

# FAREHAM

BOROUGH COUNCIL

## AGENDA FOR THE EXECUTIVE

**Date:** Monday, 18 May 2015

**Time:** 6:00 pm

**Venue:** Collingwood Room - Civic Offices

**Executive Members:** *Those Members Appointed at Annual Council*



**1. Apologies for Absence**

**2. Minutes (Pages 1 - 10)**

To confirm as a correct record the minutes of the meeting of Executive held on 20 April 2015.

**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 meeting Tuesday, 21 April 2015 of Housing Tenancy Board (Pages 11 - 16)**

**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. Confirmation of Appointment of Members to Areas of Executive Responsibility**

The Executive Leader is invited to confirm the appointment of Executive Members to the areas of Executive responsibility, as advised at the Annual Council meeting.

**9. Executive Appointments**

To appoint Executive Members to the following bodies in 2015/16:-

- (i) Fareham Museum Joint Management Committee (In 2014/15, the Executive appointed Councillors Mrs C L A Hockley and B Bayford).
- (ii) Portchester Crematorium Joint Committee (In 2014/15, the Executive appointed Councillors K D Evans and L Keeble).  
(NB. In the past, the Executive has not appointed 'substitute' members to this joint committee. However, the Executive may, if it so wishes authorise other members of the Executive to act as deputies).
- (iii) Fareham and Gosport Building Control Members' Panel – (In 2014/15, the Executive appointed Councillor KD Evans).
- (iv) Partnership for Urban South Hampshire (PUSH)

As PUSH is a formal Joint Committee, the following appointments are required to be made by the Executive for 2015/16:-

- (a) Joint Committee representatives – (In 2014/15, the Borough Council's representatives were: Executive Leader (Councillor S D T Woodward) and Deputy Executive Leader (Councillor T M Cartwright));
- (b) Sub-Group Meetings – (In 2014/15, the Borough Council's representatives were the appropriate Executive Members (as relevant));
- (c) Meeting with Key Consultees and similar Consultation Meetings – (In 2014/15, the Borough Council's representatives were Councillors S D T Woodward and T M Cartwright).
- (v) CCTV Partnership  
(In 2014/15, the Executive appointed Councillor T M Cartwright).
- (vi) Fareham and Gosport Environmental Health Partnership Panel  
(In 2014/15, the Borough Council's representative was Councillor T M Cartwright).

## **10. Leisure and Community**

### **Non-Key Decision**

- (1) **Fareham Cultural Transformation** (Pages 17 - 26)  
A report by the Director of Community.

## **11. Public Protection**

### **Non-Key Decision**

- (1) **Food Standards Agency - Food Safety Service Plan** (Pages 27 - 50)  
A report by the Director of Community.

## **12. Policy and Resources**

### **Key Decision**

- (1) **Acquisition of 2 Fareham Park Road** (Pages 51 - 58)  
A report by the Director of Finance and Resources.

### **Non-Key Decision**

- (2) **Matched Funding - 3rd Portchester Scout Group** (Pages 59 - 64)  
A report by the Director of Policy and Resources.

P GRIMWOOD  
Chief Executive Officer

[www.fareham.gov.uk](http://www.fareham.gov.uk)

8 May 2015

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# FAREHAM

BOROUGH COUNCIL

## Minutes of the Executive

**(to be confirmed at the next meeting)**

**Date:** Monday, 20 April 2015

**Venue:** Collingwood Room - Civic Offices

**Present:**

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

**Also in attendance:**

Miss S M Bell, Chairman of Leisure and Community Policy Development and Review  
Panel; for item 12(3)

P J Davies, Chairman of Housing Tenancy Board; for items 8(2) and 11(3)

Mrs M E Ellerton, Chairman of Health and Housing Policy Development and Review  
Panel

Mrs K K Trott, for items 8(1), 8(2) and 11(3)



**1. APOLOGIES FOR ABSENCE**

There were no apologies given for this meeting.

**2. MINUTES**

To confirm as a correct record the minutes of the meeting of Executive held on 2 March 2015.

**3. EXECUTIVE LEADER'S ANNOUNCEMENTS**

As this was the final meeting of the Executive for the municipal year, the Executive Leader thanked everyone for their enthusiastic participation throughout the year. He also gave particular thanks to Councillor C L A Hockley as this would be her last Executive meeting as, subject to the Council's agreement, she will become Deputy Mayor for the next municipal year.

**4. DECLARATIONS OF INTEREST**

Councillor L Keeble declared a non-pecuniary interest for item 10(1) as he is appointed as Fareham Borough Council's representative to Project Integra and is the Chairman of the Strategic Board. Councillor Keeble remained present at the meeting and took part in the discussion of the item.

Councillor S D T Woodward declared a non-pecuniary interest for item 10(1) as he is appointed as a Hampshire County Council representative to the Project Integra Strategic Board. Councillor Woodward remained present at the meeting and took part in the discussion of the item.

Councillor S D T Woodward declared a non-pecuniary interest for item 11(3) as he is the Executive Member for Economy, Transport and Environment. Councillor Woodward remained present at the meeting and took part in the discussion of the item.

Councillor Miss S Bell declared a non-pecuniary interest for item 12(3) as she is a Council appointed Trustee of Portchester Parish Hall which leases space to the scout group. Miss Bell remained present at the meeting.

**5. PETITIONS**

There were no petitions submitted at this meeting.

**6. DEPUTATIONS**

The Executive received a written deputation from Dr C Lewis in relation to item 11(1) – River Hamble to Portchester Coastal Flood Risk and Management Strategy proposed for adoption.

**7. MINUTES / REFERENCES FROM OTHER COMMITTEES**

Planning and Development PDR Panel: 30 March 2015

### Minute 6 – River Hamble to Portchester Coastal Flood Risk and Management Strategy Proposed for Adoption

The Panel considered a report by the Director of Planning and Development on the River Hamble to Portchester Coastal Flood & Erosion Risk Management Strategy, which was proposed for adoption by the Executive following the public consultation undertaken in Autumn 2014.

It was AGREED that:-

- (a) the preferred Strategic Management Options for the River Hamble to Portchester Coastal Flood and Erosion Risk Management Strategy, as set out in Appendix A to the report, be commended to the Executive for approval;
- (b) the Executive be advised that the Panel additionally recommended that there is a need to clarify the position with regard to planned and responsive inspections and maintenance works in the interim period prior to the delivery of potential capital schemes outline in the proposed Strategy, to address the concerns expressed in the deputation and by several members during consideration of the item;
- (c) the Director of Planning and Development, in consultation with the Chairman, be requested to prepare a suitable recommendation for inclusion in the report to the Executive as referred to in (b) above;
- (d) when drafted, the proposed recommendation, referred to in (b) and (c) above, be circulated to Panel members before it was included in the report to the Executive.

A report on this matter is considered at item 11(1).

### Minute 9 – Public Transport Review: Conclusion and Recommendations

The Panel considered a report by the Director of Planning and Development on the River Hamble to Portchester Coastal Flood & Erosion Risk Management Strategy, which was proposed for adoption by the Executive following the public consultation undertaken in Autumn 2014.

It was AGREED that:-

- (b) the Executive be advised that the Panel recommended that the Council should enter into an agreement with First Bus setting out a Protocol for community involvement in the provision of local bus services;
- (c) the Executive be advised that the Panel recommended that Community Action Fareham be invited to submit an application for part-funding (together with an associated business case) to the Council for its proposed scheme to operate a Sunday bus service between Fareham Town Centre and the Highlands area, replacing a similar service recently withdrawn by Hampshire County Council and to be run as a trial over a three-month period;
- (d) the Executive be advised that the Panel recommended that the officers be asked to undertake a feasibility study for a possible ongoing programme of installation of new and/or relocated bus shelters and associated bus stop infrastructure, and for estimating the associated

capital costs, as these measures would assist in influencing mode choice by enhancing the quality of the public transport offer.

A report on this matter is considered at item 11(3).

## **8. HEALTH AND HOUSING**

### **(1) Proposed Naming of 16 Flats at Palmerston Avenue**

At the invitation of the Executive Leader, Councillor K K Trott addressed the Executive on this item.

RESOLVED that the Executive agrees:

- (a) to approve the proposed name of "Stevenson Court" for the block of 16 flats; and
- (b) to authorise that preparations be made for a naming ceremony to take place in the summer months appropriate to the construction programme, and including an explanatory plaque.

### **(2) The Future of the Housing Tenancy Board**

At the invitation of the Executive Leader, Councillor P J Davies addressed the Executive on this item.

At the invitation of the Executive Leader, Councillor K K Trott addressed the Executive on this item.

RESOLVED that the Executive agrees:-

- (a) to disband the Housing Tenancy Board with effect from the end of this municipal year 2014/15;
- (b) to transfer responsibility for policy development and performance review relating to the management of Council Housing (including leasehold properties) to the Health and Housing Policy Development and Review Panel;
- (c) to extend an open invitation to the Chairman of the Fareham Housing Tenants and Leaseholders Forum to attend and address the Health and Housing Policy Development and Review Panel on any matters relating to the management of Council Housing in the borough;
- (d) to request officers continue to work with tenants and leaseholders and facilitate up to four meetings of the Tenants and Leaseholders Forum per annum (including the Annual General Meeting) and produce two issues per annum of the tenants newsletter (Tenants Voice); and



- (e) to request the Fareham Tenant and Leaseholder Forum extend an open invitation to the Executive Member for Health and Housing and the Chairman of the Health and Housing Policy Development and Review Panel to attend and address the Forum Meetings, and that the Opposition Spokesman for Health and Housing be invited to attend.

## **9. LEISURE AND COMMUNITY**

- (1) Proposed Funding Arrangements for Citizens Advice Bureau 2015-2018

In introducing the item, Councillor Mrs C L A Hockley expressed her thanks for the excellent work carried out by Fareham Citizens Advice Bureau.

RESOLVED that the Executive:

- (a) notes that Fareham Citizens Advice Bureau has continued to provide regular and robust performance figures for the period 2012-2015, showing further increases in demand for their support and services;
- (b) supports the recommendation to fund Citizens Advice Bureau for their core work for a period of three years. If agreed, financial support will result in a payment of £110,000 for 2015/16; £115,000 for 2016/17 and £120,000 for 2017/18;
- (c) agrees that in addition to the SLA payment for core support, the Council makes an additional grant of £35,000 per annum (for 2015-2016 initially), to fund the provision of combined, full time equivalent post, for Housing Debt Advice and Budgeting and Council Tax advice; and
- (d) agrees that the Council's Community Development Manager continues to support Fareham Citizens Advice Bureau to identify potential external funding streams which may assist with their plans to extend their operation and outreach services within the local community, in line with their Business Plan 2015-2018.

## **10. STREETSCENE**

- (1) Project Integra Action Plan 2015-2018

Councillor L Keeble declared a non-pecuniary interest for item 10(1) as he is appointed as Fareham Borough Council's representative to Project Integra and is the Chairman of the Strategic Board. Councillor Keeble remained present at the meeting and took part in the discussion of the item.

Councillor S D T Woodward declared a non-pecuniary interest for item 10(1) as he is appointed as a Hampshire County Council representative to the Project Integra Strategic Board. Councillor Woodward remained present at the meeting and took part in the discussion of the item.

RESOLVED that the Executive approves the 2015-18 Project Integra partnership action plan and minor changes to the constitution, as detailed in the briefing paper and appendices.

## 11. PLANNING AND DEVELOPMENT

- (1) River Hamble to Portchester Coastal Flood Risk & Management Strategy proposed for Adoption

The comments of the deputation were taken into account in considering this item (see minute 6).

The comments of the Planning and Development Performance Development and Review Panel were taken into account in considering this item (see minute 7).

RESOLVED that the Executive adopts the preferred strategic management options for the Strategy as set out below and detailed in Appendix A to the report:

- Strategy Management Zone 1 (North Portsmouth Harbour)  
Hold the Line - Delay Sustain. Maximise life of existing defences and then sustain minimum 1:100 year Standard of Protection (phased) from 2030, with environmental improvements to currently eroding former landfill sites
- Strategy Management Zone 2 (Fareham and Gosport, Portsmouth Harbour West):  
Hold the Line – Sustain. Sustain a minimum 1:100 year Standard of Protection (phased)
- Strategy Management Zone 3 (Lee-on-the-Solent and Stokes Bay)  
Hold the Line - Maintain Protection – Scheduled maintenance and beach recycling to prevent erosion and maintain beaches through the development of a BMP. Accept that the flood risk Standard of Protection is likely to fall in the longer term.
- Strategy Management Zone 4 (Hook Lake to Titchfield Haven)  
Environmental Enhancement - Allow natural processes to continue but sustain protection to environmentally important sites at Titchfield Haven and at Hook Lake (with regulated tidal exchange)
- Strategy Management Zone 5 (River Hamble East Bank)  
Do Minimum until 2060, but with Solent Way footpath adaptation from 2030, then sustain a minimum 1:100 flood Standard of Protection at key flood risk locations – Maximise life of existing defences managing flood risk with local measures and footpath adaptation from 2030, then provide minimum 1:100 year SoP.

- (2) Building Control Partnership Arrangements

RESOLVED that the Executive:

- (a) agrees to enter into agreement with Portsmouth City Council and Gosport Borough Council using a modified Building Control Partnership legal agreement and Memorandum of Understanding (MOU), for the delivery of Building Control functions as detailed in the report;

- (b) agrees to deliver the Building Control function to all three Councils (Fareham Borough Council, Gosport Borough Council and Portsmouth City Council) through the Building Control Partnership;
- (c) delegates authority to the Director of Planning and Development after consultation with the Executive Member for Planning and Development to enter into such agreements and undertake all ancillary matters as necessary and on such terms as are reasonable; and
- (d) that the Executive Member-level Building Control Partnership Panel meets on a biannual basis, but with quarterly Panel meetings over the next municipal year to oversee the integration of Portsmouth City Council's building control functions into the Partnership's work.

### (3) Public Transport Review: Conclusions and Recommendations

Councillor S D T Woodward declared a non-pecuniary interest for item 11(3) as he is the Executive Member for Economy, Transport and Environment. Councillor Woodward remained present at the meeting and took part in the discussion of the item.

At the invitation of the Executive Leader, Councillor P J Davies addressed the Executive on this item.

At the invitation of the Executive Leader, Councillor K K Trott addressed the Executive on this item.

The comments of the Planning and Development Performance Development and Review Panel were taken into account in considering this item (see minute 7).

During the debate on this item, it was agreed that the recommendation of the Planning and Development Performance Development and Review Panel regarding inviting Community Action Fareham to submit an application for part-funding for its proposed scheme (see minute 7), would not be supported by the Executive. This is because it would not be appropriate for the Council to promote a particular scheme for a particular area. It was accepted that should Community Action Fareham submit an application of their own accord, this would be considered on its merits at that time.

RESOLVED that the Executive:

- (a) notes the contents of the Final Report relating to the findings and conclusions from the Public Transport Review; and
- (b) approves the following recommendations arising from the Public Transport Review:
  - that the Council should enter into an agreement with First Bus setting out a Protocol for community involvement in the provision of local bus services;
  - that Officers be asked to undertake a feasibility study for a possible on-going programme of installation of new and/or re-located bus shelters and associated bus stop infrastructure, and for estimating the associated capital costs; these measures would assist in

influencing mode choice by enhancing the quality of the public transport offer.

## 12. POLICY AND RESOURCES

### (1) Business Rate Discretionary Rate Relief

RESOLVED that the Executive agrees:

- (a) to vary the Charitable Relief Policy to allow relief to be granted in the specific circumstances as detailed in the report; and
- (b) to delegate the award of the discretionary relief, as detailed in the report, to officers in accordance with relevant guidance issued by Government.

### (2) Vanguard Progress

RESOLVED that the Executive agrees:

- (a) to waive Contract Procedure Rules in order to extend the existing contract with the Vanguard Consultancy; and
- (b) to fund the extension of the existing contract from the spending reserve surplus to be replenished by subsequent savings from the new interventions.

### (3) Matched Funding - Quarterly Report

At the invitation of the Executive Leader, Councillor Miss S Bell addressed the Executive on this item.

Councillor Miss S Bell declared a non-pecuniary interest for item 12(3) as she is a Council appointed Trustee of Portchester Parish Hall which leases space to the scout group. Miss Bell remained present at the meeting.

RESOLVED that the Executive:

- (a) agrees to defer the item on the matched funding bid of up to £20,000 for the 3<sup>rd</sup> Portchester Scout Group until issues regarding conditions of use of the hall are resolved; and
- (b) approves a funding award of £8,000 for the provision of Play Rangers services for a further 12 months.

### (4) Proposals for the Provision of Internal Audit

RESOLVED that the Executive agrees that this item be deferred to a later meeting of the Executive.

## 13. EXCLUSION OF PUBLIC AND PRESS

RESOLVED that 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.

#### **14. LEISURE AND COMMUNITY**

##### **(1) Western Wards Leisure Centre - Funding and Progress Update**

RESOLVED that the Executive:

- (a) approves an additional capital budget of £2,000,000 to construct the new leisure centre at Coldeast (including the road junction, access road, and car park);
- (b) approves expenditure of £110,000 from the Open Spaces Improvement programme to construct the new sports pitches;
- (c) approves the award of the construction contract (as the second phase of the design and build contract) to Balfour Beatty Regional Construction Limited to build the new leisure centre, the new road junction, access road, car park and sports pitches;
- (d) agrees that the new Leisure Centre be named the "Holly Hill Leisure Centre";
- (e) requests officers bring forward a report detailing the costs, options and sources of funding to build a new cemetery in the Western Wards; and
- (f) agrees that the minute of the decision for this item be no longer treated as exempt information and be open for public inspection.

(The meeting started at 6.00 pm  
and ended at 7.26 pm).



# FAREHAM

BOROUGH COUNCIL

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

**Date:** Tuesday, 21 April 2015

**Venue:** Octagon Lounge, Ferneham Hall

**PRESENT:**

Councillor P J Davies (Chairman)

Councillor Mrs K Mandry (Vice-Chairman)

**Councillors:** T J Howard, Mrs K K Trott and C J Wood

**Co-opted members:** Mrs P Weaver, Mr B Lee, Mrs E Bailey and Miss E Bartlett

**Also Present:**



**1. APOLOGIES FOR ABSENCE**

An apology of absence was received from Graham Wood.

**2. MINUTES**

Councillor Mrs Trott referred to the bottom paragraph of page 4 of the previous minutes, and enquired as to when the next Tenants newsletter is going out. The Tenant Involvement Officer addressed the Panel and stated that the newsletter is in the process of being distributed to tenants. She also confirmed that as suggested by Councillor Mrs Trott at the previous meeting an article on pest control and dog nuisance has been included into the newsletter.

It was AGREED that the minutes of the Housing Tenancy Board meeting held on 26 January 2015, be confirmed and signed as a correct record.

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

There were no declarations of interest made at this meeting.

**4. DEPUTATIONS**

There were no deputations made at this meeting.

**5. NEW LEASE FOR LEASEHOLDERS**

The Panel considered a report by the Director of Finance and Resources regarding the introduction of a new lease for leasehold properties sold after 1 April 2015.

The report was presented by the Corporate Accountant who informed the Board that the new lease would enable the Council to levy a leasehold management charge on any leasehold property purchased through the Right to Buy Scheme after 1 April 2015. The Corporate Accountant confirmed that existing leaseholders would not be affected by this change.

RESOLVED that the content of the report be noted.

**6. ANNUAL PERFORMANCE REPORT FOR 2014/15 - TENANCY SERVICES**

The Board considered a report by the Director of Community on the Annual Performance for Tenancy Services.

The report was presented by the Tenancy Services Manager who took questions from members after each section of the report.

Rent Arrears:

The Board noted that rent arrears have decreased from the same period in the previous year, and noted how diligent the Area Housing Estate Officers have been in pursuing rent arrears.



**Empty Homes:**

The Board noted the slight reduction in figures in the re-letting of properties than that of the previous quarter, and the increase in the re-letting times compared to the previous year.

The Tenancy Services Manager explained to the Board that he is currently working on the issues with empty properties as part of his work with the Vanguard Systems Thinking Intervention.

**Estate Management:**

The Board noted the big improvement on the cleaning service and grounds maintenance service compared to the previous year.

Paula Weaver enquired as to whether there will be tenant consultation when the re-tendering for the Council's cleaning service and boiler service takes place in the next few years. The Tenancy Services Manager confirmed that tenants will be involved in the selection and appointment of a new cleaning contractor. The Planned Maintenance Manager also addressed the Board and informed the tenant reps that he would be happy to have tenant involvement in the selection process of the Building Services contractors.

It was AGREED that the Board notes the content of the report.

**7. ANNUAL PERFORMANCE REPORT FOR 2014/15 - BUILDING SERVICES**

The Board considered a report by the Director of Environmental Services on the annual performance of Building Services.

The report was presented by the Planned Maintenance Manager who explained to the Board that from the 1 April 2015 the new Vanguard Systems Thinking way of working was rolled out to incorporate the entire Borough. As a result of this change Building Services now employ its own direct labour work force to carry out the work previously undertaken by Comserv.

He drew the Board's attention to the appendix attached to the report, which gave a comparison on how the measures were performing against the previous reported quarter. He explained that there have been no major changes in the figures since the last report to the Board, and that they are continuing to show that a high standard of work is being maintained.

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

**8. ESTATE IMPROVEMENT PROGRAMME FOR 2015/16**

The Board considered a report by the Director of Community on the Estate Improvement Programme for 2015/16.

It was AGREED the Board:-

- (a) notes the content of the report; and
- (b) supports and endorses the schemes identified within the report.

## **9. CHANGES TO THE SHELTERED HOUSING SERVICE**

The Board considered a report by the Director of Community on the Changes to the Sheltered Housing Service that the Sheltered Tenants receive from the Council.

The Tenancy Services Manager outlined to the Board the changes to the funding provided by Hampshire County Council and how this has impacted upon Fareham's Sheltered Housing Service.

He drew members' attention to Appendix B of the report that was the proposed new staffing structure which has now been approved by management and the trade unions. This restructure involves the deletion of the home support service posts, and the reduction in the support and visits made by the Sheltered Housing Officers.

The Board noted that the majority of feedback received from the effected tenants was on the whole supportive of the changes.

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

## **10. GENERAL TENANTS FORUM - CHAIRMAN'S REPORT**

The Vice-Chairman of the General Tenants Forum addressed the Board on this item.

She informed the Board that the Forum has just appointed a new Chairman, but as they have no knowledge or experience of the Board and how it works it was felt that she was not required to attend this meeting.

The Board were also informed that the Tenants Forum has just had its AGM (Annual General Meeting) and therefore there were no issue arising that from that meeting that needed to be brought to the Board's attention.

It was AGREED that the Vice-Chairman of the general tenants forum be thanked for her verbal update.

## **11. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman addressed the Board and made the following announcement:

He explained that the Council is continuing to look at ways to streamline its services and as part of that streamlining is looking at Council meetings and assessing whether they are still providing the most effective service. He informed the Board that at a meeting of the Executive on 20 April 2015, a report was presented and agreed by the Executive that the Housing Tenancy Board be disbanded.

The Director of Community addressed the Board on this item and explained that the Executive agreed that all responsibilities currently dealt with by the Housing Tenancy Board will transfer to the Health and Housing Panel. The Tenants Forum will incorporate the Tenancy Services and Building Services

performance reports, and that tenant involvement will continue with the Council's contractors.

The tenant representatives enquired as to whether the tenant reps will become part of the Health and Housing Panel. The Director of Community explained the Chairman of the Tenants Forum will have a standing invitation to attend the Health and Housing Panel, but they will not become a co-opted member of the Panel. He also assured the Board that communication will continue with the tenant representatives and tenants will still have a voice, it is just the method in which this is happening that is changing.

The Chairman stated that these changes are in no way an attempt to reduce tenant involvement in the management of their homes.

**12. REVIEW OF ANNUAL WORK PROGRAMME FOR 2014/15 AND FINAL CONSIDERATION OF DRAFT WORK PROGRAMME FOR 2015/16**

The Board considered a report by the Director of Community on a final review of the work programme for 2015/16 and the draft work programme for 2015/16.

The Board noted that in light the Chairman's announcement above there was no further need to finalise a work programme for 2015/16.

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

(The meeting started at 6.00 pm  
and ended at 7.17 pm).



# FAREHAM

## BOROUGH COUNCIL

### Report to the Executive for Decision 18 May 2015

|                             |  |
|-----------------------------|--|
| <b>Portfolio:</b>           | Leisure and Community                      |
| <b>Subject:</b>             | Fareham Cultural Facilities Transformation |
| <b>Report of:</b>           | Director of Community                      |
| <b>Strategy/Policy:</b>     | Leisure Strategy                           |
| <b>Corporate Objective:</b> | Leisure for Health & Fun                   |

**Purpose:**

To agree a vision for the transformation of the cultural facilities in Fareham and approve funding to undertake an architectural feasibility study to assist in the development of the vision.

**Executive summary:**

In March 2014 the Executive agreed new arrangements to transfer the management of Westbury Manor Museum to the newly established Hampshire Cultural Trust. The new Trust was formed following a strategic review of the arts and museum service in Hampshire that was commissioned by Hampshire County Council.

The new arrangements for Westbury Manor Museum included a three year funding agreement until 2016 and a commitment from Hampshire Cultural Trust, in partnership with Fareham Borough Council and Hampshire County Council, to develop a strategic vision for the integration of cultural facilities in the Borough of Fareham.

The cultural offer in Fareham is focused around three key facilities. Westbury Manor Museum and Ashcroft Arts Centre which are operated by Hampshire Cultural Trust on behalf of Fareham Borough Council and Hampshire County Council respectively. Ferneham Hall is managed directly by Fareham Borough Council.

This report sets out a strategic vision for the transformation of these cultural facilities aimed at providing first class cultural opportunities for the community that will add vibrancy whilst reducing cost and improving customer satisfaction.

Underpinning this vision is to reduce the current combined subsidy for operating the three cultural facilities by a target parameter of 40% through a combination of increased income and reducing costs.

**Recommendation/Recommended Option:**

That the Executive approves:

- (a) the vision for the transformation of cultural facilities in the Borough of Fareham; and
- (b) up to £50,000 to fund the architectural feasibility study works to bring together Ferneham Hall and the Ashcroft Arts Centre as detailed in paragraph 24b) of the report.

**Reason:**

To progress the development of a vision to transform the cultural facilities in Fareham.

**Cost of proposals:**

The estimated cost of the architectural feasibility works to bring together Ferneham Hall and the Ashcroft Arts Centre is £50,000. It is proposed that this is funded from existing capital budgets of £850k set aside for Ferneham Hall and Westbury Manor Museum.

**Appendices:** None

**Reference papers:** Report to the Executive 3 March 2014 – Westbury Manor Museum – Hampshire Cultural Trust Proposals

# FAREHAM

## BOROUGH COUNCIL

### Executive Briefing Paper

|                     |                                 |
|---------------------|---------------------------------|
| <b>Date:</b>        | 18 May 2015                     |
| <b>Subject:</b>     | Fareham Cultural Transformation |
| <b>Briefing by:</b> | Director of Community           |
| <b>Portfolio:</b>   | Leisure and Community           |

#### INTRODUCTION

1. At the meeting on 3 March 2014, the Executive agreed new arrangements to transfer the management of Westbury Manor Museum to the newly established Hampshire Cultural Trust. The new Trust was formed following a strategic review of the arts and museum service in Hampshire that was commissioned by Hampshire County Council.
2. The new arrangements for Westbury Manor Museum include a three year funding agreement, which expires in 2016, and a commitment from Hampshire Cultural Trust, in partnership with Fareham Borough Council and Hampshire County Council, to develop a strategic vision for the integration of cultural facilities in the Borough of Fareham.
3. The cultural facilities include, Westbury Manor Museum and Ferneham Hall which are owned by Fareham Borough Council and the Ashcroft Arts Centre which is owned by Hampshire County Council.
4. This report sets out a strategic vision for the transformation of these cultural facilities and seeks approval for funding to undertake an initial architectural feasibility study. This study will assist in developing proposals to bring together Ferneham Hall and the Ashcroft Arts Centre on the current Ferneham Hall site.

#### VISION FOR THE FUTURE OF CULTURAL FACILITIES IN FAREHAM

5. Hampshire Cultural Trust and Fareham Borough Council have developed a vision for the future of culture in the Borough of Fareham. The main focus of the vision is to transform the existing cultural services with a focus on:
  - Providing first class cultural opportunities in the local vicinity;
  - Efficient use of tax-payers money, by reducing subsidies and creating stronger economic and community value;
  - Nurturing the development of local talent in the creative industries;
  - A programme of events in Fareham Town Centre, adding vibrancy;
  - Reduce operational costs whilst improving quality and customer satisfaction;

- Enhancing the role of culture in the town centre and high street regeneration by:
  - Adding vibrancy and attractiveness for a growing population, reflecting the Council's development ambitions;
  - Attracting a loyal customer base, in partnership with town centre businesses;
  - Embracing the visitor destination economy as part of a wider Fareham cultural package including: Titchfield; Porchester Castle; Fort Nelson Royal Armouries and Bursledon Brickworks.

## Outline Proposal

6. To deliver this vision the current provision for culture in Fareham will be transformed through the following:
  - Bringing together the Ashcroft Arts Centre and Ferneham Hall arts and entertainment functions to create a programme of arts and culture that brings excellence to the doorstep.
  - Re-invention of the Westbury Manor Museum as a vibrant 'culture stop' in the high street, with pop-up exhibitions and events, a great café experience and retail outlet where customers can buy quality produce made in Hampshire.

## CURRENT OFFER

7. The cultural offer in Fareham is focused around three key facilities. Westbury Manor Museum, Ashcroft Arts Centre and Ferneham Hall. Hampshire Cultural Trust currently operates two venues in Fareham on behalf of Hampshire County Council and Fareham Borough Council; Ashcroft Arts Centre and Westbury Manor Museum. Ferneham Hall is managed directly by Fareham Borough Council. The following provides a summary of these facilities:

- i. **Ashcroft Arts Centre** is a community-focused multi-purpose arts space which offers a dynamic programme of music, comedy and drama performance, as well as a diverse community arts provision. Approximately 60,000 customers use the Ashcroft annually, including 25,000 ticket sales, and the venue has a loyal community following. Facilities include an auditorium with 147 seats in a flexible seating bank arrangement, a dance studio that can be converted into a performance space seating for 140 people, a bar which can also be converted into a performance space and an art studio gallery space that seats 12 people.

The building is locally listed and in a good state of repair overall, with a major refurbishment of the interior within the last 10 years, air conditioning installed 4 years ago and a new arts studio created 2 years ago. It is located just outside the main town centre thoroughfare and does not benefit from passing footfall. However, it does have dedicated car parking facilities. It lies within 500m of Ferneham Hall.

- ii. **Westbury Manor Museum** is a community museum that tells the story of Fareham's rich and varied local history. The ground floor includes a café, temporary exhibition space and local studies area. The museum displays are primarily on the first floor with offices on the second floor. There is also a walled



garden to the rear of the property which is managed by the Council as a public open space. In 2013/14 there were over 26,000 visitors, but visitor numbers are currently declining.

Westbury Manor Museum is a grade 2 listed building and overall in a good state of repair, although no major works has been undertaken in recent times. The exhibitions and reception spaces are dated, tired and require re-energising and modernising. The venue is located at the end of the town centre pedestrianised shopping area, with parking available in the town centre car parks nearby. Fareham Bus Station is adjacent to the Museum.

- iii. **Ferneham Hall** is the largest arts and entertainment venue in the town centre. The facility offers a range of music, comedy and theatre shows and is also available for hire for theatrical productions, exhibitions, meetings, parties and weddings. The venue sells 60,000 tickets per annum and includes a 708 seat auditorium (including 500 capacity tier seating) and two function rooms (The Meon and The Octagon).

The current programme reflects more traditional theatre style entertainment that generally has a narrow audience appeal. As such income and attendance has remained static and therefore it is considered a more dynamic and innovative approach to programming is required to reinvigorate the venue.

Ferneham Hall is overall in a good state of repair, with investment in the roof, air-conditioning and boilers within the last 5 years. However, both the interior and exterior are both tired and dated and in need of modernisation. The building is located adjacent to Fareham Shopping Centre and the Library, with parking available in the adjacent town centre car parks.

## **CULTURAL MARKET PLACE**

- 8. Acorn is an analytical tool used to understand consumers' lifestyle, behaviour and attitudes, together with the needs of communities. It is used to analyse customers, identify profitable prospects, evaluate local markets and focus on the specific needs of each catchment and neighbourhood.
- 9. Hampshire Cultural Trust has used Acorn to analyse the potential market place for cultural activities in Fareham Borough which has a population of 111,000 and Gosport Borough which has a population of 80,000.
- 10. Current evidence indicates that the primary catchment area for the existing cultural facilities in Fareham is around 8km from the town centre. This suggests that as a minimum the potential market-place for future facilities primarily includes the Boroughs of Fareham and Gosport.
- 11. A percentage of the local population from both Boroughs access culture through the current venues in Fareham. However, they are likely to also meet their cultural needs through existing provision in adjacent areas including Portsmouth, Chichester, Eastleigh and Southampton.

### **Current Market**

- 12. Mosaic is a classification tool designed to describe typical characteristics of local neighbourhoods. Each postcode is classified into one of 61 different types, each of

which has a description of the typical type of person living at that location, based on the demographic and economic characteristics of the area and taking into account things like shopping habits, culture and lifestyles.

13. Hampshire Cultural Trust has used Mosaic to analyse the potential market place for cultural activities in Fareham Borough and Gosport Borough. The Mosaic data for the market segment, which traditionally feature highly for museums, indicates this market segment is currently under-represented (7% of visitors compared to 19% of residents). Further work is required to analyse in detail the current markets for both Ashcroft Arts Centre and Ferneham Hall. This work will be completed as part of the feasibility study.

## **DETAILED PROPOSAL**

14. A clear objective of the vision is to create a high quality, cost-effective and sustainable cultural experience for communities living within 30 minute drive time of Fareham town centre and for visitors to the cultural heritage of Fareham and Gosport.
15. Consideration has been given to how this can be best achieved and the initial proposals for moving forward on this objective include:

### **I. Westbury Manor 'culture stop' on West Street:**

The aim is to create a vibrant cultural heritage attraction at a key strategic location on Fareham West Street.

The attention of customers approaching from the pedestrianised West Street would be drawn by new signage and pavement layout that entices them into the gardens of Westbury Manor and into the building via the new main, garden entrance.

Inside, they would discover a ground floor transformed into a vibrant cultural space with pop-up exhibitions and attractions, a great café experience and a shop where customers can buy arts and produce made in Hampshire. The courtyard facing on to West Street becomes an outdoor extension to this space.

Upstairs, customers would find the local story of Fareham told through an engaging and imaginative combination of real objects and digital intervention. The second floor space could be considered for conversion into incubator studios for creative practitioners.

Westbury Manor Museum would play a key role in championing cultural activity across Fareham town centre, working with local businesses and community organisations to develop pop-up festival activity.

### **II. Amalgamation of Ashcroft Arts Centre and Ferneham Hall**

Ferneham Hall would be re-designed to support the delivery of an exciting high quality performance arts programme that responds to modern agendas and meets the demands of the future.

A flexible auditorium would be created, designed to support such a programme. It would have a new build face, potentially designed by an emerging studio architect and would incorporate studio and workshop space, café, bar, box office and toilet facilities. Dependant on the programme, it may be advantageous to consider improvements to back-stage facilities.

Future arrangements for the use of the Ashcroft Arts Centre will be considered as part of the feasibility work.

16. The two venues (Ashcroft amalgamated into Ferneham Hall and Westbury Manor Museum) would be operated by a single team managed by Hampshire Cultural Trust.

## **FINANCIAL INFORMATION**

### **Revenue Implications**

17. Collectively Hampshire Cultural Trust and Fareham Borough Council currently invest at least £600,000 per annum directly into delivering the current arts and entertainment and museum service in the three Fareham venues. Additionally, Hampshire County Council retains the liability on repairs and maintenance for the Ashcroft Arts Centre.
18. It is proposed that the scope of this project includes a target parameter to reduce annual subsidy for operating the facilities by 40%, through a combination of increased net income and reducing costs.

### **Capital Implications**

19. The capital costs associated with this scale of project are not identified and an estimate would be developed during the initial feasibility stage. However, pre-feasibility work undertaken to date, indicates that significant change could be delivered within the ball-park ranges of £3-5m and £5-10m, depending upon scale of ambition. This could include the following for the two cost options:

#### **(a) £3-5m Capital Investment:**

Ferneham Hall: Range of options to include reconfigure entrance area, re-energise and new signage/colour to external elevation, demolish Octagon Lounge and replace with 2 storey extension, immediate landscaping, renovate interior spaces (toilets, bar, Meon Room) and replace theatre seats (with current mechanism), possible feature roof;

Westbury Manor: Reconfigure entrance and building use as described in para15 (l).

#### **(b) £5-10m Capital Investment:**

Ferneham Hall: As option (a) plus reconfigure theatre layout, renovate and refurbish back of house, extensive landscaping.

20. Initial consideration has been given to potential fund-raising opportunities to provide the capital investment required, these include:

- Lottery Funding: Heritage Lottery Fund; The Power to Change; Arts Council England small capital grant;
- Trusts and foundations, including Gulbenkian, Esmee Fairburn; Peter De Haan Charitable Trust; Clore Duffield; Foyle Foundation;
- Private donations and corporate sponsorship;
- Crowd-funding and other initiatives;

- Sale of Fareham Borough Council owned land;
  - Fareham Borough Council;
  - Hampshire County Council.
21. Fareham Borough Council currently has £850k capital set aside for maintenance and redevelopment of Ferneham Hall and Westbury Manor Musuem and these funds could be made available to fund any future improvements.
22. It is proposed that £50k from these budgets be allocated to fund the feasibility works to bring together Ferneham Hall and the Ashcroft Arts Centre as detailed below.

### **NEXT STEPS**

23. To begin the development of the vision and assess the different opportunities, early architectural advice was commissioned by Hampshire Cultural Trust to undertake a very initial assessment of the proposed scheme. The outcomes of this work have informed the report.
24. The proposed way forward in the first steps of developing the vision are set out as follows:
- a) An initial market-place and business assessment on the future of performing arts in Fareham, within a wider piece of work looking at the Hampshire context. The estimated cost for this work is £50k and will be funded by Hampshire Cultural Trust and Hampshire County Council.
  - b) An initial architectural feasibility exercise to RIBA stage 1 for the proposal to bring together the Ashcroft Arts Centre and Ferneham Hall, informed by the market-place assessment above. Outputs to include development of project objectives and outcomes, project budget, initial project brief, feasibility studies and review of site information, indicative drawings and sketches, initial view of procurement, programming and pre-application town planning discussion. It is intended that this is undertaken by an award-winning emerging architect, potentially Hampshire-based. The estimated cost of this work is £50k and will be funded by Fareham Borough Council with project management by the Council and Hampshire Cultural Trust.
  - c) An initial architectural feasibility exercise to RIBA stage 2 Concept Design for the proposal to make improvements at Westbury Manor Museum. This work will be undertaken by Hampshire County Council Architects as an `In kind` service to Hampshire Cultural Trust.
  - d) An outline business plan for the proposals to make improvements at Westbury Manor Museum which will be undertaken by Hampshire Cultural Trust.

### **TIMELINE**

25. The following sets out the initial key milestones and actions to be undertaken in the development and implementation of the vision:

### **2015/16: Phase 1**

- Establish a joint steering group with representation from HCT and FBC. **May 2015**
- Initial market-place and business assessment on the future of performing arts. **May – October 2015**
- Initial architectural feasibility work undertaken for bringing together of Ferneham Hall and Ashcroft Arts. **July-October 2015**
- Initial architectural feasibility exercise Westbury Manor Museum. **May-October 2015**
- Outline business plan for Westbury Manor Museum. **May – October 2015**
- Fundraising strategy for Ashcroft/Ferneham project. **March 2016**
- Reconfiguration of ground floor and new entrance/orientation at Westbury Manor Museum. **March 2016** (subject to funding)
- Funding secured for local history displays and creative studios for Westbury Manor Museum. **March 2016**

### **2016/17: Phase 2**

- Redevelop local history displays and creative studios. **October 2016**
- Funding secured for Ashcroft/Ferneham project. **March 2017**

### **2017/18 – 18/19: Phase 3**

- Ashcroft/Ferneham project delivery.

## **CONCLUSION**

26. This report outlines a vision to transform the cultural facilities in Fareham into first class facilities that meet the needs of the community both now and into the future. The vision is being developed with collaboration between Fareham Borough Council and Hampshire Cultural Trust with support from Hampshire County Council.
27. The development of the vision is in recognition of the benefits to be gained from this unique opportunity to provide first class cultural facilities in Fareham and re-vitalise tired and dated facilities.
28. These benefits will include the opportunity for both the local and surrounding community to access a wide and varied range of cultural opportunities and assist with the vibrancy and regeneration of the town centre.
29. Underpinning this vision is to reduce the current subsidy for operating these facilities by a target parameter of 40% through a combination of increased income and reducing costs.



# FAREHAM

## BOROUGH COUNCIL

### Report to the Executive for Decision 18 May 2015

|                             |   |
|-----------------------------|---|
| <b>Portfolio:</b>           | Public Protection                         |
| <b>Subject:</b>             | Food Safety Service Plan 2015/16          |
| <b>Report of:</b>           | Director of Community                     |
| <b>Strategy/Policy:</b>     | Food Standards Agency Framework Agreement |
| <b>Corporate Objective:</b> | A safe and healthy place to live and work |

**Purpose:**  
This report seeks approval by the executive of the Food Safety Service Plan for 2015/16.

**Executive summary:**

The Food Standards Agency came into operation on 1 April 2000 and is responsible for directing, monitoring and auditing of local authorities work in respect of food law enforcement. The Agency requires local authorities to produce an annual Food Safety Service Plan, in line with guidance issued by the Agency, for delivery of its Food Safety Service.

The Food Standards Agency requires each authority to produce a Food Safety Service Plan that details the food enforcement service that the Council provides. The plan should be reviewed annually and approved by the Council. This plan was reviewed and endorsed by the Public Protection Policy Development and Review Panel on 10 March 2015. The Food Safety Plan is one of the Council's Corporate Strategies that requires annual approval by full Council.

Appendix A to this report contains the Council's proposed Food Safety Service Plan for 2015/16.

**Recommendation/Recommended Option:**

That the Executive endorses the Food Safety Service Plan 2015/16, as detailed in Appendix A to this report, and recommends the plan to Council for approval.

**Reason:**

To demonstrate this Council has suitable arrangements in place to meet its statutory obligations in respect of Food Safety.

**Cost of proposals:**

The cost of undertaking the work detailed in the plan for 2015/16 has been included in the spending Plans that were approved by the Executive at its meeting held on 1 December 2014.

**Appendices:**                    **A: Food Safety Plan 2015/2016**

**Background papers:** **None.**





**FAREHAM** BOROUGH  
COUNCIL

[www.fareham.gov.uk](http://www.fareham.gov.uk)

# **Food Safety Service Plan**

**2015/2016**

**as required by**

**The Food Standards Agency**

## INTRODUCTION

1. This Food Safety Service plan has been produced as required by and in accordance with the Food Standards Agency Framework Agreement on Local Authority Food Law enforcement. It is written in the format prescribed by the Agency, its purpose being to demonstrate that Fareham Borough Council has in place adequate and effective arrangements to meet its statutory obligations in respect of Food Safety.
2. Fareham Borough Council is designated as a Food Authority under the European Communities Act 1972, the Food Hygiene (England) Regulations 2013 and the Food Safety Act 1990. This places a statutory duty on the Authority to enforce the Acts. The delegated Authority to do this lies with the Director of Community, who has further delegated relevant Authority to staff within the Commercial team within Environmental Health which sits in that Department. The Service is part of a formal Partnership with Gosport and is provided as a single Service to both Fareham and Gosport.
3. This plan covers the following:
  - i) The Food Safety Service Aims and Objectives
  - ii) Background Information
  - iii) Service Delivery
  - ii) Resources
  - iii) Quality Assessment
  - iv) Service Review.

## SERVICE AIMS AND OBJECTIVES

4. The Council's vision is to ensure that people who live in, work in or visit the Borough of Fareham are confident that sound measures are in place to protect their health and safety. Protecting people's health and safety is an important contributor to the Council's key priority to ensure that the Borough of Fareham is a **safe and healthy place to live and work**. The Food Safety Service is an important contributor to helping to secure the above.
5. The Service objectives are as follows:-
  - i. Ensure that all businesses involved in the preparation, sale, distribution or handling of food comply with food safety legislation and the requirements of codes of practice issued by the Food Standards Agency.
  - ii. To minimise the spread of incidents of infectious diseases including incidents of food poisoning by investigating relevant cases and taking action to control the spread of disease.

## Links to corporate objectives and plans

6. In respect of Food Safety, the Council's Public Protection Policy Development and Review Panel, Scrutiny Board and the Executive are responsible for this function.
7. Reports are considered by the Public Protection Policy Development and Review Panel throughout the year as required in order to ensure the service is able to adapt to changing demands e.g. changes to legislation/guidance.

## **BACKGROUND**

### **Profile of Fareham**

9. The Borough of Fareham has a population of approximately 112,000 people. It covers almost thirty square miles of southern Hampshire between Portsmouth and Southampton on the south coast. With the town of Fareham at its centre, the Borough extends from Portchester in the east, which borders the northern side of Portsmouth harbour, to the River Hamble in the west. From south to north, it reaches from the Solent coastline at Hill Head and extends northwards into rural Hampshire towards Wickham.
10. The Borough has grown rapidly in recent years, with the development of extensive areas of housing, shops and commerce. The town centre consists of shops including a large Superstore, leisure facilities and a cinema complex, bars and restaurants.
11. In addition to the town centre, there are several other important local centres based on former villages. Portchester lies to the east of Fareham town with Stubbington and Hill Head to the south. To the west are Titchfield, Warsash, Park Gate, Locks Heath, and Whiteley.
12. With the New Community, Welborne due to commence in the next few years to the north of Fareham, this will result in not only additional properties, residents but also more commercial food business.
13. The economic downturn has affected Fareham Borough Council and the Council is taking steps in particular to manage the shortfall in income. The Food Safety Service has sufficient resource to meet the Council's statutory responsibilities. It is important to note however that during difficult economic times it can become difficult for businesses to maintain standards, so the service becomes even more important to help ensure that standards are maintained.

### **Organisational Structure**

14. The Council is run by an Executive, supported by a Scrutiny Board and review panels. The Executive operates like the Government's cabinet. It is made up of six councillors, including one who is appointed as the Executive Leader. It is responsible for almost all the functions and services of the Council, but is not allowed to deal with certain matters like planning and licensing applications. These are dealt with by Committees. The Council also has Audit and Standards Committees.
15. Each member of the Executive has responsibility for a specific range of Council activities (sometimes called portfolios) and acts as the Council's spokesman for those functions. The portfolio which currently incorporates the Food Safety function is Public Protection.
16. The Council has a Scrutiny Board and several review panels, which broadly mirror the portfolio areas of the Executive members. The job of the review panels is to take a leading role in the development and review of policies, related to particular services. All of the review panels report to the Council's Executive Committee. The review panel currently responsible for Food Safety is the Public Protection Policy Development and Review Panel.
17. The Food Safety function is undertaken by the Commercial Team of the

Environmental Health Section, within the Community Department, which reports to the Executive Member for Public Protection. The Director of Community is the officer responsible for the Food Safety Service delivery, with the Head of Environmental Health being responsible for the day to day management of the team and the service. The Director of Community reports directly to the Chief Executive Officer.

### **Fareham and Gosport Environmental Health Partnership Initiative**

18. Since January 2011, the Fareham Environmental Health Section has been working in partnership with Gosport Borough Council Environmental Health Section. On 1 April 2014 the former Gosport employees were TUPE transferred to Fareham for the purposes of employment and a single employment structure was put into place. The Commercial team is now a single team providing the Service to both Boroughs. This ensures consistency across the Boroughs, which is a particular benefit for those businesses that have premises in both Boroughs. It also allows for better use of the joint resource to deliver the Service to both Councils and allows the service to better cope with peaks in workload.
19. The Commercial team consists of 2 part-time (3 days a week each) Senior Environmental Health Officers, 1 Senior Technical Officer and 3 Technical Officers. These officers also undertake Health & Safety and Infectious Disease control work.
20. The provisions made for specialist services are as follows:-
  - Food Examiner:**  
Hampshire Scientific Service  
Hyde Park Road,  
Southsea  
Hants  
PO5 4LL            Tel No. 023 9282 9501
  
  - Food Analyst:**  
HPA Microbiological Services  
FW&E Microbiology Laboratory - Porton  
Salisbury  
Wiltshire  
SP4 0JG            Tel No: 01980 616766/ 6161776
21. These are used as and when necessary where expert and specialist advice is required.
22. From time to time, consultants may be required to undertake food hygiene inspections. This may be because of staffing shortages, special projects, prosecutions or food poisoning investigations; all of which impact directly upon the employee resource available. It is unlikely that consultants will be required in 2015/2016 and also the service did not require them in 2014/2015.
23. The figures shown in this report below relate only to the Fareham aspect of the joint team's work.

## Scope of the Food Service

24. The food service consists of the following elements:-
- Ensuring that all food premises within the Borough are identified and inspected on a risk-assessed basis;
  - Implementing and maintaining the National Food Hygiene Rating Scheme;
  - Reviewing planning and building control applications to ensure that food hygiene requirements are considered at the design and build stages of development;
  - Providing advice to food businesses and members of the public on issues relating to food safety;
  - Investigating all complaints relating to food and food safety and taking appropriate enforcement action to prevent potential outbreaks of food poisoning;
  - Undertaking sampling in order to determine the quality and fitness of food that is available for purchase throughout the Borough;
  - Minimising the spread of incidents of infectious diseases, including incidents of food poisoning by investigating relevant cases and taking action to control the spread of disease.
25. In order to provide an efficient and cost effective service, officers who undertake food safety duties also undertake other duties such as Health & Safety at Work, Infectious Disease and Health Act enforcement. Whenever possible visits to premises for different purposes are combined to ensure that officer time is used efficiently and that the time spent with proprietors and managers of businesses is kept to a minimum.

## Demands on the Food Service

26. There are approximately 759 registered food premises within the Borough, mainly composed of restaurants, takeaways and retailers. There are no specific unusual or seasonable demands on the food safety service, such as tourism or large numbers of food premises run by proprietors whose first language is not English.
27. As at February 2015, the 759 registered food premises within the Borough were made up of the following food premises types:

|                                  |            |
|----------------------------------|------------|
| Catering                         | 109        |
| Distributors/warehousing         | 8          |
| Farm/smallholding                | 3          |
| Hospital/rest home/schools       | 125        |
| Hotel/pub/guest house            | 59         |
| Manufacturers/processor          | 3          |
| Moveable premises                | 18         |
| Others                           | 13         |
| Private house as a food business | 145        |
| Restaurant café/ snacks          | 136        |
| Retailer                         | 129        |
| Staff restaurant/canteen         | 6          |
| Wholesale cash and carry         | 5          |
| <b>Total Registered Premises</b> | <b>759</b> |

(NB. Incorporated in the above are the 5 'Approved Premises' which are all cold stores. These require additional control due to the increased regulation of these businesses.)

28. The Authority has Procedures in place that ensure that the Food Standards Agency's Code of Practice and Practice Guidance document is followed. In addition, these Procedures also refer to the various Guidance Notes from the Local Government Regulation which gives guidance on Food Safety issues. Officers of the Council must and do have regard to these Codes and Guidance in undertaking the food safety function as they ensure consistent enforcement. These Procedures are embedded into our electronic business processes.
29. The Team, in addition to undertaking the Food Safety function, also has responsibility for Health and Safety, Infectious Disease Control and Health Act.
30. These functions are covered by a separate service plan. In order to maximise the use of limited resources and to ensure a more coherent service to business, the same officer deals with all food safety and health and safety issues relating to any single premises, where appropriate interventions in relation to these activities are combined.
31. The service is provided 8.45am to 5.15pm Monday to Friday by officers based at the Civic Offices. An Environmental Health Out of Hours service also operates (between 5.15pm to 9.00am Monday to Friday and 24-hours a day at weekends and Bank/Public Holidays) to deal with requests relating to food safety which requires an emergency response as detailed in the Out of Hours Service Procedures. Planned out of hours inspections and visits are also made by Officers on the basis of the trading times of food businesses and perceived need.
32. Food Safety issues are also covered by the Out of Hours Service.

### **Licensing**

33. This team is a designated Responsible Authority for the purposes of the Licensing Act 2003, which came into effect on 7 February 2005. The team is required to make relevant representations regarding licence applications.

### **The Health Act 2006**

34. The above Act came into force on 1 July 2007 and there is on-going enforcement in relation to this and the Smoke free provisions of the Act, which is also carried out by members of the Food Team.

### **Shellfish**

35. The Authority is responsible for the shellfish beds located between the mean high water mark and the Southampton Port Health Boundary to the west and south and Gosport Borough Council boundary in the east. Whilst there are no sampling points within the Authority's responsibility, demands are placed on the service to provide information to local fishermen and failed sampling results occasionally mean the temporary closure of the shellfish beds.

## Approvals

36. The Authority approves premises which are required to be formally Approved under specific EU Legislation due to the increased risk posed by their particular food activities e.g. cold store or food premises producing meat products for other food businesses.

## The Food Hygiene Rating Scheme

37. The Food Hygiene Rating Scheme (FHRS) is a Food Standards Agency/Local Authority partnership initiative. It is a national scheme which provides consumers with information about hygiene standards in food business establishments using information gathered by officers at the time they are inspected to check compliance with legal requirements on food hygiene. The food hygiene rating given reflects the inspection findings.
38. The purpose of the FHRS is to allow consumers to make informed choices about the places where they eat or shop for food and, through these choices, encourage businesses to improve their hygiene standards. The overarching aim is to reduce the incidence of food-borne illness and the associated costs to the economy.
39. There are six different food hygiene ratings ('0' up to '5') - the top rating represents a 'very good' level of compliance with legal requirements and all businesses irrespective of the nature or size of their operation should be able to achieve this.
40. Food hygiene ratings are published online at <http://ratings.food.gov.uk/> and businesses are encouraged to display certificates and stickers showing their food hygiene ratings at their premises where consumers can easily see them, although there is no legal requirement currently to display either.
41. The FHRS incorporates safeguards to ensure fairness to businesses. This includes an appeal procedure, a 'right to reply' for publication (together with the food hygiene rating) at <http://ratings.food.gov.uk/> and a mechanism for requesting a re-inspection/re-visit for the purposes of re-rating when improvements have been made.
42. Fareham and Gosport joined the scheme in June 2011. The following Table shows the current list of Ratings for Fareham:

| Rating                           | No of Food Businesses |            |      |            |
|----------------------------------|-----------------------|------------|------|------------|
|                                  | 2014                  | % of total | 2015 | % of total |
| 0 – Urgent Improvement Necessary | 1                     | 0.1        | 3    | 0.4        |
| 1 – Major Improvement Necessary  | 26                    | 3          | 14   | 2          |
| 2 – Improvement Necessary        | 20                    | 3          | 14   | 2          |
| 3 – Generally Satisfactory       | 60                    | 8          | 42   | 6          |
| 4 – Good                         | 136                   | 18         | 117  | 15         |

|                             |     |    |     |    |
|-----------------------------|-----|----|-----|----|
| 5 – Very Good               | 424 | 56 | 367 | 48 |
| Exempt / excluded / unrated | 92  | 12 | 202 | 27 |
| Totals                      | 759 |    | 759 |    |

43. The Council has received 7 requests for a re-inspection after the food business operator had addressed the issues raised during a 2014/2015 inspection.

You can see from the figures that the scheme has had some success in improving hygiene standards as still only 10% of premises are rated 0-2. It is disappointing however that 31 businesses remain in the 0-2 category. It is worth noting that those businesses that have acceptable hygiene practices but have no written procedures will fall into this category.

The issues found at inspection which generated the rating will have been resolved shortly after the inspection but the rating remains for between 3 and 6 months after the inspection.

### **Enforcement Policy**

44. The Council has signed up to the Central and Local Government Enforcement Concordat. One of the requirements of this concordat is that the Council has an enforcement policy.
45. In December 2012, the Executive approved an updated general enforcement policy to cover all the work undertaken by the Department.
46. All food safety enforcement decisions are made following consideration of the Enforcement Policy. Any departure from the Policy will be documented.
47. A copy of the Enforcement Policy and/or a summary leaflet explaining the key elements is available on request. In addition, where formal action is being considered, a copy of the summary leaflet is provided to the business concerned. The policy is also available on the Council's [website](#).
48. All food law enforcement will be carried out in accordance with the relevant Food Standards Agency Code of Practice and Practice Guidance and other Official Guidance produced by Local Government Regulation or the Food Standards Agency.
49. Food premises owned by the Council need a separate method for achieving compliance. Usually, an informal approach should be successful. However, if difficulties were to be encountered, these would be reported to the Director of Community, who would, in turn, raise those issues at a Chief Executive's Management Team meeting, if necessary after liaison with the relevant Chief Officer/Director for the premises concerned.

### **SERVICE DELIVERY**

#### **Food Safety Interventions**

50. The enforcement of Food Safety legislation is governed by a Statutory Food Law Code of Practice and Practice Guidance. This specifies procedures and forms to be used by employees when enforcing the legislation. In particular, there is a risk rating scheme which is used to assess the risk associated with each food business and thereby its priority for inspection. Traditionally all



categories of premises were included in the formal inspection regime. As well as inspection, there are a range of other interventions which may take place, auditing, verification visits, as well as visits to carry out sampling or to investigate food or food hygiene complaints.

51. In April 2014 the Food Standards Agency issued a revised Food Law Code of Practice.
52. This Code of Practice gives very specific advice regarding Interventions and has considerably revised the requirement to include all of the premises in the traditional inspection regime. Broadly Compliant Category C premises can be inspected alternately. So every other intervention is a traditional inspection, all of Category D premises can receive alternate inspections and Category E need not be inspected at all, but can be the subject of an alternative intervention strategy.
53. The purpose of this revision is to ensure that interventions are risk based and acknowledges that a range of other interventions can be employed to achieve the same result, e.g. surveys, formal training and interventions including sampling, auditing, verification visits, as well as visits to investigate food or food hygiene complaints.

#### **Performance Management Monitoring**

54. The Food Standards Agency monitors the performance of the Council with respect to food hygiene management and gathers the performance data using the Local Authority Enforcement Monitoring System (LAEMS). LAEMS is a web-based system used to report local authority food law enforcement activities direct to the FSA. Local authorities upload data that has been generated from the local system (Ocella) to LAEMS. The FSA then evaluates and publishes the performance of each Local Authority. The FSA also use the Food Hygiene Rating Scheme data as a means of monitoring performance and the Local Authority is required to return data annually regarding its Approved Premises.
55. The Food Standards Agency has a remit to oversee local authority food law enforcement to ensure appropriate local services are in place. Fareham Borough Council's food law enforcement service was selected for a focused audit covering food hygiene database management, food premises interventions and internal monitoring arrangements by the Agency last year, the onsite audit took place on 12-13 March 2013.
56. The outcome of the Audit was reported fully to the panel at its meeting of 23 July 2013. The Audit from the Food Standards Agency was extremely thorough and the outcome very positive. Although the audit was scheduled for 3 days it concluded on the second day. A number of areas of good practice were identified by the Agency. There were four recommendations which were relatively minor in nature and these have all been addressed as required by the action plan required by the Agency. The Agency wrote to the Chief Executive in February 2015 to confirm the actions have been completed and the audit is now closed.

## FOOD SAFETY INTERVENTIONS PLAN

### Inspections

57. Inspections are carried out in accordance with the Food Law Code of Practice (April 2014).
58. Following each inspection, the premises are attributed a Risk Rating Score in accordance with Food Law Code of Practice, which determines the minimum inspection period before the next inspection. The risk score is entered on the Ocella Computer system and each month a list of premises due for inspection is produced.
59. The Code requires Category A and B premises to receive an inspection at the appropriate frequency (6 months & 12 months).
60. In September 2005 the largest ever outbreak of E. coli O157 in Wales occurred; it was the second largest ever in the United Kingdom (UK). Thirty-one people were admitted to hospital and a five year old boy tragically died. The Food Standards Agency has published Guidance to be followed by Food Enforcement Officers over the last several years which has been incorporated into the procedures.
61. Category C (18 months) premises are divided into 2 groups as defined by the guidance, those broadly compliant and broadly non-compliant.
- i) Broadly compliant premises will receive a full inspection every other time it is due for an inspection. An alternative intervention such as a sampling visit or visit for another food matter will be carried out for the other due inspection. There is however clear guidance on what the alternative intervention must be detailed in the Code of Practice.
  - ii) Broadly non-compliant premises will continue to receive an inspection every time it is due.
62. Category D premises (2 years) will be treated the same as Broadly Compliant C premises.
63. Category E premises may not receive traditional inspection at all, but may receive one of the other intervention types as appropriate.
64. All new food premises will receive an initial inspection and thereafter treated as above depending on the initial category.
65. The inspection programme for 2015/2016 by risk category is as follows:-

| Risk Category            | Inspection Interval            | No. of Premises due for Inspection |            |
|--------------------------|--------------------------------|------------------------------------|------------|
|                          |                                | 2014/2015                          | 2015/2016  |
| A, B and non-compliant C | 6, 12 and 18 months            | 87                                 | 58         |
| Compliant C, D and E     | 18 months, 2 years and 3 years | 337                                | 496        |
| <b>Total</b>             |                                | <b>424</b>                         | <b>554</b> |

66. An alternative intervention plan for those premises not requiring a full inspection. For the coming year it is intended to tackle these as follows:-

- Combined visits by multi-skilled officers who may be visiting for other reasons;
  - Use complaint interventions to defer inspections;
  - Use sampling interventions to defer inspections;
  - Use of questionnaires.
67. For the year 2014/2015, it is anticipated that all of the high risk premises that were due for inspection will have been inspected by the deadline of 31 March 2015.
68. Revisits are made in order to check on compliance with Enforcement Notices and to ensure poor standards and serious defects are addressed by the food business operator. This is at the officers' discretion, but in line with Departmental Enforcement Policy.
69. Currently, the profile of premises in Fareham is detailed in paragraph 26. The use of the risk assessment scheme ensures that the highest priority is given to food manufacturers and caterers where conditions are below standard and premises that cater for vulnerable groups.
70. The Council maintains a Register of all food premises within the Borough in accordance with regulations. The register is held on the Ocella Computer system which is maintained by the Head of Environmental Health. In addition, the original registration forms are held in electronic form and copies are sent to Hampshire County Council Trading Standards on receipt.
71. The Commercial team has received appropriate training to ensure knowledge of food specific legislation which relates to premises within the Borough.
72. All new food premises receive an initial inspection, generally within one month of opening. Full inspections are carried out, occasionally following food and food hygiene complaints. The decision to make such inspections depends upon the nature and circumstances of any complaint.
73. The Commercial Team holds regular team meetings to help ensure that inspection targets are being met and also to enable the team to respond quickly to changes in legislation/guidance and develop and improve the methods of operation within the team. These meetings are led by the Head of Environmental Health.
74. At the time of every food premises inspection, a pro-forma is completed which is attached to the electronic premises file. Following each inspection, either a written report is sent to the proprietor of the business or, for minor matters, a carbonated handwritten report is left on site. The report and carbonated handwritten report have a standard format, which includes all of the information contained in Annex 6 of Food Law Code of Practice.
75. Over the last five years, the section has achieved 97-100% completion of the inspection programme and is on course to achieve 95-100% for 2014/2015.

### **Food Complaints**

76. It is the responsibility of the Council to enforce the provisions of the Food Safety Act 1990 as far as food complaints concerning the following are concerned:
- Food which does not comply with the food safety requirements i.e. food which is unfit; food which has been rendered injurious to health; or food which is so contaminated.
  - Food which is not of the nature or substance demanded by the purchaser.

77. The Council also enforces the provision of the Food Labelling Regulations 1984, which relate to 'Use-by' date labelling and quality issues, in co-operation with the trading standards authority.
78. All food complaints are investigated in accordance with guidance issued from Local Government Regulation- 'Guidance on Food Complaints' and Codes of Practice, which forms the basis of Fareham's in-house procedure.
79. Initial investigations into food complaints are given high priority, since these can give an indication of where the food supply chain has broken down. Such breakdowns may be one-offs or can indicate a problem that, if left unattended, could have serious consequences. Arrangements are in place to contact the Food Standards Agency where food complaints may have wider implications.
80. Where companies involved are unable to provide a satisfactory defence that they take all reasonable precautions and exercise all due diligence to prevent such a complaint, legal proceedings may be instigated. The decision to prosecute would be taken at the recommendation of the officer concerned, in consultation with the Head of Environmental Health, the Director of Community and the Council's legal representative, in accordance with the Food Safety Enforcement Policy. In each case the company/business and complainant will be kept informed as to the progress of the complaint.
81. Dealing with food complaints is a relatively small part of the workload; to date (February 2015) the Council has received 18 complaints.

### **Primary Authority Principle**

82. In April 2009 the Regulatory Enforcement and Sanctions Act introduced the Primary Authority Scheme. This is an arrangement where a Local Authority agrees to provide specialist advice to a company regarding its Food Safety arrangements and acts as a point of contact for other local authorities where its food may be sold. The Primary Authority is usually where the head office for a company is situated. The Originating Authority is the Authority where the unit which manufactured a product is situated. In principle, any Authority shall observe the following:-
  - An Authority shall have regard to any information or advice it has received from any liaison with home and/or originating authorities.
  - An Authority, having initiated liaison with any home and/or Originating Authority, shall notify that Authority of the outcome.
83. Currently this Council does not act as Primary Authority for any local business.
84. If a business requests a Local Authority to be its Primary Authority for any regulatory function, the Local Authority must agree to the request, although it may charge for the cost of doing so. Fareham isn't currently a Primary Authority.

### **Advice to Business / Food Hygiene Complaints**

85. Whilst the Council will utilise its powers to enforce the food legislation, it is realised that, where food businesses break the law, it is often due to ignorance rather than design. As a consequence, it is the Council's policy to provide advice to business in a number of different ways.

86. The Commercial team does not provide formal food hygiene training, as there are many local providers. Advice is also provided on training courses offered throughout Hampshire and the Isle of Wight by other authorities and training centres and, particularly, for courses offered in ethnic languages.
87. Training is however organised on an ad hoc basis for businesses depending on need, e.g. in response to new legislation.
88. Advice is also given during routine inspections and visits and followed up in writing. Advice is provided to direct queries received either by telephone or letter. Where necessary, it is followed up with a visit and/or a letter. Provisional advice is given prior to the setting up of a food business. Free advisory leaflets are provided, where appropriate.
89. Building Control and Planning applications are inspected by the Commercial team and advice given to the developers/applicants regarding issues relating to Food Safety and Health and Safety.
90. A magazine called 'Fareham Today' is produced by the Council periodically. It is sent to all residents and businesses within the Borough. Information on food safety issues is occasionally included in this publication.
91. Information is also available on the [Council's website](#).
92. In addition, the Team responds to complaints from members of the public regarding the hygiene of premises/food handling practices. This may result in anything from a telephone call to prosecution for any offences.
93. In 2014/2015 the team received around 275 requests for food hygiene advice and 50 allegations of food poisoning/infectious disease notifications.

### **Food Sampling**

94. The Authority believes that a proactive, point of sale, food sampling programme can provide useful information about the microbiological fitness of food for sale within the Borough. The Sampling Policy can be seen at Appendix 1 to this plan and the Sampling Programme for 2015/2016 can be seen at Appendix 2 to this plan.
95. The Council participates in the Portsmouth and South East Hampshire sampling group, which has a co-ordinated food-sampling programme based on Food Standards Agency, Local Government Regulation and agreed local priorities.
96. The sampling programme consists of the following:-
  - i) Participation in Local Government Regulation/Public Health Laboratory Service sampling initiatives.
  - (ii) Participation in the European Union initiatives, when they occur.
  - (iii) Participation in the Wessex Shopping Basket programme, when funds permit.
  - (iv) Participation in local initiatives devised by the local sampling group (Wessex Environmental Monitoring Service (WEMS) User Group (East) or by problems highlighted within the Borough).
97. Following the E.coli outbreak in Wales in 2005 and the subsequent recommendations by Professor Pennington and the Food Standards Agency, the team adopted an amended approach to inspecting high risk food premises (butchers shops and those handling high risk and raw products). Now, microbiological samples (swab of a food contact surface, a cleaning cloth and a

food sample) are obtained from the premises and a desk top review of their HACCP system undertaken. Once the sample results are known these are used to inform the subsequent full inspection. The highest risk food premises now receive a sampling visit and a desktop study of their HACCP (Hazard Analysis and Critical Control Point) system, prior to receiving their full physical inspection

**Control and Investigation of Outbreaks and Food Related Infectious Disease**

98. The measures to be taken to control the spread of infectious diseases are contained in various Acts of Parliament and their associated Regulations. This legislation includes the control of food poisoning and food and water borne diseases. Although the number of cases reported locally is comparatively low, it is widely acknowledged that the vast majority of cases go unreported. Moreover, a single case may lead to the discovery of an outbreak and could lead to a further outbreak if the person concerned is a food handler.
99. The investigation of food poisoning cases is therefore given a high priority and in an outbreak situation can necessitate utilising qualified employees from the Pollution/Housing Team, in addition to those in the Commercial Team.
100. All investigations will follow those procedures laid out in the Hampshire and Isle of Wight Health Protection Unit Joint Outbreak Control Plan and associated procedures and guidance issued by the Health Protection Unit and the Communicable Disease Surveillance Centre. Such investigations will be overseen by the Head of Environmental Health and liaison will take place with the Health Protection Unit.
101. The Council supports the Portsmouth and South East Hampshire Infectious Disease Forum and the Portsmouth Water Company Liaison Groups, which exist to promote best practice and consistency of approach in this area of work, between the neighbouring local authorities.
102. There are excellent links with the local Health Protection Unit and the public health laboratory, which come to the fore during outbreaks. All notifications are actioned on the day of receipt, by a telephone call, visit or a letter.

### **Liaison with Other Organisations**

103. To ensure that enforcement action taken in the area of this Council is consistent with national guidance and neighbouring local authorities, liaison arrangements are in place with the following organisations:
  - The Food Standards Agency
  - Local Government Regulation
  - Chartered Institute of Environmental Health, Hampshire and Isle of Wight Branch Food Advisory Group (bimonthly meetings)
  - Wessex Environmental Microbiology Services User Group East (meetings every four months)
  - Southern Shellfish Liaison Group (annual meeting with interim newsletters as necessary)
  - Portsmouth and South East Hampshire Infectious Disease Forum (Quarterly meetings).
  - Health Protection Agency.

104. The Council fully supports the work of the Hampshire and Isle of Wight Food Liaison Committee. This body, which has representatives from all Hampshire and Isle of Wight Food Authorities, Hampshire Scientific Services and the Wessex Public Health Laboratory Service, has amongst its objectives, 'ensuring that any enforcement action taken is consistent with other neighbouring local authorities'.

### **Food Safety and Standards Promotion**

105. The Council education and promotion activities can have a direct impact on food safety standards. The Council is therefore committed to providing advice and information both to business and the public through a number of initiatives:
- Food Safety information leaflets – these are available from the Civic Offices.
  - Food Safety Week/Food Link – this is normally held in June every year. The Council supports a number of activities designed to promote food safety during this week, as resources allow.
  - Use of 'Fareham Today', the Council's periodic magazine, sent to all homes in the Borough.
  - Link to food safety information on the [Council's website](#).
  - Use of Council Connect in the shopping precinct.

### **Food Alerts**

106. Food alerts are notified by EHCNET (national computer link), by a pager from the Food Standards Agency and directly to [health@fareham.gov.uk](mailto:health@fareham.gov.uk) by email. There is a duty officer system and the duty officer decides upon the appropriate action in each case, which may include mailshots, visits, local press releases, etc. The resource implication is unknown, as it depends upon the nature and type of alerts, but existing resources usually perform this work as and when required.

### **Equality and Diversity**

107. The Equality Act 2010 replaced many separate anti-discrimination laws with a single Act. It also strengthened the law in important ways and extends protection against discrimination on the basis of: race, disability, sex, gender re-assignment, marriage and civil partnership, sexual orientation, age, religion or belief, and pregnancy and maternity.
108. There is a general duty under the act and some specific duties which include the need for public bodies to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations. In addition, there is a duty to publish certain information to demonstrate compliance with the Act.
109. In respect of the Commercial team there is an Equality Impact Assessment in place which details the various measures employed by the team to meet the

requirements of the Act and ensure the Service does not discriminate and is equally accessible to all.

## **RESOURCES**

### **Financial / Staffing Allocation**

110. The Commercial team consists of 2 P/T Senior Environmental Health Officers (3 days each), 1 FT Senior Environmental Health Technical Officer and 3 FT Environmental Health Technical Officers.
111. Officers only carry out work which is permitted by the qualification requirements of the code of practice.
112. There is a list of delegations to officers, annexed to the Council's Constitution. This is constantly reviewed and updated as new regulations are made.

### **Staff Development Plan**

113. Training has recently been centralised and a training plan for all employees is being developed by the Personnel Section in consultation with each section. This plan recognises the need for Professional Officers to meet Continuing Professional Development (CPD) requirements.
114. The basic principles and ideals are:
  - The Section has a duty to the Council to ensure that it is able to meet all the demands that are placed upon the Section.
  - The Section has an obligation to develop the potential of all its employees.
  - Regular and continual training and updating of skills in order to undertake "the job" are necessary.
  - The Council is committed to continuous development of employees and services to ensure it is properly equipped to deal with future challenges.
  - To ensure workforce and succession planning.
  - To ensure all staff receive appropriate Customer Service training, to enable the Services to be designed and delivered to meet its customer needs.
115. This training may be provided through attendance at externally organised courses and seminars or through in-house training activities.
116. All training received will be documented as part of the Council's central training plan.
117. Core regulator skills will be achieved by the use of the "Regulators Development Needs Analysis tool".

## **QUALITY ASSESSMENT**

118. The Food Safety Act Code of Practice on Food Hygiene Inspections requires Authorities to have internal monitoring systems.
119. The Section has a set of Food Safety Procedures aimed at meeting the requirements of the Food Safety Code of Practice and Official Guidance. This is regularly kept under review and is used to ensure consistency and improvements in service delivery. The document management system ensures consistency and performs management review.
120. The Council has in place procedures for achieving and monitoring the consistency and quality to ensure that its food safety service is provided in a



way that is consistent with the Food Standards Agency Standard, Statutory Codes of Practice and nationally issued guidance.

121. In addition, the team operates a system of peer review and quality checks where officers carry out joint inspections to ensure a consistent interpretation of legislation, codes of practice and national guidance.

## **REVIEW**

### **Performance against Plan**

122. The Food Safety Service Plan is produced and reviewed annually by members.
123. The performance of the food service is reported annually to the Food Standards Agency, via the Local Authority Monitoring System (LAEMS). The performance will be compared with other Local Authorities nationally and within Hampshire.
124. The Food Standards Agency then reports this performance data to Government and Europe.

### **Areas for improvement**

125. The service is performing very well at present. However, in 2015/2016 the following areas will receive further consideration:-
  - Introduce Vanguard principles to the Commercial team
  - Review of the Food Procedures
  - Identification of areas for efficiency savings
  - Train all of the qualified Environmental Health Officers to be Lead Officers.



**FAREHAM** BOROUGH  
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### **Food Sampling Policy for Fareham Borough Council**

1. The Sampling Policy document is written for Fareham Borough Council's Food, Health and Safety and Licensing Team, within Regulatory Services.
2. Food samples will be taken throughout the year both on a programmed and random basis. The department will participate in National, European and local studies, where appropriate and as resources allow.
3. Samples can be taken during routine food inspections by authorised officers or as part of a compliant based inspection. In addition, samples can be taken from random premises that fulfil the sampling programme criteria. Samples can be taken on a formal and informal basis. Formal samples can be taken following a complaint, during an inspection and as part of any Home Authority agreement within Fareham Borough Council. Informal samples are normally taken as part of on-going national, European and local sampling initiatives and for monitoring purposes.
4. This policy refers to the Sampling Programme that is held within the Regulatory Services Department. This sampling programme is produced for each financial year. The plan is produced in conjunction with the Hampshire and IOW sampling group. The sampling Group decides on the years sampling plan in accordance with the National (LGR), European plans and any local studies that the group wishes to undertake.
5. The purpose of sampling and associated actions:-
  - i. The Food, Health and Safety and Licensing Team, within Regulatory Services, will identify any foods that pose a hazard or risk to health of the consumer; this may be due to contamination of significant pathogenic bacteria and/or associated toxins.
  - ii. To identify any contraventions of Food Safety legislations.
  - iii. To use results to educate and inform the local businesses and, in addition, to inform the public regarding food safety issues.
  - iv. Sampling is used to evaluate effectiveness of food handling and associated processes at food premises in relation to their food safety management system requirements.
  - v. Investigate food complaints and food poisoning incidents.

- vi. To assist in any potential formal action case.
6. Routine sampling is an important part of the work of Fareham Borough Council's Food, Health and Safety and Licensing Team, within Regulatory Services.
7. All samples are taken in accordance with the following legislation and guidance documents:-
- i. Food Safety Act and associated codes of practice.
  - ii. Local Government Regulation Guidance Notes on microbiological food sampling, first issued in January 2002, but revised and re issues in January 2006.
  - iii. Health Protection Agency Guidance
  - iv. Food Safety ( Sampling and Qualification ) Regulations 1990

**FWE Sampling Group Program for 2015/16**

| MONTHS OF SAMPLING             | A | M | J | J | A | S | O      | N | D | 2016 J | F | M |
|--------------------------------|---|---|---|---|---|---|--------|---|---|--------|---|---|
| <b>LACORS SAMPLING</b>         |   |   |   |   |   |   |        |   |   |        |   |   |
| National Study TBD             |   |   |   |   |   |   | Summer |   |   |        |   |   |
| National Study TBD             |   |   |   |   |   |   |        |   |   |        |   |   |
| National Reactive Study        |   |   |   |   |   |   |        |   |   |        |   |   |
| Regional Study                 |   |   |   |   |   |   |        |   |   |        |   |   |
| <b>FWE SAMPLING</b>            |   |   |   |   |   |   |        |   |   |        |   |   |
| Partnership Sampling           |   |   |   |   |   |   |        |   |   |        |   |   |
| Water Sampling                 |   |   |   |   |   |   |        |   |   |        |   |   |
| Butchers and Approved Premises |   |   |   |   |   |   |        |   |   |        |   |   |

No Sampling planned for August and December

DRAFT



# FAREHAM

## BOROUGH COUNCIL

### Report to the Executive for Decision 18 May 2015

**Portfolio:** Policy and Resources  
**Subject:** Acquisition of 2 Fareham Park Road, Fareham  
**Report of:** Director of Finance and Resources  
**Strategy/Policy:** Housing Strategy

**Corporate Objective:** A balanced housing market  
 A dynamic, prudent and progressive Council  
 Strong and inclusive communities

**Purpose:**

To report the terms agreed with the beneficiaries of the estate of the late Mr L Mondey for the acquisition of 2 Fareham Park Road, Fareham.

**Executive summary:**

On 3 November 2014, the Executive agreed terms for the acquisition of the former Hampshire Rose public house site, 96 Highlands Road, from Hampshire County Council. The acquisition of the site will assist the Council's objectives to progress a residential and community use scheme thereon subject to consultation with ward councillors and the local community.

**Recommendation/Recommended Option:**

That the Executive approves the terms agreed for the acquisition of 2 Fareham Park Road, Fareham, with the beneficiaries of the estate of the late Mr L Mondey, as shown in the confidential Appendix A.

**Reason:**

To obtain the approval to the terms agreed with the beneficiaries of the estate of the late Mr L Mondey for the acquisition of 2 Fareham Park Road.

**Cost of proposals:**

The acquisition price is set out in the confidential Appendix A.

**Appendices:** **A:** Confidential appendix setting out the terms agreed with the beneficiaries of the estate of the late Mr L Mondey for the acquisition of 2, Fareham Park Road (Exempt By virtue of

paragraphs (3) of Part 1 of Schedule 12A of the Local Government Act 1972.)

**B:** Plan showing site of 2 Fareham Park, Road



# FAREHAM

## BOROUGH COUNCIL

### Executive Briefing Paper

**Date:** 18 May 2015

**Subject:** Acquisition of 2 Fareham Park Road, Fareham

**Briefing by:** Director of Finance and Resources

**Portfolio:** Policy and Resources

#### INTRODUCTION

1. On 3 November 2014, the Executive agreed terms for the acquisition of the former Hampshire Rose public house site, 96 Highlands Road, from Hampshire County Council. The acquisition of the site will assist the Council's objectives to progress a residential and community use scheme thereon.
2. The opportunity has presented itself to acquire the adjoining detached bungalow, 2 Fareham Park Road, from the beneficiaries of the estate of the late Mr L Monney. The acquisition will increase the development potential of the combined sites of 2 Fareham Park Road and 96, Highlands Road, subject to planning. The property is shown for identification purposes only on the plan attached as Appendix B.

#### PROPOSAL

3. The acquisition of 2 Fareham Park, Road will be beneficial for the Council's objectives to progress a residential and community use scheme in conjunction with the site of 96, Highlands Road, subject to consultation with ward councillors and the local community.
4. The terms agreed for the acquisition of the property are set out in the confidential Appendix A for the approval of the Executive.
5. Initial design feasibility work has indicated that by demolishing the bungalow the site could accommodate up to 7 units of accommodation.

#### FINANCIAL IMPLICATIONS

6. The cost of the acquisition will be funded from the Housing Enabling Fund.

#### CONSULTATIONS

7. As referred to in paragraph 2 of the briefing paper the acquisition of 2 Fareham Park Road will assist the Council's objectives to progress a residential and community use scheme on the combined sites of 2 Fareham Park Road and 96, Highlands Road, subject to consultation with ward councillors and the local community.

## **CONCLUSION**

8. Terms have been agreed with the beneficiaries of the estate of the late Mr L Mondey for the acquisition of 2 Fareham Park Road, Fareham. The terms are set out in the confidential Appendix A and are recommended for approval by the Executive.

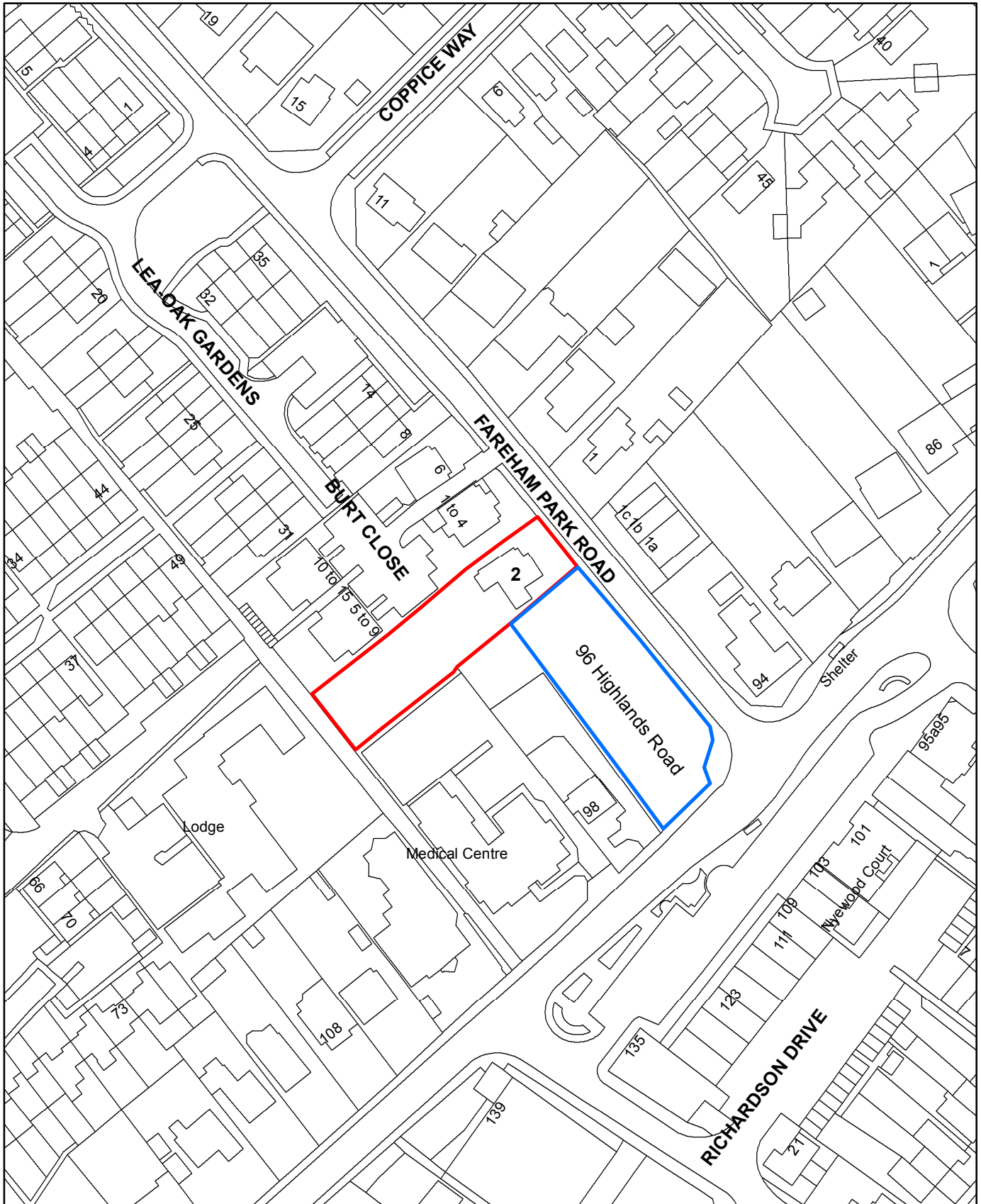
By virtue of paragraph(s) 1 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted



# FAREHAM

## BOROUGH COUNCIL



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# FAREHAM

## BOROUGH COUNCIL

### Report to the Executive for Decision 18 May 2015

|                             |   |
|-----------------------------|---|
| <b>Portfolio:</b>           | Policy and Resources  |
| <b>Subject:</b>             | <b>Matched Funding – 3<sup>rd</sup> Portchester Scout Group</b> |
| <b>Report of:</b>           | Director of Finance and Resources                               |
| <b>Strategy/Policy:</b>     | Grants Policy   |
| <b>Corporate Objective:</b> | All corporate objectives apply                                  |

**Purpose:**

To provide details of matched funding requests received by the Council during the fourth quarter of the 2014/15 financial year.

**Executive summary:**

During the last quarter of 2014/15, the Council has received one matched funding request:

The 3<sup>rd</sup> Portchester Scout Group has requested £20,000 towards upgrading the Cobham Hall toilets, kitchen, storage space, flooring as well as improving disability access.

**Recommendation/Recommended Option:**

That the Executive considers a matched funding award of up to £20,000 for the 3<sup>rd</sup> Portchester Scout Group.

**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 £20,000 (the community funding budget currently has funds of approximately £143,841.08).

**Appendices:** A: Matched Funding Application – 3<sup>rd</sup> Portchester Scout Group  
**Background papers:**

# FAREHAM

## BOROUGH COUNCIL

### Executive Briefing Paper

|                     |   |
|---------------------|---|
| <b>Date:</b>        | 18 May 2015   |
| <b>Subject:</b>     | Matched Funding – 3 <sup>rd</sup> Portchester Scout Group |
| <b>Briefing by:</b> | Director of Finance and Resources                         |
| <b>Portfolio:</b>   | 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 fourth quarter of the 2014/15 financial year.
2. On 8 March 2010, the Executive considered a report on the various discretionary grants provided by the Council. The report included details regarding 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 £143,841.08.

## **MATCHED FUNDING BIDS RECEIVED**

10. A matched funding bid has been received from the 3rd Portchester Scout Group requesting £20,000 towards upgrading Cobham Hall's toilets, kitchen, storage space, flooring as well as improving disability access.
11. Cobham Hall is in need of significant refurbishments. These improvements will allow the continued use of the Scout Hut for scouting purposes.
12. The scout group have allocated £20,000 from their reserves and are seeking £20,000 from the Community Fund to allow the project to proceed. The Scout Group have allocated a further £5,000 from their reserves as a contingency should this be required. The details are set out in Appendix A.
13. The bid was originally considered at the 20 April 2015 meeting of the Executive, when a decision was deferred until issues regarding conditions of the use of the hall were resolved. These issues have now been resolved and the details are included in Appendix A.

## **Councillor Consultation**

14. Ward Councillors Fazackarley, Price and Norris are fully in support of the application as are Councillor Walker and Councillor Bell. The Executive Member for Leisure and Community has given "in principle" support subject to consideration by the Executive.

## **MATCHED FUNDING BIDS "IN THE PIPELINE"**

15. There are no matched funding bids in the pipeline.

## **RISK ASSESSMENT**

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

## **CONCLUSION**

17. This report sets out details for the matched funding bids received by the Council for the last quarter of the 2014/15 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



| <b>MATCHED FUNDING REQUEST</b> |  |
|--------------------------------|--|
| <b>APPLICANT</b>               | 3 <sup>rd</sup> Portchester Scout Group  |
| <b>PROJECT DESCRIPTION</b>     | <p>The 3<sup>rd</sup> Portchester Scout Group operates out of the Cobham Hall in White Hart Lane, Portchester. They are a youth organisation that caters for over 160 children from the age of 6 to 18 who take part in Beavers, Cubs, Scouts and Explorers.</p> <p>The Portchester Scout Group also includes a sea scout section where young people can learn and take part in water-based activities involving their selection of boats and kayaks.</p> <p>The hall that they operate from is in need of significant refurbishment to:</p> <ul style="list-style-type: none"> <li>• upgrade the toilet and kitchen facilities.</li> <li>• improve accessibility within the hall for those with a disability.</li> <li>• to increase storage space and</li> <li>• provide new floor coverings.</li> </ul> |
| <b>PROJECT COSTS</b>           | The total project cost is £40,000  |
| <b>PROJECT FUNDING</b>         | <p>The scout group have allocated £20,000 from their reserves and are seeking £20,000 from the Community Fund to allow the project to proceed.</p> <p>The Scout Group have allocated a further £5,000 from their reserves as a contingency should this be required.</p>  |
| <b>COMMUNITY BENEFITS</b>      | <p>The premises are subject to a lease agreement with the Trustees of the Portchester Parish Hall. The lease restricts the use of the hall to “scouting purposes only” The community benefit is therefore restricted to the Beavers, Cubs, Scouts and Explorers scouts, that operate out of the hall who will continue to be able to use the hall following its refurbishment.</p> <p>Despite the restrictions in the lease, there will be other community benefits as a number of third parties will be able to continue to benefit from the hall, e.g.:</p>  |

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|  | <ul style="list-style-type: none"> <li>• The local police who teach safe community practices.</li> <li>• St Johns Ambulance.</li> <li>• British Rowing Association for their work in conjunction with the Sea Scouts.</li> </ul> <p>It is hoped that the provision of improved facilities for those with a disability will not only provide a venue suitable for young people with a disability, but also attract adult volunteers with a disability and raise awareness and understanding generally of disability issues.</p> |
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| <b>ENVIRONMENTAL BENEFITS</b> | There are no significant environmental benefits arising from the project. |
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| <b>LINKS TO THE COUNCIL'S CORPORATE PRIORITIES</b> | <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 supportive of the application and proposals and the Executive Member for Leisure and Community has given "in principle" support subject to consideration by the Executive.</p> |
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| <b>PROJECT RISKS</b> | The project would be managed by the trustees who would appoint a sole contractor to carry out all of the works. |
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| <b>RECOMMEND</b> | <p>That the Executive gives consideration to making a matched funding award of up to £20,000 to this application, subject to:</p> <ol style="list-style-type: none"> <li>1. The remainder of funding being in place.</li> <li>2. Receipt of all Local Authority approvals.</li> <li>3. That the applicant continues to abide by the relevant clauses in their lease with the Trustees of the Portchester Parish Hall.</li> </ol> |
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