider the updated Standing Orders with Respect to Meetings, as set out in Appendix A and recommend any comments or further amendments for consideration by Council.
9. The views of the Executive are also sought on a change to Standing Order 62 – Variations and Revocations of Standing Orders. Officers consider that it would be more appropriate and less bureaucratic for future amendments to become part of the function and Terms of Reference of the Audit and Governance Committee. This would help to clarify and support changes to the Constitution which require Parts One to Three to be considered by the Executive, in consultation with the Scrutiny Board. Parts Four to Eight would then be under the function of the Audit & Governance Committee.

RISK ASSESSMENT

10. There is a risk to the Council that not having Standing Orders with Respect to Meetings which are robust and up to date could damage its reputation for good governance and undermine public confidence in the Council as a whole.

FINANCIAL IMPLICATIONS

11. There are no costs associated with this report.

CONSULTATIONS

12. The Solicitor to the Council and the Monitoring Officer have reviewed and contributed to the proposed changes.
13. The Audit and Governance Committee considered this matter at their meeting on 21 November 2013 as part of a wider consultation and any suggested amendments will be referred to the Executive for consideration when this matter is discussed.

CONCLUSION

14. The recommendations of the Scrutiny Board who considered this matter at their meeting on 21 November 2013 together with those of the Audit and Governance Committee will be reported to the Executive for consideration when this matter is discussed.

Reference Papers: Fareham Borough Council Constitution

FAREHAM

BOROUGH COUNCIL

STANDING ORDERS

WITH RESPECT

TO

MEETINGS



5 April 2007

Amended : Dec 2008

Further amended: April 2009

Further amended wef 13 May 2010

Revised October 2013

STANDING ORDERS WITH RESPECT TO MEETINGS

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FAREHAM BOROUGH COUNCIL

STANDING ORDERS WITH RESPECT TO MEETINGS

INTRODUCTION

- i. A local authority is permitted, but not required, by the Local Government Acts 1972 **and 2000**, to make Standing Orders for the regulation of its proceedings and business.
- ii. Such Standing Orders are for the purpose of establishing and maintaining the orderly conduct of meetings. The form and operation of the Standing Orders are under the control of the Council and may be worded to regulate meetings in the manner that the Council wishes. Apart from matters referred to in paragraph 4 below, there is no statutory requirement to provide Standing Orders in any particular form or for them to contain specific provisions. However, the Council is required by law to include its Standing Orders in its written Constitution.
- iii. Once Standing Orders have been established, however, failure to comply with them could, in some circumstances, render a decision void or subject to legal challenge. Further, it could be maladministration to do so. Except for those requirements mentioned at paragraph 4 below, the Council may rescind, suspend, waive, or vary Standing Orders in accordance with the procedures contained in them.
- iv. The Council is required by law to include in its Standing Orders the following:
 - (a) Provisions as to the Appointment of Chief Officers and other Statutory Officers;
 - (b) Provisions with regard to Disciplinary Action in respect of the Head of the Paid Service and other Statutory Officers.

These matters are contained in separate Standing Orders with respect to the Appointment, Dismissal and Discipline of Employees. (ref Part 4: Ch 2 of Constitution)

- v. The Appendix to these Standing Orders is for information only and does not form part of the Standing Orders themselves. Certain procedures of the Council are, however, prescribed by Statute (Local Government Acts 1972 and 2000).
- vi. These Standing Orders have been approved by the Council and are written in a form to enable members to identify the procedures to be followed in relation to any point or matter.

NOTE: This introduction does not form part of Standing Orders and is explanatory only.

PART I

ANNUAL MEETING OF THE COUNCIL

1. DATE AND TIME OF MEETING

- 1.1. The Annual Meeting of the Council will be held on the second Thursday of May, subject to any statutory provisions to the contrary. If it cannot be held on that date, it must be held as soon as possible after the second Thursday of May as decided by the Council, or, failing decision by the Council, by the Mayor.
- 1.2. The Annual Meeting of the Council shall be held at 10:30 in the morning or such other time as the Mayor shall decide.

2. ELECTION OF MAYOR

- 2.1. The first formal business shall be the election of a Mayor.
- 2.2. In addition to electing the Mayor at the Annual Meeting, the Council shall elect a Deputy Mayor.

3. APPOINTMENT OF EXECUTIVE LEADER

- 3.1 The Council shall elect a member to act as Executive Leader in accordance with **section 9C(3) Local Government Act 2000**.
- 3.2 The Executive Leader shall be appointed for a term of office as provided for in the Council's Constitution (ref Part 1: Ch 6). The Executive Leader may hold office for more than one term.
- 3.3 The appointment of the Executive Leader may be terminated as provided for in the Council's Constitution (ref Part 3: Ch 7).

4. APPOINTMENT OF EXECUTIVE MEMBERS

- 4.1 **The Executive Leader** shall **announce** the number of members to be appointed as Executive Members to act with the Executive Leader as the Executive under section **9C** of the Local Government Act 2000.
- 4.2 The **Executive Leader** shall **appoint** members to act as Executive Members under Standing Order 4.1.
- 4.3 The Executive Members shall each be appointed for such term of office as is provided for in the Council's Constitution (ref Part 1: Ch 6). The Executive Members may hold office for more than one term.
- 4.4 The appointment of any Executive Member may be terminated as provided for in the Council's Constitution (ref Part 3: Ch 7).

5. DETERMINATION OF AREAS OF EXECUTIVE RESPONSIBILITY

- 5.1 The Executive Leader shall determine the separate areas of responsibility to be allocated to individual Executive Members in accordance with the Council's constitution.
- 5.2 A decision of the Executive Leader under 5.1 above shall be made in accordance with the Council's procedures for the taking of decisions by individual members of the Executive and a written record provided.

6. APPOINTMENT OF SCRUTINY BOARD AND POLICY DEVELOPMENT & REVIEW PANELS

- 6.1 The Council shall appoint a Scrutiny Board and such Policy Development & Review Panels as are provided for in the Council's Constitution to undertake the functions of overview and scrutiny under **sections 9F and 21** of the Local Government Act 2000 (ref Part1: Ch 7 of Constitution).
- 6.2 The Scrutiny Board and Policy Development & Review Panels shall have such terms of reference and areas of responsibility as the Council approves from time to time in accordance with executive arrangements and the Constitution of the Council.
- 6.3 The Scrutiny Board and the Policy Development & Review Panels shall have such number of members and standing deputies as the Council from time to time appoints. Subject to any statutory provision providing otherwise, no member may be appointed to hold office later than the next Annual Meeting of the Council. This shall not prevent re-appointment to office.
- 6.4 The Council shall appoint the Chairmen and Vice-Chairmen of the Scrutiny Board and of the Panels.

7. APPOINTMENT OF OTHER COMMITTEES

- 7.1 The Council shall appoint such committees as it is required to appoint under statute **and as it considers necessary to carry out its functions**.
- 7.2 Each Committee appointed under Standing Order 7.1 shall have such number of members and standing deputies as the Council from time to time appoints, subject to any applicable statutory requirements. Subject to any statutory provision providing otherwise, no member of a committee may be appointed to hold office later than the next Annual Meeting. This shall not prevent re-appointment to office.
- 7.3 The Council shall appoint the Chairman and Vice-Chairman of each of the Committees it appoints under Standing Order 7.1.
- 7.4 Each Committee appointed under Standing Order 7.1 shall have the terms of reference and delegated powers that the Council approves from time to time.

8. ALLOCATION OF SEATS

- 8.1 Whenever the Council is either required to review the allocation of seats on committees between political groups or the Council resolves to carry out such a review, the Council must determine the allocation of seats to political groups in a way which best meets the requirements of Section 15 of the Local Government and Housing Act 1989 or other statutory provision.

9. POLICY FRAMEWORK

- 9.1 The Council must establish or confirm the plans and strategies that are to comprise the Council's overall policy framework within which the Executive shall operate during the coming year.

10. OTHER BUSINESS

- 10.1 The Council shall make appointments to outside bodies other than those appointments which are required by law to be made by the Executive.
- 10.2 Other business shall be conducted, where relevant, in accordance with Part II of these Standing Orders.

PART II

MEETINGS OF THE COUNCIL

11. TIME OF MEETINGS

- 11.1 Meetings of the Council for the transaction of general business shall be held during each year on dates set by the Council. Meetings shall be held at 6:00 p.m. unless the Mayor determines otherwise.
- 11.2 Any additional meeting called by the Mayor or by five members of the Council under paragraph 3 of Schedule 12 of the Local Government Act 1972 shall be on the date and at the time the Mayor decides.

12. CHAIRMAN

- 12.1 The Mayor must act as Chairman of the Council and, if present, must preside at meetings of the Council.
- 12.2 If the Mayor is absent, the Deputy Mayor must act as Chairman and shall preside.
- 12.3 If both Mayor and Deputy Mayor are absent from a meeting of the Council, the Council must elect a member to preside.

13. QUORUM

- 13.1 A quorum of the Council is at least one third of the members.
- 13.2 If, after counting the number of members present during any meeting of the Council, the Mayor declares that there is not a quorum present, the meeting must stand adjourned.
- 13.3 The consideration of any business not transacted must be adjourned to a time fixed by the Mayor at the time the meeting is adjourned, or, if he/she does not fix a time, to the next ordinary meeting of the Council.

14. ORDER OF BUSINESS

- 14.1 Except for variations allowed under Standing Order 65, the order of business at ordinary meetings of the Council shall be:
- (a) Prayers;
 - (b) To choose a person to preside in the absence of both the Mayor and Deputy Mayor;
 - (c) To approve as a correct record and sign the minutes of the last meeting of the Council;
 - (e) To deal with any business expressly required by statute to be done;
 - (f) Mayor's announcements;

- (g) Executive Leader's announcements;
- (h) Executive Members' announcements;
- (i) Declarations of Interest;
- (j) Presentation of Petitions;
- (k) Reception of Deputations;
- (l) To dispose of business (if any) remaining from the last meeting;
- (m) To receive, consider and answer questions on reports and recommendations of the Executive and of the Scrutiny Board or other Committees of the Council and minutes of Committees of the Council;
- (n) To answer questions asked under Standing Order 17.2;
- (p) To consider motions in the order in which notice has been received; and
- (q) Other business, if any, specified in the summons.

Variation of Order of Business

14.2 The Order of Business may be varied:-

- (a) By the Mayor at his/her discretion.
- (b) By a resolution passed on a motion properly moved and seconded. Such a motion shall be moved and put without discussion.

15. MOTIONS

Notices of Motion

- 15.1 Except for motions under Standing Order 16, written notice must be given of each motion to be moved at the meeting of the Council. Such written notice may be given by electronic means provided that S.O.15.2 is complied with as to signature.
- 15.2 Each notice must be signed by the member or members of the Council giving the notice **unless sent electronically, then it must be sent from the lead member's Fareham Borough Council e-mail account.**
- 15.3 Each notice must be delivered at least **seven** clear working days before the next meeting of the Council, at the office of the Chief Executive Officer. The Chief Executive Officer must date each notice and number the notices in the order received. Motions shall be listed on the agenda in the order in which notice was received. The notices received must be retained and be open to the inspection of every member of the Council.
- 15.4 If notice is given of a motion which, in the opinion of the Chief Executive Officer is

illegal, irregular or improper it shall not be accepted. In the event of non-acceptance, the Chief Executive Officer shall immediately inform the member giving notice.

Motions to be Set Out in Summons

- 15.5 The summons for every meeting of the Council must have set out in it the properly notified motions, in the order in which they have been received.

Motion Not Moved

- 15.6 If a motion set out in the summons is not moved either by a member who gave notice of it or by another member on his/her behalf it must, unless postponed by consent of the Council, be treated as withdrawn and cannot be moved without fresh notice.

Automatic Reference to the Executive or to a Committee

- 15.7 If the subject matter of any properly notified motion comes within the terms of reference or functions of the Executive or of a committee of the Council it must, on being formally moved and seconded, stand referred without discussion to the Executive or the relevant committee. The Executive or committee to which the motion has been referred shall consider the motion and report back to the Council provided that, before considering a motion that has been referred to it, the Executive must consult the Scrutiny Board

If a motion is referred by the Council to the Executive, via the Scrutiny Board, the decision of the Executive shall not be subject to the call in procedure for Executive decisions, under the Council's Constitution.

If the Mayor considers it appropriate, he/she may allow the motion to be dealt with at the meeting at which it is moved and he shall inform the proposer accordingly before the meeting.

For the purposes of clarification, a decision upon an Executive function, arising from a Motion to Council, may not be taken by the Council unless it would contravene the Policy framework or be outside or not fully in accordance with the approved budget (in which case the Executive has no power to make it).

Scope of Motions

- 15.8 Every motion must be directly relevant to some matter in relation to which the Council has powers or duties or which affects the economic, social or environmental well-being of the Borough of Fareham or any of its inhabitants. For the purposes of this Standing Order, Council shall be deemed to include the Executive.

16. NOTICE NOT REQUIRED

- 16.1 The following motions and amendments may be moved without notice:

(a) Appointment of a Chairman of the meeting.

- (b) Motions relating to the accuracy of the minutes.
- (c) That an item of business specified in the summons shall have precedence.
- (d) Reference to a committee or to the Executive.
- (e) Appointment of a committee or members thereof, prompted by an item mentioned in the summons to the meeting.
- (f) Receipt of reports and recommendations of the Executive, committees of the Council or officers and of minutes of Committees of the Council and any consequent resolutions.
- (g) That leave is given to withdraw a motion.
- (h) Extending the time limit for speeches.
- (i) Amendments to motions.
- (j) Motion to exclude the public under Section 100A(4) of the Local Government Act 1972.
- (k) Variation of order of business in accordance with Standing Order 65.
- (l) That a member named under Standing Order 20 be not further heard or must leave the meeting.
- (m) Suspending Standing Orders, in accordance with Standing Order 69
- (n) Removing the confidentiality from any item on the Council agenda provided that the motion must refer to the confidential item by minute reference number only.
- (o) That the Council proceed to the next business.
- (p) That the question is now put.
- (q) That the debate is now adjourned.
- (r) That the Council now adjourn.

17. QUESTIONS

- 17.1 A member of the Council may ask the Executive Leader, Executive Members or the Chairman of a committee of the Council any question on an item contained in the recommendations or reports of the Executive or of a committee or minutes of a committee when those reports, or recommendations or minutes, are under consideration by the Council.

17.2 A member of the Council may:-

- (a) If **seven** clear working days' notice in writing has been given to the Chief Executive Officer, ask the Mayor or the Executive Leader or the Chairman of any committee of the Council any question on any matter **falling within their terms of reference** in relation to which the Council has powers or duties or which directly affects the economic, social or environmental well-being of the Borough of Fareham or any of its inhabitants. For the purposes of this Standing Order, Council shall be deemed to include the Executive.
- (b) With the permission of the Mayor, put to him/her or the Executive Leader or the Chairman of any committee of the Council, any question relating to urgent business **falling within their terms of reference**, of which notice has not been given; but a copy of any such question must, if possible, be delivered to the Chief Executive Officer not later than ten o'clock in the morning of the day of the meeting.

17.3 Every question must be put and answered without discussion, but the person to whom a question has been put may decline to answer. If the member asking a question considers that the reply given requires further clarification, he/she may ask for a further reply. Otherwise no further question may be put except by permission of the Mayor.

17.4 An answer may take the form of:

- (a) a direct oral answer, or
- (b) where the desired information is contained in a publication of the Council, a reference to the publication; or
- (c) a written answer.

18. MINUTES

18.1 The Mayor must put the motion that the minutes of the meeting of the Council held on the.....day of.....be approved as a correct record.

18.2 No discussion shall take place on the minutes, except as to their accuracy, and any question of their accuracy must be raised by motion. If no such question is raised, or if it is raised then as soon as it has been disposed of, the Mayor must sign the minutes.

18.3 Where the next meeting is an extraordinary meeting of the Council called under paragraph 3 of Schedule 12 to the Local Government Act 1972, the next following meeting of the Council shall be treated as a suitable meeting for the purposes of signing the minutes (in accordance with LGA1972 Sch12 paragraph 41(1) and (2).

19. RULES OF DEBATE FOR COUNCIL MEETINGS

Motions and Amendments

- 19.1 A motion or amendment may not be discussed unless it has been proposed and seconded. Unless notice has already been given in accordance with Standing Order 15, it must, if required by the Mayor, be put into writing and handed to the Mayor before it is further discussed or put to the meeting.

Secunder's Speech

- 19.2 If he/she then declares his/her intention to do so, a member seconding a motion or amendment may reserve his/her speech until a later period of the debate.

Only One Member to Stand at a Time

- 19.3 When speaking, each member must stand and address the Mayor. If two or more members rise at the same time, the Mayor shall call on one to speak; the other or others must then sit. While a member is speaking the other members shall remain seated, unless rising to a point of order or in personal explanation.

Content and Length of Speeches

- 19.4 A member must direct his/her speech to the question under discussion or to a point of order or to a personal explanation. No speech may exceed five minutes except with the permission of the Council.

When a Member May Speak Again

- 19.5 A member who has spoken on any motion may not speak again whilst it is the subject of debate, except:
- (a) To speak once on an amendment moved by another member;
 - (b) If the motion has been amended since he/she last spoke, to move a further amendment;
 - (c) If his/her first speech was on an amendment moved by another member, to speak on the main issue, whether or not the amendment on which he/she spoke was carried;
 - (d) In exercise of a right of reply given by Standing Order 19.11 or 19.16;
 - (e) On a point of order; or
 - (f) By way of personal explanation.

Amendments to Motions

- 19.6 An amendment must be relevant to the motion and must be either:
- (a) to refer a subject of debate to the Executive or to a committee of the Council for consideration or re-consideration; or
 - (b) to leave out words; or
 - (c) to leave out words and insert or add others; or
 - (d) to insert or add words;

Any omission, insertion or addition of words must not have the effect of negating the motion before the Council.

- 19.7 Only one amendment may be moved and discussed at a time and no further amendment may be moved until the amendment under discussion has been disposed of.

However, the Mayor may permit two or more amendments to be discussed (but not voted on) together if circumstances suggest that this course would facilitate the proper conduct of the Council's business. The Mayor may postpone discussion of an amendment which in his/her view materially changes the meaning of the motion until in his/her opinion members who wish to speak on the motion as proposed have had the opportunity to do so.

- 19.8 If an amendment is lost, other amendments may be moved on the original motion. If an amendment is carried, the motion as amended shall take the place of the original motion and shall become the motion on which any further amendment may be moved.

Alterations of Motions

- 19.9 With the consent of the Council signified without discussion, a member may:
- (a) alter a motion of which he/she has given notice, or
 - (b) with the further consent of his/her seconder, alter a motion which he/she has moved, if (in either case) the alteration is one which could be made as an amendment to it.

Withdrawal of Motion

- 19.10 The mover may withdraw a motion or amendment with the consent of his/her seconder and of the Council. Consent, if given, must be signified without discussion. No member may speak on the motion or amendment after the mover has asked permission for its withdrawal, unless such permission has been refused.

Right of Reply

- 19.11 The proposer of a motion must have a right to reply at the close of the debate on a motion immediately before it is put to the vote.

A member exercising a right of reply shall not introduce a new matter.

If an amendment or reference back is moved, its proposer shall have a right of reply at the close of the debate on it, subject to the proposer of the original motion (who shall not otherwise speak on the amendment) having the final right of reply immediately before that amendment or reference back is put to the Council.

After reply by the proposer of the original motion, a decision shall be taken on that amendment without further discussion or questions asked.

- 19.12 The recommendations, reports or minutes of the Executive, the Scrutiny Board or of a Committee of the Council shall be presented to the Council by the Executive Leader or the Chairman of the meeting concerned or, in his/her absence, by some other member of the Executive or of the committee who was present at that meeting. The Executive Leader, Chairman or other member shall move that the report or minutes be received and that any recommendation be approved and adopted.
- 19.13 After a motion has been proposed under Standing Order 19.12, a recommendation shall be determined by the members present. The Mayor or person presiding at the meeting shall require that the matter subject to debate be debated and disposed of before proceeding to the next motion except where otherwise agreed by the Council or where Standing Order 19.14 applies.
- 19.14 When the Council resolves that two or more motions or amendments shall be considered together, Standing Order No 19.11 shall apply so as to give to each proposer of any such motions or amendments the right of reply. The order specified in Standing Order 19.11 shall apply. The Mayor may direct as to the order in which the various motions and/or amendments are voted on.

Motions Which May be Moved During Debate

- 19.15 When a motion is under debate no other motion may be moved except the following:
- (a) To amend the motion;
 - (b) That a member is not further heard;
 - (c) By the Mayor under Standing Order 21.2 that a member must leave the meeting;
 - (d) That the public be excluded under Section 100A(4) of the Local Government Act 1972;
 - (e) That the subject of debate be referred (back) to the Executive or committee of the Council;

- (f) That the Council proceed to the next business;
- (g) That the question is now put;
- (h) That the debate is now adjourned;
- (i) That the Council now adjourns.

Closure Motions

19.16 At the conclusion of a speech of a member, another member may move without comment, "That the Council proceed to the next business," "That the question is now put", "That the debate is now adjourned," or "That the Council now adjourns," on the seconding of which the Mayor shall proceed as follows:

- (a) **On a motion to proceed to next business:** unless in his/her opinion the matter before the meeting has not been sufficiently discussed, he/she shall first give the mover of the original motion a right of reply, and then put to the vote the motion to proceed to next business;
- (b) **On a motion that the question is now put:** unless in his/her opinion the matter before the meeting has not been sufficiently discussed, he/she shall first put to the vote the motion that the question is now put. If the motion is passed the mover of the original motion shall have a right of reply under Standing Order 19.11 before putting his/her motion to the vote;
- (c) **On a motion to adjourn the debate (or the meeting):** if in his/her opinion the matter before the meeting has not been sufficiently discussed and cannot reasonably be sufficiently discussed on that occasion he/she shall put the adjournment motion to the vote without giving the mover of the motion his/her right of reply on that occasion.

Points of Order and Personal Explanation

19.17 A member may rise on a point of order or in personal explanation, and shall be entitled to be heard immediately.

A point of order may relate only to an alleged breach of a Standing Order or statutory provision and the member shall specify the Standing Order or statutory provision and the way in which he/she considers it has been broken.

A personal explanation must be confined to:

- (a) some material part of a former speech by him/her which may appear to have been misunderstood in the present debate and must be in order to clarify his/her former speech or to correct such misunderstandings, or
- (b) the correction of facts which concern himself/herself contained in a speech of another member in the present debate.

- 19.18 The ruling of the Mayor on a point or order or on the admissibility of a personal explanation shall not be open to discussion.

Respect for Chairman

- 19.19 Whenever the Mayor rises during a debate, a member then standing must resume his/her seat and the Council shall be silent.

20. MOTIONS AFFECTING PERSONS EMPLOYED BY THE COUNCIL

- 20.1 Questions as to the appointment, promotion, dismissal, salary, superannuation or conditions of service of any employee other than a Chief Officer, shall not be the subject of discussion at a meeting of the Council, the Executive, or a Committee or Sub-Committee of the Council other than the Appeals Committee
- 20.2 If any question arises at a meeting of the Council as to the appointment, promotion, dismissal, salary, superannuation or conditions of service, or as to the conduct of any person employed by the Council, such question may not be the subject of discussion until the Council has decided whether or not the power of exclusion of the public under section 100A(4) of the Local Government Act 1972 shall be exercised. This Standing Order applies also to the Executive or to a committee of the Council to which the Local Government Act 1972 applies by virtue of Sections 100A and 100E of that Act.

21. DISORDERLY CONDUCT

Misconduct by a Member

- 21.1 If, in the opinion of the Mayor notified to the Council, any member misconducts himself or herself by persistently disregarding the ruling of the Chairman or by behaving irregularly, improperly, or offensively, or by wilfully obstructing the business of the Council, the Mayor or any other member may move that the member named be not further heard. If seconded, the motion must be put and determined without discussion.

Continuing Misconduct by a Named Member

- 21.2 If the member named continues his/her misconduct after a motion under Standing Order 21.1 has been carried the Mayor shall either:-
- (a) move that the member named shall leave the meeting (in which case the motion shall be put and determined without seconding or discussion); or
 - (b) adjourn the meeting of the Council for such period as he/she in his/her discretion considers expedient.

General Disturbance

- 21.3 In the event of general disturbance which in the opinion of the Mayor renders the due and orderly dispatch of business impossible, in addition to any other power vested in him/her, the Mayor may, without question put, adjourn the meeting of the

Council for such period as he/she in his/her discretion considers expedient.

22. DISTURBANCE BY MEMBERS OF THE PUBLIC

- 22.1 If a member of the public interrupts the proceedings at any meeting the Mayor shall warn him/her/them. If he/she/they continue(s) the interruption, the Mayor shall order his/her/their removal from the Council Chamber. In the case of general disturbance in any part of the Chamber open to the public, the Mayor shall order that part to be cleared and/or the meeting to be adjourned.

23. RESCISSION OF PRECEDING RESOLUTION

- 23.1 No motion to rescind any resolution passed within the preceding six months and no motion or amendment to the same effect as one which has been rejected within the preceding six months, may be proposed unless:
- (a) a member gives notice as required by Standing Order 15; and
 - (b) the notice has been signed by at least six other members.
- 23.2 This Standing Order does not apply to **a decision or** recommendation of the Executive, the Scrutiny Board or of a committee of the Council.
- 23.3 Any motion to rescind a previous resolution of the Council that has been passed within the preceding six months may be dealt with by the Council at the meeting at which it is moved.

24. VOTING

- 24.1 All questions coming or arising before the Council shall be determined by a majority of those members of the Council present and voting. If there is an equality of votes, the person presiding at the meeting shall have a second (or casting) vote.
- 24.2 Members shall vote:
- (a) by show of hands; or
 - (b) by the use of an electronic system of recording votes,
- as the Mayor shall determine on each occasion.
- 24.3 If any member so requests before the vote is taken, the voting on any question shall be by roll call and shall be recorded so as to show how each member present and voting gave his/her vote. The name of any member present and not voting must also be recorded.
- 24.4 If any member so requires immediately after a vote is taken at a meeting of the Council, there must be recorded in the minutes of the proceedings of that meeting whether that person cast his/her vote for the question or against the question or whether he/she abstained from voting.

25. VOTING ON APPOINTMENTS

- 25.1 Where there are more than two persons nominated for any position to be filled by the Council, and of the votes given there is not a majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote shall be taken, and so on until a majority of votes is given in favour of one person.

26. MOTIONS ON EXPENDITURE

- 26.1 Any motion or recommendation which is not accompanied by a recommendation of the Executive and which if carried, would materially increase the expenditure on any service or reduce revenue or involve capital expenditure must, when proposed and seconded, be adjourned without discussion to the next ordinary meeting of the Council. The Executive and any committee of the Council affected by the motion must consider and report their view thereon.

27. DURATION OF COUNCIL MEETINGS

- 27.1 After a meeting has lasted three hours, the Mayor may direct that only unopposed or formal business shall be proceeded with and any remaining motions shall stand adjourned to a subsequent meeting.

28. INTERESTS OF MEMBERS IN CONTRACTS AND OTHER MATTERS

Disclosable Pecuniary Interests

- 28.1 If any member of the Council has any **disclosable pecuniary interest** within the meaning of the Council's Code of Conduct for Members in any contract, proposed contract, or other matter, that member must:

- (a) disclose the existence and nature of that interest in accordance with the Council's Code of Conduct for Members; and
- (b) withdraw from the meeting while the contract, proposed contract, or other matter, is under consideration by the Council unless he has obtained a dispensation from the **Monitoring Officer or can attend in accordance with paragraph 1.7 and/or 5.4 of the Code (i.e. making representations).**

Non-pecuniary Interests

- 28.2 If any member of the Council has a **non-pecuniary** interest, within the meaning of the Council's Code of Conduct for Members, in any contract, proposed contract, or other matter, that member must disclose the existence and nature of that interest in accordance with the Council's Code of Conduct for Members.

General

- 28.3 **Any interest under the Council's Code of Conduct for Members** must be declared at or as near as possible to the start of a meeting.

- 28.4 Reference in this Standing Order to the Council shall include the Executive, the Scrutiny Board, a committee, sub-committee or panel of the Council.
- 28.5 The agenda for each meeting of the Council, the Executive, the Scrutiny Board, a committee, sub-committee or panel, must include an item at the beginning allowing for members of the Council to declare interests on any matter(s) under consideration at that meeting.

29. BUDGET AND POLICY FRAMEWORK

- 29.1 The Council will approve the Budget and Policy Framework in accordance with the Budget and Policy Framework Procedure Rules (ref Part 3:Ch 4 of the Constitution).

PART III

MEETINGS AND PROCEEDINGS OF THE EXECUTIVE

30. STATUTORY REQUIREMENTS

- 30.1 All meetings and proceedings of the Executive shall be conducted in accordance with the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012 or any amendment or addition to those Regulations.

31. AREAS OF RESPONSIBILITY

- 31.1 The areas of Executive Responsibility shall be as determined by the Executive Leader and recorded in accordance with Standing Order 5 above.

32. DELEGATION BY THE EXECUTIVE LEADER

- 32.1 The Executive Leader may discharge any Executive function in accordance with S9E Local Government Act 2000. The Executive Leader may choose to delegate any Executive function to:

- (a) the Executive;
- (b) an individual member of the Executive;
- (c) a committee of the Executive;
- (d) a sub-committee of the Executive; or
- (e) an officer of the Council.

- 32.2 Where the delegation takes place this will be reflected in the Constitution and/or the terms of reference of the committee or the scheme of delegation, as appropriate. A decision of the Executive Leader under 32.1 above shall be made in accordance with the Council's procedures for the taking of decisions by individual members of the Executive and a written record provided.

- 32.3 Such written record shall include:

- (a) the extent of the authority delegated, including any limitation whether as to time or otherwise; and
- (b) the name of the committee or Executive Member, or the title of the officer to whom the delegation is made.

33. CONDUCT OF EXECUTIVE MEETINGS

Meetings

- 33.1 The Executive shall meet no less than six times a year. *(Note: see also paragraph 6.4 of Part1: Chapter 6 of the Council's Constitution)* .The Executive shall meet on such dates and at such times and at such location to be agreed by the Executive Leader.
- 33.2 The quorum for a meeting of the Executive, or a committee of the Executive, shall be three.

33.3 If the Executive Leader is present at a meeting of the Executive, he/she shall preside. In his/her absence, the Deputy Leader (if appointed) shall preside, and in the absence of the Deputy Leader, a person appointed to do so by those present shall preside.

33.4 At a meeting of a committee of the Executive, those present shall appoint a person to preside.

Business to be conducted

33.5 At each meeting of the Executive the following business shall be transacted:

(a) apologies for absence;

(b) consideration of minutes of the last meeting;

(c) Executive Leader's announcements;

(d) declarations of interest;

(e) petitions;

(f) deputations;

(g) matters referred to the Executive (whether by the Scrutiny Board, a Policy Development & Review Panel or by the Council) for consideration by the Executive;

(h) matters set out in the agenda for the meeting and which shall indicate which are key decisions and which are not;

(i) consideration of reports from the Scrutiny Board or a Policy Development & Review Panel; and

(j) other business, if any, specified in the summons.

33.6 All reports to the Executive from any member of the Executive or an officer on proposals relating to the budget and policy framework must contain details of the consultation undertaken, including that with the Scrutiny Board or relevant Policy Development & Review Panel, and the outcome of consultation as appropriate.

33.7 Any Executive member may require that an item be placed on the agenda of the next available meeting of the Executive for consideration.

33.8 There shall be a standing item on the agenda of each meeting of the Executive for matters referred by the Scrutiny Board. The Chairman or Vice-Chairman of the Scrutiny Board shall be entitled to attend and speak at a meeting of the Executive when a recommendation or report of that Board is being considered.

33.9 Any member of the Council may ask the Executive Leader to put an item on the agenda of an Executive meeting for consideration and, if the Executive Leader agrees, the item shall be considered at an appropriate meeting of the Executive.

The member asking for the item to be considered shall be invited to attend and speak at the meeting, whether or not it is a public meeting.

- 33.10 The **Head of Paid Service**, Monitoring Officer and/or the Chief Financial Officer may include an item for consideration on the agenda of an Executive meeting and may require such a meeting to be called in pursuance of their statutory duties.
- 33.11 **Notwithstanding the provisions of this section 33, no matter may be placed on the agenda for an Executive decision or meeting unless it has complied with the requirements of the Constitution in relation to the Access to Information Procedure Rules (Constitution Part 3, Chapter 1), the Executive Procedure Rules (Constitution Part 3, Chapter 2), Forward Plans and Key Decisions (Constitution Part 3, Chapter 3), Decision making by individual members of the Executive and key decisions by Officers (Constitution Part 3, Chapter 5) or Urgent Decisions Outside the Policy Framework and / or Budget (Constitution Part 3, Chapter 6) and the provisions of the Local Authorities (Executive Arrangements)(Meetings & Access to Information) Regulations 2012.**
- 33.12 **Items of business containing exempt or confidential information within the meaning of the Local Authorities (Executive Arrangements)(Meetings & Access to Information) Regulations 2012 may only be added to the agenda following a period of 28 days notice of the item containing exempt or confidential material.**
- 33.13 **Urgent business may only be transacted having complied with Regulations 10 (General Exception) or 11 (Urgency) of the Local Authorities (Executive Arrangements)(Meetings & Access to Information) Regulations 2012. Regulation 10 requires notice to have been given to the Chairman of the Scrutiny Board, or in his absence, every member of the Scrutiny Board at least 5 clear days prior to the date of the decision / decision meeting. Regulation 11 requires the written consent to the matter being urgent having been obtained from the Chairman of the Scrutiny Board, or in his absence, the Chairman of the Authority, or in both of their absence, the Vice Chairman of the Authority.**

Confidentiality of Proceedings

- 33.11 The provisions of Standing Order 39, relating to confidentiality of proceedings, shall apply to proceedings of the Executive.

Right to Attend Meetings

- 33.12 In addition to the rights of members to attend meetings under the Regulations referred to at Standing Order 30, Standing Order 47 (Right for Mover of Motion to Attend Meeting) shall apply to meetings of the Executive.

PART IV

COMMITTEES AND SUB-COMMITTEES

34. GENERAL PROCEDURE

- 34.1 In these Standing Orders, the term "Committee" also includes the Scrutiny Board and Policy Development & Review Panels appointed by the Council under Standing Order 6.
- 34.2 The provisions of Standing Orders 34 to 55 shall apply to meetings of all committees and sub-committees of the Council, including the Scrutiny Board, the Policy Development & Review Panels and the Standards Committee.

35. TERMS OF REFERENCE

- 35.1 Each Committee of the Council shall exercise such functions, duties and powers as are allocated or required by statute.
- 35.2 Each Committee of the Council shall, in addition, have the terms of reference and delegated powers that the Council approves for it from time to time.

36. CHAIRMAN OF COMMITTEE

- 36.1 In the absence from a meeting of the Chairman and Vice-Chairman, a Chairman for that meeting may be appointed from those members of the committee present.

37. RIGHT TO ATTEND MEETINGS

- 37.1 The Mayor **and the Executive Leader** shall ex officio have the right to attend and speak at meetings of all committees of which he or she is not otherwise a voting member.
- 37.2 Each elected member of the Council has a right to attend any meeting of a committee of the Council or any sub-committee thereof, provided that he or she takes no part whatever in the discussions held in the committee or sub-committee except by direct invitation of the Chairman of that committee or sub-committee. Standing Orders 28 (Interests) and 39 (Confidentiality) shall apply to such visiting members.
- 37.3 The Chairman and Vice-Chairman of a committee of the Council ex officio have the right to attend and speak at meetings of every sub-committee appointed by that committee, if the said Chairman or Vice-Chairman is not otherwise appointed as a voting member.

Members of Panels who are co-opted for the consideration of specific business or for a specified period only, such appointment being less than a full municipal year, shall not be entitled to receive copies of reports relating to other business of the Panel containing information which is exempt.

38. STANDING DEPUTIES

- 38.1 When making or terminating appointments of voting members to committees under Standing Order 6 and 7 or to other bodies of the Council under Standing Order 43, each appointing body shall also make or terminate the appointment of such deputies as nominated by political groups.
- 38.2 Each political group may nominate one member to act as deputy for that group for each committee or other body of the Council, with the exception of the Planning Committee, to which each group may appoint two deputy members, the Scrutiny Board to which each group may appoint such number of deputies as the Council may decide.
- 38.3 In the absence from a meeting of a voting member holding a seat allocated to a political group on a committee or other body of the Council, a deputy appointed under this Standing Order may act as his/her substitute and shall be entitled to attend, speak and vote at the meeting.
- 38.4 A deputy attending at a meeting under Standing Order 38.3 must, before the start of the meeting, advise the Chairman or cause the Chairman to be advised of the member for whom he/she is deputising.
- 38.5 Where a person for whom a member is deputising is appointed Chairman or Vice-Chairman of the committee or body concerned, the deputy shall not be entitled to act in that capacity.
- 38.6 In the case that a deputy is present at and participating in a meeting and the voting member for whom he/she is deputising subsequently also attends, the voting member may not take the place of the deputy. The Chairman of the meeting may invite that member to speak on such items of business as the Chairman considers reasonable. However, that member shall not be entitled to vote.
- 38.7 If a voting member of a committee or other body is present at and participating in a meeting, a deputy may not subsequently take his/her place.
- 38.8 If a meeting at which either a deputy or a voting member has participated is adjourned until a later date, then notwithstanding Standing Orders 38.6 and 38.7, the deputy or voting member may take the place of the other at the resumed meeting provided that such substitution may take place only at the beginning of the resumed meeting.

39. CONFIDENTIALITY OF PROCEEDINGS

- 39.1 Where the public have been excluded from a meeting under any paragraph of Part 1 of Schedule 12A of the Local Government Act 1972, no member of the Council or of a committee or sub-committee (whether elected or co-opted) may disclose (except to another member of the Council) a matter dealt with by or to be brought before the Council, committee or sub-committee, without the permission of the Council or that committee or sub-committee.

39.2 Minutes, reports and documents containing exempt or confidential information and marked as such must be treated as confidential until the member is informed otherwise by the Council. Discussions which have taken place on and verbal reports of officers on exempt or confidential matters must not be disclosed except as specifically approved by the Council.

40. LIMITATION ON EXERCISE OF DELEGATED POWERS

40.1 The exercise by any committee of the Council, members or officers of the Council of any of the powers and duties from time to time delegated to them are subject to the following limitations and conditions:

- (a) Nothing may be done in pursuance of purported exercise of any such powers and duties which would or might involve any commitment on the part of the Council to capital expenditure required to be financed by way of loan or any other expenditure for which no provision has been made in the approved annual estimates or which would be in excess of any amount so provided.
- (b) In dealing with any matter under delegated powers, effect must be given to any resolution passed by the Council specifically relating thereto and any other general instructions or directions of the Council (or of the Executive or any committee of the Council in the case of powers delegated to an officer) as to the principles to be observed or the policy to be followed in regard to matters of that kind.
- (c) A committee of the Council may not deal with any matter under delegated powers where at least one quarter of the membership of the committee present at the committee meeting requests that a recommendation on the matter be submitted to the Council.
- (d) A sub-committee of the Council may not deal with any matter under delegated powers where at least one quarter of the membership of the sub-committee present at the sub-committee meeting requests that a recommendation on the matter be submitted to the appropriate parent committee.
- (e) Notwithstanding (c) and (d) of this Standing Order, except where required by law, applications for planning permission shall not be considered at a meeting of the full Council but shall be determined by the appropriate Committee of the Council or Sub-Committee.

41. URGENT BUSINESS

41.1 Urgent business arising at a time when it is not expedient to await the next scheduled meeting of the relevant committee of the Council shall be dealt with at a special meeting of that committee.

42. SPECIAL MEETINGS OF COMMITTEE

42.1 The Chairman of a committee may call a special meeting of the committee at any time. A special meeting must also be called on the requisition of at least four

members of the committee, delivered in writing to the Chief Executive Officer. The agenda for the special meeting must set out the business to be considered, and no business other than set out in the agenda may be considered at that meeting.

43. SUB-COMMITTEES

- 43.1 Every committee appointed by the Council may appoint sub-committees for such specified purposes as they think fit and may make arrangements for such sub-committees to discharge any of the functions of the authority which the committee may discharge.
- 43.2 The number of members and standing deputies to serve on a sub-committee shall be as determined by the relevant committee from time to time, but a sub-committee must have at least three members.
- 43.3 Whenever a committee is required to review the allocation of seats on a sub-committee between political groups or a committee resolves to carry out such a review, the committee must determine the allocation of seats to political groups in a way which may best meets the requirements of Section 15 of the Local Government and Housing Act 1989 or other statutory provision.

44. QUORUM OF COMMITTEES AND SUB-COMMITTEES

- 44.1 Except where authorised by a statute or ordered by the Council, business may not be transacted at a meeting of any committee unless at least one third of the whole number of the committee is present.

In no case shall less than three members comprise the quorum of a committee.

- 44.2 Subject to Standing Order 44.3 below, except where authorised by statute or otherwise ordered by the committee that has appointed it, business may not be transacted at a sub-committee unless at least one quarter of the whole number of the sub-committee is present.

Subject to Standing Order 44.3 below, in no case shall less than three members comprise the quorum of a sub-committee.

- 44.3 Notwithstanding Standing Order 44.2 above, where a sub-committee comprises only three members as provided in Standing Order 43.2 above, two members shall comprise a quorum of that sub-committee.

45. VOTING IN COMMITTEES AND SUB-COMMITTEES

- 45.1 All questions coming or arising before a meeting of a committee of the Council, a sub-committee, a relevant joint committee or sub-committee of such a committee shall be determined by a majority of those members present and voting.

In the case of an equality of votes, the person presiding at the meeting shall have a second (or casting) vote.

- 45.2 The mode of voting at meetings of a committee, a sub-committee, a relevant joint committee or sub-committee of such a committee, shall be by show of hands.

45.3 If, immediately after a vote is taken at a meeting of a committee or sub-committee or a relevant joint committee or sub-committee of such a committee, any member of that body requires it, there must be recorded in the minutes of the proceedings of that meeting whether that person cast his/her vote for the question or against the question or whether he/she abstained from voting.

46. STANDING ORDERS TO APPLY TO COMMITTEES AND SUB-COMMITTEES

46.1 The Standing Orders of the Council (except those parts which relate to standing and to speaking more than once), with any necessary modification, apply to meetings of committees of the Council.

46.2 Minutes of committees or sub-committees shall be signed, where possible, at the next following meeting or other suitable meeting as appropriate.

47. MOVER OF MOTION MAY ATTEND COMMITTEE OR SUB-COMMITTEE

47.1 A member of the Council who has moved a motion that has been referred to any committee or sub-committee must have notice of the meeting of the committee or sub-committee at which it is proposed to consider the motion. He/she has a right to attend the meeting and if he/she attends must have an opportunity of explaining the motion.

48. SUBMISSION OF ESTIMATES

48.1 Every committee of the Council having power to incur expenditure paid for by local taxation must submit to the Executive not later than the first day of February an estimate, in a form approved by the Council of the proposed expenditure to be recommended by such committee for the ensuing year.

48.2 In the event of the Executive referring estimates back to a committee that committee shall consider such reference and submit revised estimates or observations by the first day of March.

48.3 A Committee shall, before incurring any expenditure not included in approved estimates, submit to the Executive a supplementary estimate accompanied by a detailed statement in support of the expenditure.

OVERVIEW AND SCRUTINY

49. MEETINGS

- 49.1 There shall be no less than six meetings of each Policy Development and Review Panel and the Scrutiny Board in each year. Notwithstanding this provision, a meeting may be cancelled, with the consent of the Chairman, for lack of business.
- 49.2 An extraordinary meeting may be called by the Chairman of the Scrutiny Board or relevant Chairman of a Policy Development and Review Panel or by the Chief Executive Officer, if he/she considers it necessary or appropriate.

50. REVIEW PANELS

- 50.1 The Scrutiny Board may appoint such sub-committees as it thinks fit to assist in its scrutiny functions.

51. WORK PROGRAMME

- 51.1 The Scrutiny Board and the Policy Development & Review Panels shall be responsible for setting their own work programmes and in doing so shall take into account the wishes of all members on the Board or Panel, as appropriate.

52. PROCEDURE

- 52.1 The Scrutiny Board shall consider the following business at each meeting:
- (a) minutes of the last meeting;
 - (b) declarations of interest;
 - (c) consideration of any matter referred to the Board in relation to call in of a decision of the Executive;
 - (d) the business otherwise set out on the agenda for the meeting.
- 52.2 The Policy Development and Review Panels shall consider the following business at each meeting:
- (a) minutes of the last meeting;
 - (b) declarations of interest;
 - (c) consideration of any matter referred to the Board in relation to call in of a decision of the Executive;
 - (d) the business otherwise set out on the agenda for the meeting.

53. SUBMISSION OF ITEMS FOR AGENDA

- 53.1 Any member of the Scrutiny Board or a Policy Development and Review Panel shall be entitled to have an item relevant to the functions and terms of reference of the Board or Panel, as appropriate, included on the agenda for

the next available meeting.

- 53.2 Any member of the Council who is not a member of the Scrutiny Board or relevant Policy Development and Review Panel shall be entitled to refer to the Board or Panel, as appropriate, any local government matter which is relevant to the functions and terms of reference of that Board or Panel.

(Note: A "local government matter" is defined as one which relates to the discharge of any function of the authority, affects all or part of the electoral area for which the member is elected, or any person who lives or works in that area, and which is not an "excluded" matter. An excluded matter is one relating to a planning or licensing decision, one which relates to an individual or entity where there is already a right to review or appeal, or one which is vexatious, discriminatory or not reasonable.)

- 53.3 If the Scrutiny Board or Policy Development and Review Panel should decide not to exercise its powers to review a matter, it shall notify the member of its decision and reasons for it.

54. ATTENDANCE BY OTHERS

- 54.1 In scrutinising or reviewing decisions made or action taken in connection with the discharge of any function of the Council, the Scrutiny Board or relevant Policy Development & Review Panel may require any Executive Member (including the Executive Leader) and/or any senior officer to attend before it to explain in relation to matters with their remit:

- (a) any particular decision or series of decisions;
- (b) the extent to which the actions taken implement Council policy; and/or
- (c) their performance

and it is the duty of those persons to attend if so required.

- 54.2 Where any member or officer is required to attend the Scrutiny Board or a Policy Development and Review Panel under Standing Order 54.1, the Chairman of the Board shall inform the Chief Executive Officer. The Chief Executive Officer shall inform the member or officer in writing giving at least five working days' notice of the meeting at which he/she is required to attend. The notice shall state the nature of the item on which attendance is required and whether any papers are required to be produced for the Board. Where the account to be given to the Board shall require the production of a report, then the member or officer shall be given sufficient notice to allow for preparation of that documentation.
- 54.3 Where, in exceptional circumstances, the member or officer is unable to attend on the required date, then the Scrutiny Board or Panel shall in consultation with the member or officer concerned arrange an alternative date for attendance.
- 54.4 The Scrutiny Board or Policy Development and Review Panel may invite people other than those referred to in Standing Orders 53.1 and 53.2 to address it, discuss issues of local concern, and/or and answer questions.

PART V

GENERAL MATTERS AND EFFECT OF STANDING ORDERS

55. ALLEGATIONS OF MISCONDUCT

- 55.1 Where there is an allegation of misconduct, or conduct which amounts to breach of the Council's Code of Conduct for Members, by a member of the Council, such allegation must be dealt with in accordance with procedures approved by the **Audit & Governance Committee**.

56. DEPUTATIONS

- 56.1 Deputations shall be heard by the Council, a meeting of the Executive, a Committee of the Council, the Scrutiny Board or a Policy Development & Review Panel as appropriate in accordance with such scheme(s) as the Council may from time to time approve.

- 56.2 (Note: See Appendix for current Schemes)

57. INTERESTS OF OFFICERS IN CONTRACTS

- 57.1 The Chief Executive Officer must record particulars of any notice given by an officer of the Council under Section 117 of the Local Government Act, 1972 of a disclosable pecuniary interest in a contract and the record must be open during office hours to the inspection of any member of the Council.

58. INSPECTION OF DOCUMENTS BY MEMBERS

General

- 58.1 For the purpose of his/her duty as a member of the Council or as a member of a committee or sub-committee:
- (a) A member may inspect any document which is in the possession of, or under the control of the Council, which contains material relating to any business to be transacted at a meeting of a committee or sub-committee to which the Local Government Act 1972 applies. However, the right does not apply if the appropriate proper officer is of the opinion that a document discloses certain classes of exempt information described in Paragraphs 1-6, 9, 11, 12 and 14 of Part 1 of Schedule 12A to that Act **or is prohibited from disclosure by virtue of the Data Protection Act 1998.**
 - (b) A member may have access to documents in the possession of the Council:
 - (i) which relate to the work of the committee or sub-committee on which that member serves;
 - (ii) which relate to the work of a committee or sub-committee on which he/she does not serve if the member can show good reason;
 - (iii) a member who is denied access to documents by a chief officer may refer the matter to the **Chief Executive Officer who may**

consult the Mayor. In the event of continued dispute, the matter shall be determined by the committee concerned **having regard to any relevant legal advice that may, in the opinion of the Chief Executive Officer, be required to be brought to the attention of the committee.**

- (ii) a chief officer shall so far as is practicable and lawful, supply on request a copy of any document asked for by a member of the Council.

The Executive

- 58.2 Members shall have, as a minimum, all of the rights of inspection to documents of the Executive, as are provided by the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations **2012** or any supplementary or amending legislation.
- 58.3 Further to the provisions in Standing Order 58.2, any member may inspect and be provided with a copy of any document that is in the possession of, or under the control of, the Executive which:
- (a) contains material relating to any business to be transacted at a public meeting of the Executive,
 - (b) contains material which relates to a key decision made by an officer in accordance with executive arrangements.
- 58.4 The rights referred to in Standing Order 58.3(a) shall include material relating to exempt information except where the appropriate proper officer is of the opinion that a document discloses exempt information as described in paragraphs 1-6,9,11, 12 and 14 of Part I of Schedule 12A to the Local Government Act 1972, **is prohibited from disclosure under the Data Protection Act 1998**, or if the Chief Executive Officer is of the opinion that there would be a disclosure of advice provided by a political assistant or adviser.

Legal Privilege

- 58.5 Standing Orders 58.1 and 58.3 shall not preclude the Solicitor to the Council from declining to allow inspection of any document which is or, in the event of legal proceedings would be, protected by privilege arising from the relationship of Solicitor and Client.

59. RECORDING OF PROCEEDINGS BY THE MEDIA

- 59.1 **Audio and visual recordings of a meeting of the Council, the Executive, Committees and other Council bodies by a recognised media organisation shall normally be permitted following receipt of a request by the Mayor or Chairman of the relevant meeting. The Mayor or Chairman of the meeting of the meeting shall advise members that the meeting is being recorded. A request to record a meeting shall only be refused if the Mayor or Chairman of the meeting believes recording would disrupt the meeting and following a motion to refuse a recording request being passed by a two-thirds majority of those members present and voting at the meeting.**

60. INSPECTION OF LAND, PREMISES, ETC

- 60.1 Unless specifically authorised to do so by the Council, the Executive or a committee of the Council, a member of the Council may not issue any order in respect of any works which are being carried out by or on behalf of the Council. He/she may not claim by virtue of his/her membership of the Council any right to inspect or to enter on any lands or premises that the Council has the power or duty to inspect or enter.

61. FINANCIAL REGULATIONS, ETC

- 61.1 The Executive, the Scrutiny Board, Policy Development & Review Panels, committees, members and officers of the Council must observe such Financial Regulations and Standing Orders with Respect to Contracts as are from time to time prescribed by the Council (ref Part 4: Ch 3 of the Constitution).

62. VARIATIONS AND REVOCATIONS OF STANDING ORDERS

- 62.1 Unless it has been considered by the Executive and the Scrutiny Board (or such other committee or sub-committee with powers delegated to it in this respect) no resolution may be passed which has the effect of adding to varying or revoking these Standing Orders.
- 62.2 No Standing Order made or modified in pursuance of the Local Authorities (Standing Orders) Regulations 1993 or such other statutory provision shall be varied other than authorised by statute.

63. STANDING ORDERS TO BE GIVEN TO MEMBERS

- 63.1 The Chief Executive Officer must provide each member of the Council with a copy of these Standing Orders, and of such statutory code or local code as regulates the proceedings and business of the Council.

64. EACH MEMBER TO GIVE AN ADDRESS FOR NOTICES

- 64.1 Every member of the Council must give to the Chief Executive Officer an address to which all notices to that member are to be forwarded until he/she gives another address. Notices sent to the address so given shall be deemed valid and sufficient for all purposes.

65. INTERPRETATION OF STANDING ORDERS

- 65.1 The ruling of the Mayor as to the construction or application of any of these Standing Orders, or as to any proceedings of the Council, may not be challenged at any meeting of the Council.

66 SUSPENSION OF STANDING ORDERS

- 66.1 Subject to Standing Order 65.2 of this Standing Order, any of the preceding Standing Orders may be suspended so far as regards any business at the meeting where its suspension is moved.
- 66.2 A motion to suspend Standing Orders may not be moved without notice (i.e. under Standing Order 16) unless at least one-half of the whole number of the members of the Council are present.

APPENDIX ONE

SCHEME FOR DEPUTATIONS TO COUNCIL, EXECUTIVE, SCRUTINY BOARD, POLICY DEVELOPMENT AND REVIEW PANEL, COMMITTEE AND SUB-COMMITTEE MEETINGS (other than Planning Committee)

1. Notice of a proposed Deputation, which shall be given in writing, shall be lodged with the Head of Democratic Services no later than by noon two working days before the day of the meeting and:
 - (a) in the case of a meeting of the full Council, shall be addressed to the Mayor
 - (b) in the case of a meeting of the Executive, shall be addressed to the Executive Leader
 - (c) in the case of a Panel, Committee or Sub-Committee of the Council, shall be addressed to the chairman of the relevant Panel, Committee or Sub-Committee.
2. A notice shall give brief details of the subject on which a Deputation wishes to be heard.
3. A Deputation to the Executive, a Committee, the Scrutiny Board or a Policy Development & Review Panel shall be entitled to address the meeting only on a matter which forms the subject of an item for discussion on the agenda for that meeting.
4. A Deputation to a meeting of the full Council shall be entitled only to address members on matters concerning functions and powers of the Council.
5. Deputations shall be received only from persons/**organisations** who are living or working in the Borough
6. Councillors may not make deputations under this scheme.
7. With the consent of the Mayor, Executive Leader or Chairman, as appropriate, a Deputation may be presented by one person to speak on his, her or its behalf.
8. Subject to the other provisions of this scheme Deputations may be in writing or submitted electronically.
9. Notwithstanding the time limits for Deputations allowed by the Council's Standing Orders (that is, that addresses shall not exceed ten minutes in total for each deputation, this period to include the time taken to read any memorial presented) the total time for receipt of all Deputations at any one meeting shall be thirty minutes. If more than three Deputations are received at a meeting, the time allowed for each shall be reduced accordingly.
10. In relation to meetings of the Executive, the Scrutiny Board, Policy Development & Review Panels or Committees, the item next on each agenda after Apologies for Absence, (election of a Vice-Chairman as required), Minutes, Chairman's Announcements and Declarations of Interests, shall be:-

'To receive Deputations of which notice has been lodged'.

If no notice has been lodged or if no Deputation is present to be received, the meeting shall proceed to the next business.

11. In relation to meetings of the full Council, receipt of Deputations shall be timetabled as the Mayor shall decide.
12. Deputations shall not be received at site meetings or at the Annual Meeting of the Council.
13. Arrangements shall be made for a list of Deputations to be circulated to members present at the beginning of each relevant meeting.

APPENDIX TWO**SCHEME FOR DEPUTATIONS TO MEETINGS OF THE PLANNING COMMITTEE**

1. Notice of a proposed deputation shall be given in writing and shall be lodged with the Head of Democratic Services no later than noon two working days before the day of the meeting.
2. The notice shall specify the application or other matter on which a deputation wishes to be heard and, in the case of an application for planning consent, shall specify whether the deputation is for or against the proposal.
3. A deputation shall be entitled to address the meeting only on a matter which forms the subject of an item for discussion on the agenda for that meeting.
4. Deputations shall be received only from the applicant or his/her professional agent or from persons who are living or working in the Borough. Only one deputation will be accepted per household. (Note : for this purpose "household" will be taken to mean all the persons who usually live in the same dwelling unit and who share living arrangements).
5. Where two or more notices of deputation are received on the same matter, the Council will actively encourage the appointment of a single spokesman to present the deputation on behalf of all.
6. Subject to the other provisions of this scheme, deputations may be in written form. Any written, photographic or other material to be presented as part of the deputation shall be lodged with the Head of Democratic Services no later than noon two working days before the day of the meeting. With the consent of the Committee, deputees may be permitted to circulate relevant photographs or drawings at the meeting **but no additional written material**. Planning officers will be invited to comment if appropriate on the photographs or drawings circulated.
7. Deputations shall **not** be received at site meetings.
8. Notwithstanding the provisions of Standing Order 57, the time limits for presenting deputations shall be :
 - a. In respect of those speaking in support of an application : a single deputation shall be allocated not more than three minutes; a single spokesman representing two or more deputees shall be allocated not more than six minutes; in the event that there is more than one speaker, the total time allowed for all speakers shall be six minutes and the time shall be shared equally among them.
 - b. In respect of those speaking against an application : a single deputation shall be allocated not more than three minutes; a single spokesman representing two or more deputees shall be allocated not more than six minutes; in the event that there is more than one speaker, the total time allowed for all speakers shall be six minutes and the time shall be shared equally among them.
 - c. In respect of those deputations to be made by established amenity groups* on an issue relevant to their area of interest: a single deputation shall be allocated not more than three minutes; a single spokesman representing two or more amenity groups shall be allocated not more than six minutes; in the event that there is more

than one speaker, the total time allowed for all speakers shall be six minutes and the time shall be shared equally among them.

(a list of established amenity groups is maintained by the Committee and may be revised periodically at the discretion of the Chairman in consultation with ward members.)*

- d. In respect of deputations on other matters : the total time allocated shall be five minutes for a proposal and five minutes against a proposal when it is appropriate to do so; otherwise the total time allocated shall be five minutes. A single deputation shall be allocated not more than three minutes; a single spokesman representing two or more deputees shall be allocated not more than five minutes; in the event that there is more than one speaker, the total time allowed for all speakers shall be five minutes and the time shall be shared equally among them.

9. Each agenda for meetings of the committee shall include an item :

“To receive deputations of which notice has been lodged”.

10. The order in which deputations shall be heard shall be arranged by the Head of Democratic Services in accordance with the following practice. If the deputation to be made relates to an application then the order of speakers will be determined by the officers’ recommendation: if the recommendation is for permission, then those speaking in opposition to the application will speak first, then those in support; if the recommendation is for refusal then the order is reversed. On miscellaneous and other matters coming before the Committee, speakers will be heard in the order their deputations are received.
11. Arrangements shall be made for a list of deputations to be circulated to members present at the beginning of each meeting. Where a spokesman has been appointed to present more than one deputation, the notice shall state for whom the spokesman is speaking.
12. If a deputee is not present at the meeting when the matter is due to be determined, the Committee shall proceed as if no notice had been given and may determine the matter.

*Scheme adopted Dec2004 and amended at subsequent meetings. Last updated : **December 2013.***

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FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 02 December 2013

| | |
|-----------------------------|--|
| Portfolio: | Policy and Resources |
| Subject: | Vanguard Method - Implementation Update |
| Report of: | Chief Executive Officer |
| Strategy/Policy: | Efficiency Plan |
| Corporate Objective: | Dynamic, prudent and progressive council |

Purpose:

To provide an update on the progress of the work being undertaken by officers, under the guidance of the Vanguard Consultancy, to review systems and to improve the experience of customers when they make contact with the Council.

Executive summary:

The first phase of implementing the Vanguard method is now complete. This has focused on learning about the method; the volume and nature of customer enquiries; the constraints imposed by the system conditions; and the general nature of the customer experience when contacting the Council.

It is clear that customers are dealt with politely and courteously, and that customers appreciate this. However, too often the customers' needs are not met and if they are, it can take a long time. This means that customers have to make unnecessary contact with the Council a number of times, therefore wasting everybody's time. Ultimately this waste costs the Council money. In common with other public and private sector organisations the Council has, over a long period of time, designed the way it works based on what was thought to be best for customers. This includes focusing on the wrong performance measures, silo working, unnecessary bureaucracy, and ICT systems that hinder rather than help.

Annual savings of £59,000 have been captured from the first phase, amounting to a total of £177,000 when set against the time frame of the contract.

Work is now commencing on the second phase which will include detailed interventions into housing repair, car parking, planning applications, benefits and recruitment. Members will be kept informed of progress on the second phase with a report being presented to the Executive in the Spring of 2014. This will outline the lessons learnt, the proposed way forward and will identify any further savings captured as a result of the process.

Recommendation:

That progress on the implementation of the Vanguard method be noted.

Reason:

To keep members informed of progress on this important process of transformational change.

Cost of proposals:

The maximum cost of the contract with the Vanguard Consultancy was agreed at £300,000 over a three year period. Savings have already been captured from the first phase of the project which amount to £177,000 over the three year period.

Background papers: None

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 02 December 2013

Subject: Vanguard Method - Implementation Update

Briefing by: Chief Executive Officer

Portfolio: Policy and Resources

INTRODUCTION

1. The purpose of this report is to provide an update on the progress of the work being undertaken by officers, under the guidance of the Vanguard Consultancy, to review systems and to improve the experience of customers when they make contact with the Council.

BACKGROUND

2. A report was considered by the Executive on 13 May 2013. It explained that the Chief Executive Officer had been exploring methods of improving the customer experience when dealing with the Council, and had been particularly impressed by the work of a company called Vanguard. At the core of the Vanguard approach is the belief that all services and procedures should be designed from a customer's perspective.
3. A number of informal discussions were held with representatives from the Vanguard Consultancy, and Executive Members were briefed accordingly. It was felt that if the Chief Executive and Senior Managers were to fully understand the "Vanguard method" then it would be necessary to participate in a three day familiarisation session.
4. This took place in the Civic Offices from 18 to 20 March 2013 and involved all senior managers experiencing customer transactions on the 'front line', learning how customers felt in their dealings with the Council, and identifying areas for improvement.
5. It was clear from this brief exercise that there were many opportunities where customer transactions could be improved. As such, it was recommended that the Council appoint the Vanguard Consultancy.
6. Having considered the report, the Executive agreed to waive contract procedure rules and approved the appointment of Vanguard Consultancy to provide guidance, expertise and support in implementing a fundamental change to the way the Council delivers its services to customers.

7. A call-in of this decision was received on 20 May 2013, resulting in a question and answer session at the Scrutiny Board meeting on 30 May 2013. Following a lengthy discussion, a motion was then proposed and seconded to accept the decision made by the Executive which, when being put to the vote, was declared carried (6 members voting for and 3 against).
8. At the Full Council meeting held on 25 July 2013, the Executive Leader announced that following the decision of the Executive to engage Vanguard Consulting, the Council had published a "Voluntary Ex Ante Transparency" (VEAT) Notice in the Official Journal of the European Union. He confirmed that this step was taken in recognition of the unique nature of the supply and to ensure that the Council was transparent with the supplier market about the procurement approach adopted.
9. Publishing the VEAT Notice gave other potential consultancy providers the opportunity to challenge the Council's rationale for appointing Vanguard and the Executive Leader advised members that there had been no challenge to the procurement process in response to the VEAT notice, nor had there been a legal challenge to the contract award.
10. At the meeting of the Full Council on 10 October 2013 the Deputy Leader provided members with a further update on the implementation of the Vanguard method.

SCOPING AND LEARNING

11. The first phase of the process has focused on learning the Vanguard method, understanding the customer experience and identifying opportunities for change. This phase started in September 2013 and has involved all senior managers (i.e. Directors and Heads of Service).
12. The Chief Executive Officer and Deputy Leader have met regularly to monitor progress and provide guidance where necessary.
13. A core team of six senior managers were tasked with investigating the work of the Customer Service Centre to understand the breadth and content of customer enquiries. They also watched and listened to the customer experience.
14. As a result, it became clear that the majority of customer problems were not being dealt with at the first point of contact. This is not the fault of the Customer Service Centre employees as they are simply adhering to the systems that the organisation has put in place. The core team therefore concluded that the future role and purpose of Customer Service Centre would be an area for more detailed research.
15. Looking at the volume and nature of enquiries coming through the Customer Service Centre, the core team then carried out more intensive investigations into Housing, Benefits and Streetscene services. They followed some of the initial enquiries and, essentially, shadowed the customers on their journey to find a resolution to their problem.

16. The purpose of the work undertaken was to understand :-
 - demand (in terms of value or failure);
 - what matters to our customers;
 - the purpose of the service from a customer's view;
 - the measures and capability we have in place;
 - the system conditions which influence our actions; and the
 - assumptions and thinking behind the way we do things.
17. All of the case studies proved illuminating (some of which were presented to members at a workshop prior to this Executive meeting).
18. In summary, the general points that the core team learnt were as follows:-
 - the majority of customer problems were not solved at first point of contact;
 - we stand behind rules and legislation;
 - we are courteous and have high satisfaction levels but we don't solve customer problems quickly;
 - defining the purpose of each service is critical for improvement;
 - targets are not always helpful as they can cause perverse actions; and
 - technology can create extra work as we "feed the machine".
19. Also starting in September, a second team of two senior managers were asked to carry out a detailed 'in depth' review of the housing repair service. As well as exploring the same questions as the core team, and following the experience of customers, this team carried out a detailed investigation into the levels of demand and the 'end to end' time of dealing with customer enquiries.
20. The team were also asked to look at issues surrounding the current dual systems that are in place to deal with housing repairs. At present the work is divided and undertaken by both external contractors and an 'in house' workforce. It was considered important to understand the impact of this dual system approach on the customer experience.
21. As well as coming to very similar set of conclusions to the core team, one of the main findings of this second team was that a dual system is not helpful to customers and that any future intervention or experimentation should be based on a single system. It is important to note, at this stage, that no decision has been taken on whether such a system should be based on an external contract or an 'in house' contract.
22. Finally, since September, all remaining senior managers have been meeting as a group every three weeks to learn about the Vanguard method and to apply some of their learning to individual systems within their own work areas. This approach has ensured that all managers move forward at the same pace and that the Vanguard method is not perceived as the remit of a specialist team.

23. The Deputy Leader summarised the first phase of the process in his announcement to the Full Council on 10 October 2013. He stated that:-

“The senior officer team has observed that customers are dealt with politely and courteously, and that customers appreciate this. However, too often the customers’ needs are not met and if they are, it can take a long time. This means that customers have to make unnecessary contact with the Council a number of times, therefore wasting everybody’s time. Ultimately this waste costs the Council money. In common with other public and private sector organisations the Council has, over a long period of time, designed the way it works based on what was thought to be best for our customers. This includes focusing on the wrong performance measures, silo working, unnecessary bureaucracy, and ICT systems that hinder rather than help.”

THE NEXT PHASE

24. The next phase of the process will require more detailed interventions into specific areas. Importantly, this will include the participation of some of the workforce in those areas, as well as the managers.

25. This phase will stretch into the Spring of 2014 and will provide an opportunity for experimentation and learning on a small scale, with the option to ‘upscale’ if things are obviously moving in the right direction.

26. The services that will be included in this phase will include:-

- housing repair (continuing to build on the detailed work carried out during the first phase);
- car parking (because of the high volume of customer transactions);
- planning applications (because of the high volume of enquiries and the high level of participation of elected members in the system);
- benefits (because of the intensive nature of the customer demand and the crossover impact on other services such as housing);
- recruitment (because of the impact of the system on all of the Council’s services and the wish to include a support service in this phase of learning).

27. Whilst it is not proposed to undertake a detailed intervention on the Customer Service Centre, it is recognised that this service will naturally be drawn into all of the above reviews. For example, experimentation might involve a Customer Service Advisor working more closely with the workforce in the service area as they experiment with new ways of working.

COMMUNICATION

28. It is recognised that the on-going communication of progress to both members and officers is an important part of this process, ensuring that everyone feels informed and that there are no surprises.

29. The Chief Executive Officer and Deputy Leader will continue to take an overview, monitor progress, and decide when there is a sufficient level of information to share. They will be supported by the Head of Corporate Services who will

continue to be the main point of contact with the Vanguard Consultancy and will be responsible for coordinating all of the above work.

30. Communication methods will include items in newsletters, workshops, announcements by the Deputy Leader at Full Council meetings and reports to the Executive as appropriate.
31. Both members and employees are also welcome to arrange visits to discuss progress with the various teams and to discuss the lessons being learnt from each intervention. Such visits should be arranged via the Head of Corporate Services.

FINANCIAL IMPLICATIONS

32. The report presented to the Executive on 13 May 2013 stated the maximum costs of appointing the Vanguard Consultancy would be £300,000 over a three year period. It was noted that the faster Fareham Borough Council officers became familiar with, and self-sufficient in, the Vanguard method, the lower would be the costs associated with support from the consultants.
33. The report also noted that whilst the primary purpose of implementing the Vanguard method was to improve the customer experience, it was recognised that efficiency savings might be realised as a result of the new approach.
34. This has already proved to be the case.
35. As a direct result of this contract, the work of the Business Transformation Team has been scaled back resulting in the redeployment of a post holder within the team. The vacant post has been deleted releasing an annual saving of £36,000.
36. More recently, a part time management vacancy has arisen in the Customer Service Centre. Given the results of the initial scoping exercise it is clear that this post will not be required in the future. The vacant post has been deleted releasing an annual saving of £23,000.
37. As such, although still in the early stages, the implementation of the Vanguard method has already achieved annual savings of £59,000 (or £177,000 when set against the time frame of the contract).

CONCLUSION

38. The first phase of implementing the Vanguard method is now complete. This has focused on learning about the method; the volume and nature of customer enquiries; the constraints imposed by the system conditions; and the general nature of the customer experience when contacting the Council.
39. Annual savings of £59,000 have been captured from the first phase, amounting to a total of £177,000 when set against the time frame of the contract.
40. Work is now commencing on the second phase which will include detailed interventions into housing repair, car parking, planning applications, benefits and recruitment. Members will be kept informed of progress on the second phase with a report being presented to the Executive in the Spring of 2014. This will outline

the lessons learnt, the proposed way forward and will identify any further savings captured as a result of the process.

Reference Papers: Report to the Executive on 13 May 2013
Report to the Scrutiny Board on 30 May 2013

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 02 December 2013

Portfolio: Policy and Resources
Subject: **Matched Funding - Update**
Report of: Director of Community
Strategy/Policy: Grants Policy

Corporate Objective: All corporate objectives apply

Purpose:

To provide details of matched funding requests received by the Council during the third quarter of the 2013/14 financial year.

Executive summary:

During this quarter the Council has received one matched funding request. St Margaret Mary Church, Park Gate has requested £7,500 towards creating an enclosed external play/courtyard area outside the church hall entrance.

Recommendation

That the Executive agrees:

- (a) that a matched funding award of up to £7,500 be considered for St Margaret Mary Church, Park Gate:
- (b) any award would be subject to all contributory funding being secured; and
- (c) a Community Use Agreement is entered into with St Margaret Mary Church.

Reason:

To act as an enabler, assisting the local community in making improvements to local community facilities, and introducing new facilities for the benefit of all age groups within the community.

Cost of proposals:

Up to £7,500 (the matched funding budget currently has funds of approximately £120,500).

Appendices: **A: Matched Funding Application – St Margaret Mary Church**

Background papers: None

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 02 December 2013

Subject: Matched Funding - Update

Briefing by: Director of Community

Portfolio: Policy and Resources

INTRODUCTION

1. The purpose of this report is to provide details of any matched funding requests received by the Council during the third quarter of the 2013/14 financial year.

BACKGROUND

2. On 8 March 2010, the Executive considered a report on the various discretionary grants provided by the Council. The report included details on each category of grant and the level of funding available. Members agreed to combine a number of grants into a single pot for the 2010/11 financial year onwards.
3. The report also highlighted the need for the Council to take a more coordinated approach in assessing matched funding requests in the future.
4. It was agreed that the procedure for applying for matched funding be changed so that bids would be considered by the Executive on a quarterly basis, by predefined dates, in order that applications could be prioritised.
5. It was also suggested that as matched funding requests are received, those "in the pipeline" are identified, as well as those submitted for formal consideration.

CRITERIA

6. The criteria for matched funding awards have been deliberately kept simple. The Council will consider any project which benefits the local community and/or improves the local environment.
7. Awards will only be made for capital projects and will not include on-going revenue funding.
8. The important fact about a matched funding application is that the sum being requested from the Council needs to be matched by the applicant and/or other agencies. This helps to ensure that there is a definite commitment and sense of ownership from the local community in both delivering the project and maintaining the facilities thereafter.

FINANCIAL IMPLICATIONS

9. The current balance of the matched funding budget is approximately £120,500.

MATCHED FUNDING BIDS RECEIVED

St Margaret Mary Church

10. A matched funding bid has been received from St Margaret Mary Church, Park Gate for a sum of up to £7,500 towards creating an enclosed external play/courtyard area outside the church hall entrance with the primary aim of allowing free flow access for the children in the preschool.
11. The project when completed, will improve the facilities available to the preschool and give them a permanent, safe and secure outside play area. The details are set out in Appendix A.

Councillor Consultation

12. Ward Councillors Ellerton and Bayford are fully supportive of the bid.

MATCHED FUNDING BIDS “IN THE PIPELINE”

13. There are no potential matched funding bids in the pipeline at the current time.

RISK ASSESSMENT

14. The risks and opportunities associated with each funding bid are considered on an individual basis and details are included in each assessment document.

CONCLUSION

15. This report sets out details for the matched funding bids received by the Council for the first quarter of the 2013/14 financial year.

Reference Papers:

- Report to the Executive on 8 March 2010 – Review of Discretionary Grants
- Report to the Executive on 17 May 2010 – Grants Review Update

| MATCHED FUNDING REQUEST | |
|--------------------------------|---|
| APPLICANT | St Margaret Mary Church, Park Gate. |
| PROJECT DESCRIPTION | <p>The St Margaret Mary Church in Middle Road, Park Gate hosts a preschool in partnership with the St Anthony's Catholic Primary School.</p> <p>The church are seeking to create an enclosed external play / courtyard area outside the church hall entrance with the primary aim of allowing free flow access for the children in the preschool.</p> <p>The work will include the supply and installation of fencing, gates and paving.</p> <p>The improvements would enable the preschool to continue to provide this facility to all members of the community, either on a membership or casual play basis.</p> <p>The project, when completed, will improve the facilities available to the preschool and give them a permanent, safe and secure outside play area.</p> |
| PROJECT COSTS | The total project cost is £15,200 |
| PROJECT FUNDING | The preschool propose to fund £7,700 of the project from existing reserves and are seeking matched funding of up to £7,500 to fund the balance. |
| COMMUNITY BENEFITS | <p>The proposed works would allow the resident preschool to:</p> <ul style="list-style-type: none"> • Provide free flow access to an outside play area as required by OFSTED. • Improve the attractiveness of the preschool to prospective parents. |
| ENVIRONMENTAL BENEFITS | None identified. |

| | |
|---|--|
| <p>LINKS TO THE COUNCIL'S CORPORATE PRIORITIES</p> | <p>This application is consistent with the Council's role of "a partner", as identified in the Leisure Strategy, to continue, where possible, to actively collaborate with other providers within the local area to maximise potential opportunities for sport.</p> <p>The ward councillors are fully supportive of the application and proposals.</p> |
| <p>PROJECT RISKS</p> | <p>The project would be managed by the church who would appoint a sole contractor to carry out all of the works.</p> |
| <p>RECOMMEND</p> | <p>That the Executive gives consideration to making a matched funding award of up to £7,500 to this application, subject to:</p> <ol style="list-style-type: none"> 1. The remainder of funding being in place. 2. The church entering into a Community Use Agreement. |

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
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