

AGENDA
SCRUTINY BOARD

Date: Thursday, 19 November 2015

Time: 6.00 pm

Venue: Collingwood Room - Civic Offices

Members:

Councillor D C S Swanbrow (Chairman)

Councillor Mrs S M Bayford (Vice-Chairman)

Councillors B Bayford
Mrs M E Ellerton
Mrs C L A Hockley
L Keeble
A Mandry
Mrs S Pankhurst
P W Whittle, JP

Deputies: J V Bryant
R H Price, JP
D L Steadman
N J Walker



1. Apologies for Absence

2. Minutes (Pages 1 - 4)

To confirm as a correct record the minutes of the Scrutiny Board meeting held on 23 September 2015.

3. Chairman's Announcements

4. Declarations of Interest and Disclosures of Advice or Directions

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

5. Deputations

To receive any deputations of which notice has been lodged.

6. Question and Answer Session with Solent Local Enterprise Partnership

To participate in a question and answer session with representatives of the Solent Local Enterprise Partnership.

7. Minutes of Meetings of Policy Development and Review Panels

To receive the minutes of the meetings of the Policy Development and Review Panels held since 28 July 2015:

- (1) Minutes of meeting Wednesday, 29 July 2015 of Leisure and Community Policy Development and Review Panel (Pages 5 - 8)**
- (2) Minutes of meeting Wednesday, 9 September 2015 of Leisure and Community Policy Development and Review Panel (Pages 9 - 12)**
- (3) Minutes of meeting Thursday, 10 September 2015 of Streetscene Policy Development and Review Panel (Pages 13 - 18)**
- (4) Minutes of meeting Monday, 14 September 2015 of Planning and Development Policy Development and Review Panel (Pages 19 - 22)**
- (5) Minutes of meeting Thursday, 24 September 2015 of Health and Housing Policy Development and Review Panel (Pages 23 - 28)**
- (6) Minutes of meeting Thursday, 22 October 2015 of Streetscene Policy Development and Review Panel (Pages 29 - 32)**
- (7) Minutes of meeting Tuesday, 3 November 2015 of Planning and Development Policy Development and Review Panel (Pages 33 - 36)**
- (8) Minutes of meeting Wednesday, 4 November 2015 of Leisure and Community Policy Development and Review Panel (Pages 37 - 40)**

8. Review of the Board's Work Programme (Pages 41 - 50)

To consider a report by the Director of Finance and Resources which invites members to review the Board's work programme for 2015/16.

9. Executive Business

If requested by a member, to consider any item of business dealt with by the Executive, since the last meeting of the Board. The relevant Executive meetings are 12 October 2015 and 2 November 2015. (This will also include any decisions taken by individual Executive members during the same time period.)

P GRIMWOOD
Chief Executive Officer

Civic Offices
www.fareham.gov.uk
11 November 2015

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FAREHAM

BOROUGH COUNCIL

Minutes of the Scrutiny Board

(to be confirmed at the next meeting)

Date: Wednesday, 23 September 2015

Venue: Collingwood Room - Civic Offices, Fareham

PRESENT:

Councillor D C S Swanbrow (Chairman)

Councillor Mrs S M Bayford (Vice-Chairman)

Councillors: B Bayford, Mrs M E Ellerton, L Keeble, A Mandry,
Mrs S Pankhurst, D L Steadman (deputising for Mrs C L A
Hockley) and P W Whittle, JP



1. APOLOGY FOR ABSENCE

An apology for absence was received from Councillor Mrs C L A Hockley.

2. MINUTES

It was AGREED that the minutes of the meeting of the Scrutiny Board held on 25 June 2015 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made an announcement concerning the September 2015 edition of the employees' newsletter, which gave details of a proposed reorganisation of the Council's Senior Management Structure that was due to be considered by the Council at its meeting on 15 October 2015. The proposal included the deletion of the post of Director of Community. Subject to the approval of the proposal, the Director of Community, Martyn George, would be taking early retirement

The Chairman, on behalf of the Board, thanked Martyn George for all his work and help and wished him a very enjoyable retirement.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

There were no declarations of interest or disclosures of advice or directions.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. MINUTES - POLICY DEVELOPMENT AND REVIEW PANELS

The Board was asked to receive the minutes of the meetings of Policy Development and Review Panels held since 18 June 2015 (minute 16 of the meeting of the Council held on 18 June 2015 refers). It was noted that the Chairman had sent an e-mail to all members of the Council reminding them of the Council's decision and that, if they did not attend the meeting, they could e-mail any questions about the minutes to him by 18:00 hours on the day before the day of the meeting. It was further noted that the Chairman had not received any such questions.

(i) Streetscene PDR Panel 16/7/15

The Chairman of the Streetscene Policy Development and Review Panel, Councillor L Keeble, was invited to present the minutes of the meeting held on 16 July 2015.

It was AGREED that the minutes be received.

(ii) Health and Housing PDR Panel 23/7/15

The Chairman of the Health and Housing Policy Development and Review Panel, Councillor B Bayford, was invited to present the minutes of the meeting held on 23 July 2015.

It was AGREED that:-

- (a) the Council be advised of the Board's view of the importance of district council involvement in health matters despite the official responsibility lying with the County Council and its concern that the proposed revised senior management structure does not identify a senior officer with responsibility for health matters; and
- (b) the minutes be received.

(iii) Public Protection PDR Panel 28/7/15

The Chairman of the Public Protection Policy Development and Review Panel, Councillor Mrs M E Ellerton, was invited to present the minutes of the meeting held on 28 July 2015.

It was AGREED that the minutes be received.

7. REVIEW OF THE BOARD'S WORK PROGRAMME

The Board considered a report by the Director of Finance and Resources on its work programme for 2015/16.

It was reported that the Chief Executive Officer had received a letter from the Chief Officer of Hampshire and Rescue Service offering to provide a direct briefing on the proposals for reform to the Fire and Rescue Service in response to the financial challenges faced by the service and to adapt to the needs of the community.

It was AGREED that:-

- (a) the Chief Officer of Hampshire Fire and Rescue Service be invited to attend the meeting on 19 November 2015 to brief members on the proposals for change to the service;
- (b) the Presentation by, and questioning of, the Executive Member for Public Protection item scheduled for 19 November 2015 be deferred to 14 January 2016;
- (c) subject to (a) and (b) above, the work programme for 2015/16, as shown in Appendix A to the report, be confirmed; and
- (d) the progress on actions since the last meeting of the Board, as shown in Appendix B to the report, be noted.

8. REVIEW OF DRAFT MEDIUM TERM FINANCE STRATEGY

The Board considered a report by the Director of Finance and Resources on the Review of the Draft Medium Term Finance Strategy.

Members were invited to consider the review of the Finance Strategy and to note that any comments would be reported to the Executive when the strategy document was submitted for consideration at the Executive meeting on 12 October 2015.

It was AGREED that the report be noted.

9. EXECUTIVE BUSINESS

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

(The meeting started at 6.00pm
and ended at 7.06pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Leisure and Community Policy Development and Review Panel (to be confirmed at the next meeting)

Date: Wednesday, 29 July 2015

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor Mrs C L A Hockley (Chairman)

Councillor Mrs S Pankhurst (Vice-Chairman)

Councillors: Mrs P M Bryant, M J Ford, JP, T G Knight, D L Steadman and Mrs K K Trott (deputising for R H Price, JP)

Also Present: Councillor Miss S M Bell and A Mandry (item 7)



1. APOLOGIES FOR ABSENCE

An apology of absence was received from Councillor R H Price, JP.

2. MINUTES

It was AGREED that the minutes of the Leisure and Community Policy Development and Review Panel held on 3 June 2015 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed to the meeting Councillor Miss Bell, Executive Member for Leisure and Community and Councillor Mandry who were attending the meeting to participate in the item on 'open discussion about other potential leisure and community projects and policies'.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OR ADVICE OR DIRECTIONS

There were no declarations of interest made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. REVIEW OF WORK PROGRAMME 2015/16

The Panel considered a report by the Director of Community which reviewed the Panel's work programme for 2015/16.

It was AGREED that the work programme for 2015/16 be approved.

7. OPEN DISCUSSION ABOUT OTHER POTENTIAL LEISURE AND COMMUNITY PROJECTS AND POLICIES

The Panel took part in an open discussion regarding the current leisure and community projects and priorities and other potential ones that the Panel could include in the work programme.

At the invitation of the Chairman, Councillor Miss Bell Executive Member for Leisure and Community and Councillor Mandry addressed the Panel on this item.

The Head of Leisure and Community started the discussion by outlining all the areas that come under the Leisure and Community portfolio, the available budget, current priorities and capital projects. The service areas included:

- Sports and Recreation
- Community Development
- Play Provision
- Community Buildings

- Cultural Facilities
- Town Centre Events
- Countryside and Foreshore

The Panel acknowledged that the Leisure team is one of the smallest sections in the Council and yet deliver a large scope of services. The Panel expressed their praise for all officers whose hard work ensures that the Council can continue to deliver such a wide range of Leisure & Community provision.

Members discussed what provision they considered were the most important to residents and whether there were any provision that could be withdrawn. Members were informed that the only statutory service the Council has to provide is the allotments service.

Members felt that all the current leisure & community provision provided by the Council were important and that there was no service that could be withdrawn that wouldn't affect the residents of the Borough.

Members then discussed what gaps they considered there were in the current leisure and community provision in the Borough, and what items they would like to tackle in the future, whilst taking into account the financial pressures on the Council and other services that provide support for leisure and community facilities. The Panel agreed on a list of future priorities that they felt needed to be addressed:

- Revenue funding for Youth Provision
- Sponsorship to help reduce budget pressures
- External funding to provide new activities and facilities
- Volunteers to assist with the delivery of the service
- Additional Countryside Ranger
- Future budget for maintenance of leisure and community facilities

The Panel was thanked for all of its efforts and input.

(The meeting started at 6.00 pm
and ended at 7.25 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Leisure and Community Policy Development and Review Panel (to be confirmed at the next meeting)

Date: Wednesday, 9 September 2015

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor Mrs C L A Hockley (Chairman)

Councillor Mrs S Pankhurst (Vice-Chairman)

Councillors: G Fazackarley (deputising for Mrs P M Bryant), M J Ford, JP,
T G Knight, R H Price, JP and D L Steadman

Also Present: Miss S M Bell, Executive Member for Leisure and Community
and Mrs K K Trott (Items 6 & 7)



1. APOLOGIES FOR ABSENCE

An apology of absence was received from Mrs P M Bryant.

2. MINUTES

It was AGREED that the minutes of the Leisure and Community Policy Development and Review Panel held on 29 July 2015 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OR ADVICE OR DIRECTIONS

There were no declarations of interests made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. REVIEW OF THE NEW PRIORITIES

The Panel received a verbal update from the Head of Leisure and Community on the progress made on reviewing the new priorities that we identified at the previous meeting. These priorities were:

- Revenue funding for Youth Provisions
- Sponsorship to help reduce budget pressures
- External funding to provide new activities and facilities
- Volunteers to assist with the delivery of the service
- Additional Countryside Ranger
- Future budget for maintenance of leisure and community facilities

Members were informed that the Panel will be discussing these issues at a future meeting. Members were also informed that the biggest challenge will be funding for the on-going maintenance and provision of the leisure facilities that are currently available to the Borough; and that new ways to provide some of these services will need to be explored.

The Head of Leisure and Community was thanked for his update.

7. TITCHFIELD COUNTRY PARK - PRESENTATION

The Panel received a presentation by the Countryside Officer on the Titchfield Country Park.

The presentation gave an outline of the proposed facilities which include; a natural play area, footpath with guided walks, a car park and zoned ecological area.

The presentation also provided information on the other potential facilities that could be provided on this site, these included an outdoor education facility and a visitor centre. Other opportunities that will be explored include a dedicated volunteer group, external grant funding and a management partnership with HIOW Wildlife Trust.

The Panel were informed the plans for the first 6 months are to install the play area and car park as well as guided walks for people to get them familiar with the site. The first year targets include collating breeding bird data, soil preparations for the first meadow grasslands and to develop the volunteer group.

Councillor Price raised concern over the lack of fencing surrounding the children's play area and how people will be prevented from allowing their dogs in the play area. The Countryside Officer explained that they feel that the more open plan look to the play area will help it to fit into its surroundings and therefore they are not keen to fence it off. In regards to the issue of dogs, he suggested that signs will be erected stating that dogs will not be allowed in the play area, and that dogs must remain on leads whilst in that area. The Chairman also expressed her concern over dogs being able to access the child's play area and suggested that natural ways be investigated to tackle these concerns. The Head of Leisure and Community addressed the Panel and explained that they are looking at providing these facilities in a different way from other similar facilities within the Borough, but assured members that their concerns would be taken on board and considered in the design of the facilities.

Councillor Knight enquired as to whether there was going to be any provision for toilets on the site as he felt that it was an essential facility to have. The Countryside Officer explained that the toilets would be incorporated into the proposed visitor centre.

The Head of Leisure and Community addressed the Panel further regarding the Panels request to employ an additional ranger. He explained that two of the ranger posts are currently being funded from developer contributions. Going forward the preference is not to employ another full time Countryside Ranger. Instead they are looking to better use the resources they have and employ temporary Rangers when needed to enable the available funding to last longer.

Lastly several members requested that a more natural material be used when designing the car park, no tarmac, as so as to be in keeping with the natural surroundings.

It was AGREED that the Countryside Officer be thanked for his presentation.

**8. WESTERN WARDS LEISURE CENTRE PROGRESS UPDATE -
PRESENTATION**

The Committee received a verbal update from the Leisure Development Manager on the progress made on the Western Wards Leisure Centre.

The Panel was informed that construction on the site commenced in June 2015 and that works to the swimming pool and new junction are the first to be done.

All works are progressing well, with the pool being constructed and soon to be tested for water retention.

Councillor Trott enquired as to whether local schools would be consulted with regards to the development of the new play area. The Leisure Projects Officer confirmed that 3 local schools have been involved with the consultations on the naming of this facility and will be consulted, on the design of the new play area.

The Chairman, on behalf of the Committee, passed on her thanks to all Officers that have been involved with this project, and stated that she was delighted with its progress.

The Leisure Development Manager was thanked for his verbal update.

9. REVIEW OF WORK PROGRAMME 2015/16

The Panel considered a report by the Director of Community which reviewed the Work Programme for 2015/16.

It was AGREED that the work programme, as set out in Appendix A of the report, be approved.

(The meeting started at 6.00 pm
and ended at 7.03 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Streetscene Policy Development and Review Panel

(to be confirmed at the next meeting)

Date: Thursday, 10 September 2015

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor L Keeble (Chairman)

Councillor Mrs S M Bayford (Vice-Chairman)

Councillors: J M Englefield, J V Bryant, D M Whittingham, D J Norris and
D C S Swanbrow

Also Present: Councillors Miss T G Harper, Executive Member for Streetscene
(item 6) and Mrs K K Trott (Item 11)



1. APOLOGIES FOR ABSENCE

There were no apologies of absence.

2. MINUTES

It was AGREED that the minutes of the Streetscene Policy Development and Review Panel held on 16 July 2015 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made the following announcement:

As some Members may be aware the Safer Lorry Scheme London came into effect from 1 September 2015.

Under the scheme, vehicles over 3.5 tonnes will be required to:

- Be fitted with specific mirrors giving the driver a better view of cyclists and pedestrians around their vehicles
- Be fitted with side guards to protect cyclists from being dragged under the wheels in the event of a collision.

The scheme will operate across London, 24 hours a day, seven days a week, covering the same area as the Low Emission Zone.

In 2014, 13 cyclists were killed and 419 were seriously injured on London roads. Across the UK over 19,000 people are killed or injured whilst cycling.

Fareham Borough Council is being proactive with its approach to cyclist safety as it is understood that the legislation for London will become national in the coming years. The Transport Repair Unit is currently in the process of retrofitting safeguards to the sides of all refuse vehicles and is also trialling a cyclist warning system with illuminated signs and alarms to alert cyclists to when a vehicle is turning left, which is when cyclists are the most vulnerable.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

There were no declarations of interest made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. REVIEW OF WORK PROGRAMME 2015/16

The Panel considered a report by the Director of Environmental Services which reviewed the Panel's work programme for 2015/16.

At the Invitation of the Chairman, Councillor Miss Harper, Executive Member for Streetscene addressed the Panel on this item.

Councillor Bryant requested that a report providing an update on Project Integra be added to the work programme. It was agreed that a report on Project Integra would be added to the work programme for the 3 March 2016 meeting.

The Director of Environmental Services addressed the Panel to explain that the item on Review of Bin Charging Policy may have to be moved to next year's work programme due to the Vanguard Intervention that has just started in Streetscene, as there will be no new policy changes until the Vanguard Intervention has been completed.

It was AGREED that, subject to the addition of a report on Project Integra being added to the 3 March 2016 meeting, the work programme for 2015/16 be approved.

7. REFUSE AND RECYCLING ROUTE RISK ASSESSMENTS

The Panel considered a report by the Director of Environmental Services on the refuse and recycling route risk assessments.

The Chairman enquired as to how long it takes to complete an assessment. The Refuse Recycling and Transport Manager explained that to complete the assessment form takes approximately 25 minutes, however that is after several visits have been made to the route to ensure that all of the information has been recorded correctly.

Several members referred to the incident that occurred in Glasgow in 2014, and asked if there have been any changes made as a result of that. The Refuse Recycling and Transport Manager explained that on the Council's refuse trucks there are 7 emergency stop buttons, all crews are given training on what to do in an emergency situation. In addition to that all drivers over the age of 45 have to undertake an annual health check, and all drivers are required to complete an annual medical declaration.

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

8. PLAY AREA INSPECTION REVIEW

The Panel considered a report by the Director of Environmental Services which outlines the recent review undertaken for Play Area Inspections.

The Operations Manager addressed the Panel and explained that the new regime will be implemented in November 2015.

Councillor Whittingham asked if Officers knew what the estimated cost of the repairing the defects were. The Operations Manager stated that at present this information is not something that is recorded, and the cost will vary depending on the type of defect. However this type of information is something that is being looked into collecting in the future once the new regime is in place.

It was AGREED that the Panel note the content of the report.

9. EXCLUSION OF PUBLIC AND PRESS

It was AGREED that in accordance with Section 100A(4) of the Local Government Act 1972, the public and representatives of the Press be excluded from the remainder of the meeting as the Panel considered it was not in the public interest to consider the matter in public on the grounds that it involved the disclosure of exempt information as defined in paragraph 3 of Part 1 of schedule 12A of the Act.

10. HEDGE CUTTING CONTRACT PERFORMANCE REPORT

The Panel considered a report by the Director of Environmental Services on the performance of the Hedge Cutting contract.

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

11. MEMBERS OPEN FORUM

At the invitation of the Chairman, Councillors Mrs Trott and Miss Harper, Executive Member for Streetscene joined the Panel for this item.

The Director of Environmental Services addressed the Panel and informed them that Councillor Whittle, JP had contacted him and had asked him to present a question on his behalf as he was unable to attend the meeting. The question stated:

“In response to further repeated questions from residents, would the Panel please provide an update on the position in relation to weekly refuse collections following the last review that was carried out in January 2014. Could the Panel also indicate if there is any intention to review the collection of other materials such as the kerbside collection of glass.”

The Chairman then provided the following response:

“In response to the question of whether it is appropriate to conduct a further review and public consultation on amendments to the collection cycle for domestic household waste, a report was brought to the Streetscene Panel in January 2014 on the Impact of Weekly Refuse Collections.

This report highlighted the financial implications of changing to weekly refuse collections, which included a capital investment of £638,000 and annual revenue costs of £369,000. These figures have now been updated for 2015 and are now £700,000 for capital expenditure with £385,000 annual revenue costs.

In this report it was highlighted that between 2011 and 2014 the Streetscene department received 3 recorded requests to return to weekly refuse collections. In 2015 we have not received any requests from residents to change our current collection regime.

Increasing the refuse capacity available to residents would result in a reduction in the amount of recyclables collected and therefore have a direct impact on the Council's recycling rate.

Due to the low demand from residents and the significant cost involved it is not proposed to conduct a further review or public consultation on amending refuse collections.

With regards to the request to investigate kerbside glass collections, this has been reviewed by officers as part of the TEEP report brought to the Panel in October 2014 which outlined the changes to the Waste Regulations (England and Wales) 2011 that require waste collection authorities to collect recycled waste paper, metals, plastic and glass separately from 1 January 2015. This report concluded that no change to current collections was necessary and the recommendation was referred to the Executive on 1 December 2014 where it was approved.

Currently FBC collects around 2000 tonnes of glass per year from 35 bring bank sites across the Borough. This accounts for approximately 60% of all glass in the waste stream. Research from across the UK suggests that moving to kerbside glass collections will only collect up to 80% of glass in the waste stream and only if the bring bank sites are also maintained.

Indicative costs to introduce kerbside glass recycling include £300,000 capital costs for bespoke glass vehicles and collection boxes. Approximately 500 tonnes of additional glass would be collected which at the current rate of £15 per tonne would provide £7,500 of additional income, making the net annual revenue costs £162,500 to provide a monthly glass collection across the Borough.

Income received from glass has dropped significantly over the past few years in what is a difficult and fluctuating market. Based on this initial research and no demand from residents in the past two years, further review and consultation is not planned currently."

The Chairman invited Councillor Mrs Trott to address the Panel as she also had a question to ask. Her question was "Residents have often asked Councillor Whittle and myself why there are no public lavatories at Bath Lane Recreation Ground and I feel sure Panel Members will be aware of the letter to 'The News' decrying the fact. Can the reasons why this facility is not provided in the beautiful park be explained and recorded please? It is a long walk to the town centre or 'The Castle in the Air' public house at Lower Quay, where the nearest facilities are. The Cricket Pavilion is not open all the time and older residents in particular would benefit from this facility, which I understand could possibly be provided for less than £100,00 pounds".

The Chairman provided the following response:
"The toilet facility at Bath Lane was part of the old pavilion building and the facility was closed in December 2005 after suffering many bouts of vandalism.

As part of a committee report to the Streetscene Panel, that considered options for repair and improvement of all public conveniences, it was

suggested that this facility along with a few others were closed. This was approved by the Executive on 9 Oct 2006.

The reasons to justify this closure apart from vandalism attacks, were that there weren't any facilities for people with disabilities, generally low usage, very few complaints that the toilets had been closed for almost 18 months prior to decision to close.

Over the last ten years there has virtually been no call for the reopening of this facility.

If consideration were to be given to provide a new facility now it would be likely to cost in the region of £100-125k to build with an ongoing annual revenue cost for cleaning and repairs of approximately £4.5K.

Due to the potential costs and low demand, it is recommended that a new facility at Bath Lane Recreation Ground is not pursued.

The Chairman thanked officers and members for their participation in the Members Open Forum.

(The meeting started at 6.00 pm
and ended at 7.15 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Planning and Development Policy Development and Review Panel

(to be confirmed at the next meeting)

Date: Monday, 14 September 2015

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor A Mandry (Chairman)

Councillor N J Walker (Vice-Chairman)

Councillors: B Bayford, J M Englefield, Mrs K K Trott and Mrs C L A Hockley
(deputising for D C S Swanbrow)

**Also
Present:**



1. APOLOGIES FOR ABSENCE

Apologies were received from Councillor T J Howard and D C S Swanbrow.

2. MINUTES

It was AGREED that the minutes of the Planning and Development Policy Development and Review Panel held on 19 May 2015 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

There were no declarations of interest made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. PERFORMANCE REVIEW: PARKING STRATEGY SERVICE & STRATEGY ACTION PLAN

The Panel considered a report by the Director of Planning and Development on a performance review of the Parking Strategy Service and the Strategy Action Plan.

Councillor J M Englefield joined the meeting during this item.

Councillor Trott enquired as to why residential parking schemes are not viable outside of the town centre. Officers explained to the Panel that the town centre scheme has been put in place to balance the needs of Fareham town centre as the Borough's principal retail centre with traffic management considerations. A full review of the Fareham Town Centre Residents Parking Scheme was undertaken following its introduction, and a number of changes to the scheme were subsequently introduced. Members were also advised that to enforce schemes in the wider Borough outside of Fareham town centre would be difficult to manage and very costly.

The Chairman referred to paragraph 27 of the report which was concerning the provision of parent and child spaces on the 4th floor of the Osborn Road multi storey car park. The suggestion was made that the spaces may be better suited if they were located on the first floor. Officers explained that there was an opportunity and intent to engage further with parking customers to understand their parking needs and their view of existing parking facilities, and that this would include a review of current dedicated parent and child provision in due course.

It was AGREED that the Panel:-

- (a) note the content of the content of the Performance Review of the Fareham Town Centre car parks;
- (b) note that all activities with outstanding actions in the Implementation Plan as referred to in the Performance Review have now been completed; and
- (c) recommend to the Executive that consideration be given to enabling a future review of the Fareham Town Centre Parking Strategy 2012-2017, in conjunction with the implementation of the future development strategy for Fareham Town Centre.

7. FAREHAM BOROUGH DESIGN GUIDANCE SUPPLEMENTARY PLANNING DOCUMENT (EXCLUDING WELBORNE) - DRAFT FOR CONSULTATION

The Panel considered a report by the Director of Planning and Development on the Fareham Borough Design Guidance Supplementary Planning Document (excluding Welborne) which has been drafted for consultation.

The Panel also received a short presentation on the document, which highlighted the key points of the document. These included:

- The purposed of the document
- The document structure
- Page structure
- An example of a page section of the document
- The next steps that are to be taken

Members noted that the consultation period would last for 4 weeks from 21 September 2015 to 19 October 2015.

The Chairman thanked Councillors Walker, Mrs Trott and Ford along with all of the officers involved with the working group, for all of their hard work and efforts in producing the document.

It was AGREED that the Panel:-

- (a) approves that the draft Fareham Borough Design Guidance Supplementary Planning Document (excluding Welborne), as set out in Appendix A of the report, be published for a four-week public consultation to run from 21 September 2015 to 19 October 2015;
- (b) approves that the Director of Planning and Development, be authorised to make any necessary minor changes to the Design Guidance, prior to publication, providing that these do not change the overall direction, shape or emphasis of the document, and do not raise any significant new issues; and

- (c) approves that the Draft Fareham Borough Design Guidance Supplementary Planning Document (excluding Welborne) be endorsed as an interim guidance to be afforded due weight in the determination of planning applications.

8. REVIEW OF WORK PROGRAMME 2015/16

The Panel considered a report by the Director of Planning and Development which reviewed the Panel's work programme for 2015/16.

It was AGREED that the Panel approves the work programme 2015/16, as set out in Appendix A to the report.

(The meeting started at 6.00 pm
and ended at 6.35 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Health and Housing Policy Development and Review Panel

(to be confirmed at the next meeting)

Date: Thursday, 24 September 2015

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor B Bayford (Chairman)

Councillor D L Steadman (Vice-Chairman)

Councillors: Mrs M E Ellerton, T G Knight, Mrs K K Trott and C J Wood

Also Present: Councillor Mrs K Mandry, Executive Member for Health and Housing (item 7)



1. APOLOGIES FOR ABSENCE

An apology of absence was received from Councillor Mrs Hockley.

2. MINUTES

It was AGREED that the minutes of the Health and Housing Policy Development and Review Panel held on 23 July 2015 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that this would be Martyn George's (Director of Community) last Health and Housing Panel as he will be leaving before the next meeting.

On behalf of the Panel the Chairman passed his thanks to Martyn for all of his help and support that he has given to both the Panel and to Members over the years and stated that he would be sorry to see him go.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

There were no declarations of interest made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. PRESENTATION ON HAMPSHIRE'S JSNA (JOINT STRATEGY NEEDS ASSESSMENT)

The Panel received a presentation from Darren Carmichael from Hampshire County Council on Hampshire's Joint Strategy Needs Assessment (JSNA).

The presentation outlined the data that has been, which was population based data, collected for both Hampshire and Fareham, and the results that have come out of the study.

It looked at the key issues for Fareham and centred around the aging population, highlighting the issues that this could bring for Fareham in the future.

Councillor Trott enquired as to how accurate the data is. Darren Carmichael explained to the Panel that the data has been collated from a variety of sources including the Office of National Statistics and the Clinical Commissioning Group, this was to ensure that there was a wide range of data collected.

Councillor Knight asked what Hampshire is doing to tackle the problems that have been identified in this study. Darren addressed the Panel to explain that

Hampshire will not financially be able to address these issues alone and that they will be looking to work in collaboration with other organisations to tackle these issues.

It was AGREED that Darren Carmichael was thanked for his informative presentation.

7. HEALTH UPDATE

At the invitation of the Chairman, Councillor Mrs Mandry Executive Member for Health and Housing, addressed the Panel on this item.

The Chairman addressed the Panel and explained that he had recently had a meeting with the CCG to discuss the issues surrounding the use of the Community Hospital and the charges that are being applied to those who do.

He also informed the Panel that members of the CCG will be attending the next meeting in November and that this would be a good opportunity for the Panel to raise any issues with them.

8. REVIEW OF SHELTERED HOUSING (DISPERSED SCHEMES)

The Panel considered a report by the Director of Community on a review of Sheltered Housing.

Councillor Trott addressed the Panel on this item and stated that she felt that given the information provided in the previous item it has highlighted what an essential service this is and will continue to be in the future.

Councillor Wood enquired as to the purpose of the consultation. The Tenancy Services Manager explained that it was to consult with all sheltered housing tenants as to the level of service they would like to receive, and were given the 3 options outlined in paragraph 6 of the report. Previously all tenants received the same service, and did not have any choices. As a result of the consultation it has become apparent that many of the tenants did not require a higher level of support, and has therefore freed up the capacity within the mobile sheltered housing team to be able to offer the service to private accommodation tenants.

Councillor Mrs Ellerton enquired as to whether the private tenants would pay a different rate to Council tenants. The Tenancy Services Manager confirmed that private tenants would pay the same for the service as the council sheltered housing tenants.

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

9. TENANCY MANAGEMENT PERFORMANCE REPORT

The Panel considered a report by the Director of Community on the performance of Tenancy Services in regards to rent arrears, empty homes, anti-social behaviour and estate services.

The Senior Housing Management Officer explained to the Panel that the tenancy services team are more proactive at dealing with rent arrears and engaging with tenants more regularly to discuss these problems and find a way of tackling the arrears that is both suitable to the tenant and to the team.

Members supported the changes to the management and allocation of empty properties, and welcomed the new way of working which involves working with the new tenants at the start of the process and getting them to agree to works that they would like done to the property rather than all properties being returned to a uniform standard before tenants see them.

Councillor Wood enquired as to whether the standards of the housing stock will decrease over time if there are no prescribed standards for the properties. The Senior Housing Management Officer confirmed that there is no evidence that this will happen as tenants are having the properties put to their requirements before they move in and they are extremely happy with the way that this is working.

The Head of Housing, Revenue and Benefits addressed the Panel and explained that a lot of the prescribed works were to remove adaptations to properties so that the properties went back to standard. Now instead for these properties they look for the most suitable tenant for them and therefore removing the need at times to remove the adaptations, which is cutting down the time taken to re-let these properties and is saving the Council money but removing the need to undertake unnecessary works.

It was AGREED that the Panel note the content of the report.

10. REVIEW OF FARELETS

The Panel considered a report by the Director of Community which provided an update on the progress of the Farelets scheme.

Councillor Trott enquired as to whether these schemes could be used to help reduce the Council's Housing Waiting List. The Director of Community explained that there is a tenant finder scheme which could be used, but advised the Panel that it could potentially put an additional financial risk on the Council. He reminded Members that the Council has a duty to find accommodation and that a large number of people on the waiting list are not homeless.

The Head of Housing, Revenue and Benefits was asked how long the Vanguard Intervention was going to be in Housing. She informed Members that good progress is being made with the intervention and they will be rolling out the new way of working to all of the Housing Options Officers soon.

It was AGREED that the Panel note the progress made of the Farelets scheme to date.

11. WELFARE REFORM UPDATE

The Panel received a verbal update by the Head of Housing, Revenue and Benefits on the Welfare Reform.

She explained that as part of the announcement for the summer budgets was the reduction to benefits:

- Benefits rate for working age people will be frozen for 4 years. (this will include JSA and Income Support)
- There will be a cut in the amount of tax credits that claimants will receive.
- People claiming tax credits for two or more children will be capped at 2 children from 2017.
- Other Welfare Cuts to be introduced in 2018.

The impact for benefits claimants will affect those who are not working, and those who are on a low income will be affected by the tax credit cuts which could amount up to an additional loss of £1000 per year.

There has been a new timetable set up for Universal Credit and Fareham will have been implemented into the scheme by the end of the current financial year.

To start with it will only affect those who are single claimants who are claiming JSA. Payments of Universal Credit will be made monthly in arrears and claims can take up to 6 weeks to process. It will gradually be rolled out to include all benefits and it will only affect those of working ages.

Safeguards are being put in place by the Department of Work and Pensions for those people who are going to become liable for paying their own rent.

Council Tax Support Scheme will still be under the responsibility of the Local Council and the Council have to agree on a new scheme each year. The current scheme has been working well and it is proposed that the scheme will stay the same for the next financial year.

The Head of Housing, Revenue and Benefits was thanked for her very informative verbal update.

12. AFFORDABLE HOUSING PROGRAMME UPDATE

The Panel received a verbal update by the Head of Housing, Revenue and Benefits on the affordable housing programme.

Collingwood Court:

Collingwood Court is now open and nearly full with only a handful of properties left to let.

Sylvan Court:

Following the success of Collingwood Court it is hoped that this new scheme will follow on from that success. It is hoped that this scheme will be completed by November 2016.

2 General Purpose Schemes:

Silverton Court on Palmerston Road is due to open in March 2016.

Passivhaus Scheme at Coldeast Close is progressing well and they are expecting completion of the scheme in January 2016.

Several Members enquired as to how the passivhaus scheme is going to be monitored and how the data is going to be collected. The Head of Housing, Revenue and Benefits explained that they would be working in conjunction with an energy consultant who will be able to guide them with what information and knowledge they can gather over the first 12 months of occupancy.

The Head of Housing, Revenue and Benefits was thanked for her verbal update.

13. REVIEW OF THE WORK PROGRAMME 2015/16

The Panel considered a report by the Director of Community which reviewed the work programme for 2015/16.

It was AGREED that the proposed work programme for 2015/16 be approved.

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

FAREHAM

BOROUGH COUNCIL

Minutes of the Streetscene Policy Development and Review Panel

(to be confirmed at the next meeting)

Date: Thursday, 22 October 2015

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor L Keeble (Chairman)

Councillor Mrs S M Bayford (Vice-Chairman)

Councillors: J M Englefield, J V Bryant, D M Whittingham, A Mandry
(deputising for D C S Swanbrow) and Mrs K K Trott (deputising
for D J Norris)

Also Present: Councillor Miss T G Harper, Executive Member for Streetscene



1. APOLOGIES FOR ABSENCE

Apologies of absence were received from Councillors D J Norris and D C S Swanbrow.

2. MINUTES

It was AGREED that the minutes of the Streetscene Policy Development and Review Panel held on 10 September 2015 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

There were no declarations of interest made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. REVIEW OF WORK PROGRAMME 2015/16

The Panel considered a report by the Director of Environmental Services which reviewed the Panel's work programme for 2015/16.

Members were reminded that the report on Review of Bin Charging Policy that is scheduled for the 3 March 2016 may be removed from the work programme for 2015/16 due to the Vanguard Intervention that is about to start in Streetscene.

Councillor Bryant referred to item 6 of the previous minutes which stated that he had suggested that a report on Project Integra be added onto the work programme. The Chairman addressed the Panel and informed them that he is currently in discussion with the Chairman of Scrutiny Board to decide on which Committee this report will go to.

It was AGREED that the work programme for 2015/16, as set out in Appendix A of the report, be approved.

7. ANNUAL REPORT ON RECYCLING PERFORMANCE

The Panel considered a report by the Director of Environmental Services which provided an update on the annual performance of recycling in the Borough.

Councillor Englefield joined the meeting during this item.

The Panel noted that the biggest change that has occurred during the past 12 months is the removal of paper banks across the Borough.

Councillor Mandry raised an issue with the garden waste collection service, where there are problems with the crews securing the sacks once they have been emptied. The Refuse Recycling and Transport Manager informed the Panel that they provide constant training with the crews to ensure that they provide a good customer service to the residents of the borough who are using this service.

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

8. PUBLIC TOILET REFURBISHMENT 5 YEAR PROGRAMME

The Panel considered a report by the Director of Environmental Services on the 5 year programme for the public toilet refurbishment.

The Chairman enquired when the Barry's Meadow toilets were going to be replaced. He was informed that planning permission has been granted for the works but as of yet there is no planned start date.

Councillor Mandry put forward a suggestion that all of the women's public toilets be provided with a hook on the back of the door where ladies are able to hand their bag or shopping on. The Public and Open Spaces Manager confirmed that many of the public toilets already provide this facility but she would look into the feasibility of providing it in all of the public toilets.

Councillor Trott referred to the minutes of the last meeting where she had raised the issue of the provision of public toilets at Bath Lane. She enquired again as to whether this is something that could be looked at again in the future. The Chairman reminded members that the toilets were closed originally due to the vandalism that occurred in them and that if they were to be reopened that the cost to maintain the facility would be too great. Councillor Trott suggested that the Council look into sponsorship of the toilets which would then provide the revenue needed to maintain the facility. The Director of Environmental Services addressed the Panel and suggested that he make enquires with other authorities to see if they provide such a service and if they do how well it is working.

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

9. ANNUAL REPORT ON GROUNDS MAINTENANCE PERFORMANCE

The Panel considered a report by the Director of Environmental Services on an annual review of the Grounds Maintenance service.

The Chairman passed his thanks on to the crew who are currently planting outside of the Civic Offices, for the great job they are doing and for engaging with residents whilst carrying out their work.

Councillor Mrs Bayford enquired about Muslim Burials. The Operations Manager informed the Panel that they had recently had a request from the Muslim Community to provide cover for burials during evenings, weekends and bank holidays, however for the Council to provide this would be extremely costly and not feasible in the current financial climate for the Council to do. Therefore they are currently looking into the possibility of a contractor providing this service, or in the long term the Muslim Community to have their own Cemetery where they will be able to undertake their own burials.

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

(The meeting started at 6.00 pm
and ended at 6.52 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Planning and Development Policy Development and Review Panel

(to be confirmed at the next meeting)

Date: Tuesday, 3 November 2015

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor A Mandry (Chairman)

Councillor N J Walker (Vice-Chairman)

Councillors: B Bayford, J M Englefield, T J Howard, D C S Swanbrow and Mrs K K Trott

Also Present: Councillor K D Evans, Executive Member for Planning and Development (Item 6)



1. APOLOGIES FOR ABSENCE

There were no apologies for absence given at this meeting.

2. MINUTES

It was AGREED that the minutes of the Planning and Development Policy Development and Review Panel held on 14 September 2015 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that further to the copy of Fareham Today that has been distributed to households members will be receiving a copy of the letter that is being sent to all landowners.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

There were no declarations of interest made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. PERFORMANCE REVIEW: PLANNING STRATEGY SERVICE INCLUDING 2014/15 LOCAL PLAN ANNUAL MONITORING REPORT

The panel considered a report by the Director of Planning and Regulation on a Performance Review of the Planning Strategy Service including the Local Plan Authority Monitoring Report 2014/15.

The panel received a presentation from the Principal Planner (Strategy and Regeneration) which gave a brief overview of the Authority Monitoring Report 2014/15.

At the invitation of the Chairman Councillor Evans Executive Member for Planning and Development addressed the panel on this item.

Councillor J M Englefield joined the meeting during this item.

Several Members requested that additional clarification be provided when the report is published on the Council's website clearly explaining that the report does not represent new planning 'policy', but is a 'monitoring' report which includes information on performance against existing Local Plan targets including these relating to housing delivery-

It was AGREED that, subject to the inclusion of the additional clarification of the document as above, the Panel approves:-

- (a) That the Authority Monitoring Report 2014-15; as set out in Appendix A, be published on the Council's website, and
- (b) That the Director of Planning and Regulation: be authorised to make any necessary minor changes to the Authority Monitoring Report 2014/15, prior to publication, providing that these do not change the overall direction, shape or emphasis of the document, and do not raise any significant issues.

7. REVIEW OF WORK PROGRAMME 2015/16

The panel considered a report by the Director of Planning and Regulation which reviewed the Panel's work programme for 2015-16.

The Chairman reminded members of the Panel's working group meeting on Design Guidance SPD which is to be held this Thursday.

It was AGREED that the Panel approve the work programme for 2015-16.

(The meeting started at 6.00 pm
and ended at 6.55 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Leisure and Community Policy Development and Review Panel (to be confirmed at the next meeting)

Date: Wednesday, 4 November 2015

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor Mrs C L A Hockley (Chairman)

Councillor Mrs S Pankhurst (Vice-Chairman)

Councillors: Mrs P M Bryant, M J Ford, JP, T G Knight, R H Price, JP and D L Steadman

Also Present: Councillor Miss S M Bell Executive Member for Leisure and Community (item 6)



1. APOLOGIES FOR ABSENCE

There were no apologies of absence.

2. MINUTES

It was AGREED that the minutes of the Leisure and Community Policy Development and Review Panel held on 9 September 2015 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OR ADVICE OR DIRECTIONS

There were no declarations of interest made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. REVIEW OF YOUTH PROVISION - PRESENTATION

At the agreement of the Chairman, this item was taken before the Work Programme report.

The Panel received a presentation by the Head of Leisure and Environmental Services on the provision of Youth Services in the Borough.

At the invitation of the Chairman, Councillor Miss Bell Executive Member for Leisure and Community addressed the Panel on this item.

The presentation gave an overview of the Youth Services within the Borough and how these services may be affected following pending funding cuts from Hampshire County Council. The presentation outlined the current activities and organised youth groups that are currently available to young people in the Borough, and how possible funding cuts may affect these. The only assurance provided by Hampshire County Council is that funding for vulnerable young people will continue to be provided.

The Panel were shown a visual summary of the consultation with young people in the Borough who use these services. This highlighted the fact that young people mainly like to 'hang out' in outside areas, which in turn can create other issues with Anti-Social Behaviour.

The presentation also outlined four possible options that the Panel could consider in relation to ways of tackling potential funding cuts. These were:

- Do Nothing
- Create a Youth Activities Fund

- Undertake a Review of the Community Grants Criteria
- Consider potential for Mobile Youth Resource

Councillor Price addressed the Panel and stated that although the cuts would be a challenge the Council could not sit back and do nothing. He also expressed the importance of involving young people in deciding which services are important to them moving forward.

The Chairman and other members expressed the importance of Outreach Workers and noted how these are an invaluable part of Youth Provision in the Borough. There could be a devastating effect on vulnerable young people if these services were cut.

Councillor Knight expressed his desire for the Council owned building to be better used in order to provide more income which can be used to provide additional funding for youth services.

Councillor Price raised concerns on 'one off' funding options and the Panel agreed that revenue would need to be reviewed on a yearly basis with the emphasis on the fact that it could not be used as a continuing source of funding.

It was AGREED that:

- (a) the Head of Leisure and Environmental Services be thanked for his informative presentation;
- (b) the content of the presentation be noted.

7. REVIEW OF WORK PROGRAMME 2015/16

The Panel considered a report by the Director of Operations which reviewed the Work Programme for 2015/16.

The Head of Leisure and Environmental Services addressed the Panel and stated that he had received a request from Y-Services to attend a Panel meeting and provide a presentation on the services that they currently provide within the Borough. In light of the previous presentation on Youth Services it was felt that this item should be presented to the Panel at the next available meeting in January and that the item on Open Spaces Improvement Programme be deferred to the March meeting. In addition to this it is proposed that a presentation by One Community be included into the work programme for the March meeting.

Councillor Knight enquired if the open spaces report would include details of the Daedalus open space. The Head of Leisure and Environmental Services advised that it is unlikely this information will be provided in the Open Spaces report scheduled for the March meeting, but he will ensure that information regarding this is provided to the Panel as soon as it is possible.

Councillor Mrs Pankhurst addressed the Panel and asked for her thanks to be passed on to the Countryside Officer and his team for the Walk around Holly Hill.

It was AGREED that:

- (a) the addition of a presentation from Y-Services be added to the Work Programme for 20 January 2016 meeting;
- (b) the report titled Open Spaces Improvement Programme be moved from 20 January 2016 to 2 March 2016 meeting;
- (c) a presentation from One Community be added to the Work Programme 2 March 2016 meeting; and
- (d) subject to the changes at a, b and c above, the Work Programme for 2015/16 be approved.

(The meeting started at 6.00 pm
and ended at 7.10 pm).

FAREHAM

BOROUGH COUNCIL

Report to Scrutiny Board

Date **19 November 2015**

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

Subject: **SCRUTINY BOARD WORK PROGRAMME 2015/16**

SUMMARY

Items for the draft work programme of the Board for the year were agreed by the Board at its meeting on 19 March 2015 and endorsed by the Council at its meeting on 23 April 2015. The Board reviewed the work programme at its last meeting on 23 September 2015.

RECOMMENDATION

The Board is now invited to further review the work programme for 2015/16.

INTRODUCTION

1. At the meeting of the Board on 19 March 2015, members agreed items for the draft work programme of the Board for the current year, 2015/16. The work programme was subsequently confirmed by the Council at its meeting on 23 April 2015 and reviewed at the last meeting of the Board on 23 September 2015. The Board's work programme is set out in Appendix A to this report.
2. The progress on actions since the last meeting of the Board is attached at Appendix B for information.

REVISIONS TO THE WORK PROGRAMME

3. The Board is asked to note that the item titled 'Briefing from Chief Officer of Hampshire Fire and Rescue Service on the Proposals for Change to the Service' has been removed from the work programme for this meeting as Member's are receiving a separate briefing session on this.

RISK ASSESSMENT

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

CONCLUSION

5. The Board is now invited to further review its work programme for 2015/16.

Background Papers:

None.

Reference Papers:

None.

Enquiries:

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

SCRUTINY BOARD – DRAFT WORK PROGRAMME 2015/16

DATE	SCRUTINY BOARD ITEM
21 May 2015	Meeting cancelled
25 June 2015	Review of the work programme 2015/16 Scoping Report on question and answer session with Solent Local Enterprise Partnership (proposed) Annual Report on the Performance of the Fareham Community Safety Partnership
17 September 2015	Review of draft Medium Term Finance Strategy Review of the work programme 2015/16 Receive minutes of meetings of policy development and review panels
19 November 2015	Question and answer session with Solent Local Enterprise Partnership Review of the work programme 2015/16 Receive minutes of meetings of policy development and review panels
14 January 2016	Presentation by, and questioning of, the Executive member for Public Protection Preliminary overall review of work programme 2015/16 and draft 2016/17 Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2016/17 Housing Revenue Account Budget and Capital Plans 2016/17 Receive minutes of meetings of policy development and review panels
17 March 2016	Presentation by, and questioning of, the Executive member for Streetscene Final review of work programme for 2015/16 and draft for 2016/17. Receive minutes of meetings of policy development and review

Items to be assigned:

- Review of the implementation of the universal credit system and its impact on the residents of Fareham
- Minutes of meetings of the Portchester Crematorium Joint Committee (as appropriate)
- Presentation by, and questioning of, the Executive member for Health and Housing (23 June 2016?)
- Presentation by, and questioning of, the Executive member for Leisure and Community (24 November 2016?)
- Presentation by, and questioning of, the Executive member for Planning and Development (16 March 2017?)
- Presentation by, and questioning of, the Executive member for Policy and Resources (June 2017?)

SCRUTINY BOARD WORK PROGRAMME - PROGRESS SINCE LAST MEETING**APPENDIX B**

Date of Meeting	Subject	Type of Item	Action by Board	Outcome	Link Officer
23 September 2015	Minutes – Policy Development and Review Panels	Monitoring	<p>The Board was asked to receive the minutes of the meetings of Policy Development and Review Panels held since 18 June 2015 (minute 16 of the meeting of the Council held on 18 June 2015 refers). It was noted that the Chairman had sent an e-mail to all members of the Council reminding them of the Council's decision and that, if they did not attend the meeting, they could e-mail any questions about the minutes to him by 18:00 hours on the day before the day of the meeting. It was further noted that the Chairman had not received any such questions.</p> <p>(i) <u>Streetscene PDR Panel 16/7/15</u></p> <p>The Chairman of the Streetscene Policy Development and Review Panel, Councillor L Keeble, was invited to present the minutes of the meeting held on 16 July 2015.</p> <p>It was AGREED that the minutes be received.</p>		Paul Doran

			<p>to present the minutes of the meeting held on 28 July 2015.</p> <p>It was AGREED that the minutes be received.</p>		
	Review of the Board's Work Programme	Programming	<p>The Board considered a report by the Director of Finance and Resources on its work programme for 2015/16.</p> <p>It was reported that the Chief Executive Officer had received a letter from the Chief Officer of Hampshire and Rescue Service offering to provide a direct briefing on the proposals for reform to the Fire and Rescue Service in response to the financial challenges faced by the service and to adapt to the needs of the community.</p> <p>It was AGREED that:-</p> <p>(a) the Chief Officer of Hampshire Fire and Rescue Service be invited to attend the meeting on 19 November 2015 to brief members on the proposals for change to the service;</p> <p>(b) the Presentation by, and questioning of, the Executive Member for Public Protection item</p>	<p>Item added to the work programme for 19 November 2015.</p> <p>Work programme amended.</p>	Andrew Wannell

			<p>scheduled for 19 November 2015 be deferred to 14 January 2016;</p> <p>(c) subject to (a) and (b) above, the work programme for 2015/16, as shown in Appendix A to the report, be confirmed; and</p> <p>(d) the progress on actions since the last meeting of the Board, as shown in Appendix B to the report, be noted.</p>		
	Review of Draft Medium Term Finance Strategy	Finance	<p>The Board considered a report by the Director of Finance and Resources on the Review of the Draft Medium Term Finance Strategy.</p> <p>Members were invited to consider the review of the Finance Strategy and to note that any comments would be reported to the Executive when the strategy document was submitted for consideration at the Executive meeting on 12 October 2015.</p> <p>It was AGREED that the report be noted.</p>	Report submitted to the Executive on 12 October 2015.	Andrew Wannell

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