

**COUNCIL MEETING
SUMMONS**

Members of Fareham Borough Council are hereby summoned to attend a meeting of the Council to be held in the Council Chamber, Civic Offices, Fareham, on **THURSDAY, 12 MAY 2016**, commencing at **10.30 am**.

The Mayor: Councillor Michael Ford, JP

The Deputy Mayor: Councillor Connie Hockley

Councillor Brian Bayford

Councillor Susan Bayford

Councillor Susan Bell

Councillor Pamela Bryant

Councillor Trevor Cartwright, MBE

Councillor Peter Davies

Councillor Jack Englefield

Councillor Geoff Fazackarley

Councillor Leslie Keeble

Councillor Arthur Mandry

Councillor Roger Price, JP

Councillor Dennis Steadman

Councillor Christopher Wood

Councillor Seán Woodward



Also in Attendance

Those Councillors newly elected at the Borough Election on 5 May 2016

CITIZENS OF HONOUR

Prior to the commencement of the meeting, there will be a short service of prayers followed by the presentation of awards.

Citizen of Honour awards will go to Stewart Crowe, Jean Kingdom and Kenneth Moore. The Young Citizen of Honour awards will go to Caitlyn Stream-Lowe and Joseph Tillotson.

The Citizen of Honour Special Achievement award will go to Issac Waddington.

The HMS Collingwood award will go to RPO Graham Gregory.

1. Apologies for Absence - morning session

2. Election of Mayor

To elect the Mayor of Fareham for the municipal year 2016/17. (The order of proceedings to be observed is set out in the programme, which will be available at the meeting).

3. Election of Deputy Mayor

To elect the Deputy Mayor for the municipal year 2016/17 in accordance with Standing Order 2.2.

4. Mayor's Cadet

To present the Mayor's Cadet for 2016/17 with the badge of service.

5. Adjournment until 2.30pm

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

6. Apologies for absence - afternoon session

7. Minutes (Pages 1 - 6)

To confirm as a correct record the minutes of the Council Meeting held 28 April 2016.

8. Mayor's Announcements

9. Declarations of Interest

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

10. Appointment of the Executive

(1) Executive Leader

To elect a member of the Council to be the Executive Leader in accordance

with Standing Order 3.1. Members are reminded that the Council's Constitution provides that the term of office of the Executive Leader shall be 4 years.

(2) Number of Other Executive Members

Members are reminded that following the resolution of the Council on 16 December 2010, the Executive Leader is invited to advise the Council of the appointment of two or more (but no more than nine) Members to form the Executive.

(3) Election of Other Executive Members

Members are reminded that the Executive Leader is responsible for determining the areas of Executive responsibility and for allocating the portfolios to the Executive Members appointed. The Executive Leader is invited to advise the Council of the appointments.

(4) Areas of Executive Responsibility

In accordance with Standing Order 5.1, the Executive Leader is invited to determine the separate areas of responsibility to be allocated to the Executive Members for the forthcoming year. Members are reminded that Appendix 5 to Part 1 of the Council's Constitution currently provides for the following areas of responsibility:-

- Health and Housing;
- Leisure and Community;
- Streetscene;
- Public Protection;
- Planning and Development; and
- Policy and Resources.

The Executive Leader is invited to confirm the areas of responsibility for 2016/17. Members are reminded that the allocation of these portfolios to the Executive Member is a matter for the Executive Leader.

11. Appointments of Committees and Allocation of Seats (Pages 7 - 12)

In accordance with its Standing Orders, the Council is invited to consider a report on the appointment of committees and the allocation of seats following the nominations of political groups.

12. Standards Arrangements - Appointment of Designated Independent Persons

The Council is reminded that the Localism Act 2011 implemented significant changes to the Standards regime which required the Council to put in place new arrangements to deal with matters of ethics, probity and Members conduct.

At its meeting in June 2012, the Council appointed Mr David Basson and Mrs Mary Kilbride as the Council's two Designated Independent Persons for the purposes of consideration, investigation and hearing of complaints under the Members Code of Conduct as required under section 28(7) of the Localism Act 2011.

Mrs Mary Kilbride has resigned her post as Designated Independent Person and the Council is recommended to confirm Mr David Basson as the Council's Designated Independent Person for the next municipal year.

13. Appointments to Outside Bodies (Pages 13 - 38)

Standing Order 10 requires the Council to make appointments to outside bodies, other than appointments which are required by law to be made by the Executive. Appended to this agenda is a report scheduling the appointments to be made.

14. Executive Leader's Announcements

15. Executive Members' Announcements

16. Presentation of Petitions

To receive any petitions presented by a member of the Council.

Note: any petition so presented will be dealt with in accordance with the Council's petition scheme.

17. Deputations

To receive any deputations of which notice has been given.

18. Questions under Standing Order 17.2

To answer questions pursuant to Standing Order 17.2 for this meeting.

19. Motions under Standing Order 15

Members will be informed, prior to the meeting, of any motion duly notified in accordance with Standing Order 15 but received after print and dispatch of the agenda.

20. Policy Framework

Standing Order 9 requires the Council to establish or confirm the plans and strategies which are to comprise the Council's overall policy framework within which the Executive will operate during the coming year. The Council's Constitution sets out the major plans and strategies reserved to the Council for approval. The Council is therefore invited to confirm the policy framework for 2016/17 as comprising those plans and strategies identified in the table below.

Policy / Strategy	Last adopted or approved by	Date
Sustainable Community Strategy	Council	1 February 2010
Housing Strategy	Council	22 April 2010
Licensing Policy	Council	16 December 2010
Development Plan: <ul style="list-style-type: none">• Fareham Core Strategy• Fareham Borough Local Plan Review 2000	Council Planning and Transportation Committee	4 August 2011 23 March 2000
Community Safety Strategy	Council	29 May 2014
Corporate Strategy	Council	9 October 2014

P GRIMWOOD
Chief Executive Officer

www.fareham.gov.uk
4 May 2016

**For further information please contact:
Democratic Services, Civic Offices, Fareham, PO16 7AZ
Tel:01329 236100
democraticservices@fareham.gov.uk**

FAREHAM

BOROUGH COUNCIL

Minutes of the Council

Date: Thursday, 28 April 2016

Venue: Council Chamber - Civic Offices

PRESENT:

M J Ford, JP
(Mayor)

Mrs C L A Hockley
(Deputy Mayor)

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



1. PRAYERS

The Mayor invited all Members of the Council and members of the public present to observe a minute's silence, as a mark of respect and in memory of former Councillor Hugh Pritchard, who passed away last weekend.

There followed prayers led by the Mayor's Chaplains, Reverend Mike Terry and Reverend Nicky-Sue Terry.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors N R Gregory and D M Whittingham.

3. MINUTES

RESOLVED that the Mayor be authorised to sign as a correct record the minutes of the meeting of the Council held on 19 February 2016.

4. MAYOR'S ANNOUNCEMENTS

The Mayor thanked everyone who had supported his charity events during the municipal year. The Mayor was very pleased to make contributions to the excellent work carried out by the Dave Wellman Cancer Trust and the Gosport and Fareham Inshore Rescue Service.

The Mayor welcomed Cadet Flight Sergeant Gabriella Lashmore to the Council meeting. Gabby was thanked for her service and presented with a certificate to mark to end of her year as the Mayor's Cadet.

An award was due to be presented to June Haye, Chaplaincy Co-ordinator, in thanks and recognition of her Chaplaincy services to Fareham Borough Council. Unfortunately June was not able to attend the meeting but the thanks of the Council were noted.

The Mayor welcomed Mary Kilbride to the Council meeting. Mary has acted as Designated Independent Person to the Council since 2012 and was first appointed in 2003 as one of three Independent Persons for the Council's Standards Committee. To mark her retirement, Mary was thanked and presented with a plaque. Mary Kilbride responded by thanking the Council for their support to her and her enjoyment of the role.

5. EXECUTIVE LEADER'S ANNOUNCEMENTS

The Executive Leader provided an update on the progress of the South Hampshire Combined Authority and he confirmed that a great deal of work has been undertaken. The Executive Leader is responsible for the spatial strategy

and highways and transportation workstreams and there are a number of other workstreams being worked on.

It is not certain when the Government will make a formal announcement about this although there is a potential gap between the local Elections and the EU Referendum. Once that announcement has been made, the Council will be able to debate the matter and undertake a public consultation before a final decision is made as to whether Fareham becomes a signatory and participant in a Combined Authority.

The Executive Leader echoed the comments of the Mayor and thanked Mary Kilbride for the work she has done for Fareham Borough Council over the years and the kind words she said about the Council.

The Executive Leader thanked those Councillors who are not seeking re-election. He noted that this is the biggest turnover in Councillors in Fareham and regardless of the outcome of the local Election, over a quarter of current Members will no longer be here. The Executive Leader stated that these Councillors had given a combined total of 111 years of public service to the residents of Fareham which is a tremendous accolade to them.

6. EXECUTIVE MEMBERS' ANNOUNCEMENTS

The Executive Member for Public Protection announced that, as people were aware, Hampshire has a new Chief Constable, Olivia Pinkney.

The Executive Member for Public Protection had the opportunity, as a member of the Police Crime Panel, to interview the new Chief Constable and confirm the appointment. Olivia's previous position was Deputy Chief Constable for Sussex Police, and she has extensive experience of shaping and leading strategic and organisational change within Sussex Police to meet financial challenges. Olivia was also involved in the response to the Shoreham Air Crash last year, is also the National Children and Young People Lead and has spearheaded the launch of Operation Kite to address child sexual exploitation. Previously to that role, she has worked for the Inspector of Constabularies and worked both in Sussex and Surrey Police in many varied roles. She was also awarded the Queen's Police Medal in the New Year's Honours List 2016.

The Executive Member for Public Protection was very impressed with Olivia's answers to the panel, and especially her answer on the current Operational Change Programme, where she agreed there was still much work to be done.

The Executive Member for Public Protection stated that he believes we have a very strong Chief Constable who will bring a wealth of operational experience and strategic leadership to the role.

7. DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

8. PRESENTATION OF PETITIONS

A petition of approximately 10 signatures was presented by Councillor Mrs K K Trott entitled "We the undersigned are petitioning Fareham Borough Council to make the Area B parking bay on Osborne Road residents only 7 days a week 24 hours".

The Mayor advised that the petition would be dealt with in accordance with Fareham Borough Council's petition scheme.

9. DEPUTATIONS

There were no deputations given at this meeting.

10. REPORTS OF THE EXECUTIVE

(1) Minutes of meeting Monday, 22 February 2016 of Executive

RESOLVED that the minutes of the Executive meeting held on 22 February 2016 be received.

(2) Minutes of meeting Monday, 7 March 2016 of Executive

RESOLVED that the minutes of the Executive meeting held on the 7 March 2016 be received.

(3) Minutes of meeting Monday, 11 April 2016 of Executive

RESOLVED that the minutes of the Executive meeting held on the 11 April 2016 be received.

An additional Schedule of Individual Decisions was tabled at the Meeting under this item (attached as Appendix A to these Minutes).

11. REPORT OF THE SCRUTINY BOARD

(1) Minutes of meeting Thursday, 17 March 2016 of Scrutiny Board

RESOLVED that:

(a) the minutes of the Scrutiny Board held on the 17 March 2016 be received;

(b) the Council notes the Scrutiny Board's view of the outcome of the call-in arrangements for 2015/16.

12. REPORTS OF OTHER COMMITTEES

(1) Minutes of meeting Wednesday, 24 February 2016 of Planning Committee

RESOLVED that the minutes of the Planning Committee held on 24 February 2016 be received.

- (2) Minutes of meeting Wednesday, 23 March 2016 of Planning Committee

RESOLVED that the minutes of the Planning Committee held on the 23 March 2016 be received.

- (3) Minutes of meeting Tuesday, 22 March 2016 of Licensing and Regulatory Affairs Committee

RESOLVED that the minutes of the Licensing and Regulatory Affairs Committee held on 22 March 2016 be received.

- (4) Minutes of meeting Monday, 14 March 2016 of Audit and Governance Committee

RESOLVED that:

- (a) the Minutes of the Audit and Governance Committee held on the 14 March 2016 be received; and
- (b) the Annual Audit and Governance report be noted.
- (5) Minutes of meeting Wednesday, 13 April 2016 of Audit and Governance Standards Sub-Committee

RESOLVED that the minutes of the Audit and Governance Sub-Standards Committee held on the 13 April 2016 be received.

13. COMMITTEE WORK PROGRAMMES 2016/17

RESOLVED that the Council receive and endorse the proposed Work Programmes for all Committee meetings for the next municipal year, as set out in Appendix A.

14. QUESTIONS UNDER STANDING ORDER 17.2

There were no questions submitted for this meeting.

15. MOTIONS UNDER STANDING ORDER 15

There were no Motions under Standing Order 15 submitted for this meeting.

16. APPOINTMENTS TO COMMITTEES

RESOLVED that the Council note the alteration to the political balance of the Council following the resignation of Paul Whittle and the removal of Councillor D M Whittingham from the Conservative Group. The Executive Leader confirmed that Councillor D M Whittingham had been removed formally from any Committees on which he sits.

17. APPOINTMENT TO OUTSIDE BODIES

RESOLVED that Councillor Ms S Pankhurst be appointed as a representative to Locks Heath Memorial Hall Board of Trustees.

18. COUNCILLOR RECOGNITION AND AWARDS

The Mayor announced that a number of Councillors had decided to stand down at the end of this municipal year. The Mayor marked the end of the long and distinguished careers by presenting Councillors J V Bryant, Mrs M E Ellerton, T J Howard, T G Knight, D J Norris and D C S Swanbrow with Long Service Plaques.

All Councillors responded with their thanks to the Council.

(The meeting started at 6.00 pm
and ended at 6.45 pm).

FAREHAM

BOROUGH COUNCIL

Report to Council

Date: **12 May 2016**

Report of: **Chief Executive Officer**

Subject: **APPOINTMENTS OF COMMITTEES AND ALLOCATION OF SEATS**

SUMMARY

This report provides details of the calculations for political balance relating to the allocation of seats on committees and panels, as required to be determined by the Council at its Annual meeting.

The report asks the Council to appoint the nominations of the political groups to committees and also to appoint the role of Chairman and Vice-Chairman for each committee.

RECOMMENDATION

That the Council approves:

- (a) the committee functions and number of seats on each committee for the municipal year 2016/17, as listed at paragraphs 5, 6 and 7 of the report;
- (b) the allocation of seats to political groups, as set out in Appendix A for the municipal year 2016/17;
- (c) the nominations of the political groups to seats on committees, deputies and spokesmen, for the municipal year 2016/17, as set out in Appendix B (to be tabled following the receipt of nominations); and
- (d) the appointment of a Chairman and Vice-Chairman for each committee for the municipal year 2016/17, as set out in Appendix B (to be tabled following the receipt of nominations).

INTRODUCTION

1. The Council is required by its Standing Orders to agree the functions and number of seats for its committees as well as the members to be appointed and the Chairman and Vice-Chairman for each committee.
2. Accordingly, the Council is now invited to agree the allocation of seats to its committees along with the nomination of deputies and the appointment of a Chairman and Vice-Chairman for each committee for the municipal year 2016/17. Such appointments will take effect from 13 May 2016.

FUNCTIONS AND NUMBER OF SEATS

Overview and Scrutiny Committees

3. The Council is required by Standing Order 6.1 to appoint such committee or committees to undertake the function of overview and scrutiny as provided for in the Council's Constitution. Standing Order 6.3 similarly requires the Council to determine the number of members and standing deputies to be appointed.
4. The Council is reminded that the Constitution provides for the appointment of a Scrutiny Board to undertake the scrutiny function and for five Policy Development and Review Panels to assist the Council and Executive in reviewing and developing policy.
5. The Council is therefore invited to confirm that the committees to be appointed for 2016/17 will be as set out below and that the number of members to be appointed is as also shown:
 - Scrutiny Board: 9 members + deputies;
 - Leisure and Community Policy Development and Review Panel: 7 members + deputies;
 - Planning and Development Policy Development and Review Panel: 7 members + deputies;
 - Public Protection Policy Development and Review Panel: 7 members + deputies;
 - Health and Housing Policy Development and Review Panel: 7 members + deputies; and
 - Streetscene Policy Development and Review Panel: 7 members + deputies.

Appointment of Other Committees

6. The Council is reminded that it is required by the Licensing Act 2003 to appoint a committee to undertake certain licensing functions and that Standing Order 7.1 further requires the Council to appoint such committees as it considers necessary to carry out the non-executive functions of the Council. The Council is therefore invited to confirm the following committees to be appointed, the number of members and standing deputies and to allocate to those Committees such terms of reference and delegated powers as are contained in Part Two of the Council's Constitution:
 - Licensing and Regulatory Affairs Committee: 14 members;
 - Planning Committee: 9 members;
 - Appeals Committee: 5 members; and
 - Audit and Governance Committee: 7 members.

7. Each political group shall appoint 2 deputy members to the Planning Committee and 1 deputy member to each of the remaining committees for which a seat has been allocated.
8. Members are reminded that at its meeting on 26 April 2012, the Council agreed that the Audit and Governance Committee would be formed from which a Standards Sub Committee could be called if necessary, to deal with any standards issues referred to it by the Monitoring Officer.

ALLOCATION OF SEATS

9. Section 5 of the Local Government and Housing Act 1989 provides the following principles which apply to the allocation of seats:
 - (a) that not all the seats on the body to which appointments are being made are allocated to the same political group;
 - (b) that the majority of seats on each Committee are allocated to a particular group if the number of persons belonging to that group is a majority of the authority's membership;
 - (c) that, subject to (a) and (b), when allocating seats to a political group, the total number of their seats across all the ordinary committees of the Council, must reflect their proportion of the authority's membership; and
 - (d) subject to (a) to (c), that the number of seats on each committee is as far as possible in proportion to the group's membership of the authority.
10. The Local Government and Housing Act 1989 requires that, once the Council has determined the allocation of Committee places between the political groups, the Council must then appoint the nominees of the political groups to the Committees.

POLITICAL PROPORTIONALITY

11. The political balance of the Council for municipal year 2016/17 will be tabled in Appendix A, following the results of the Local Government Elections.
12. The allocation of seats between the political groups for each committee shall be in accordance with the figures tabled in Appendix A to this report.

ADJUSTMENTS FOLLOWING CALCULATIONS

13. Each of the political groups is entitled to a certain number of seats on committees. This is based upon their percentage representation on the Council as a whole, as detailed tabled Appendix A.
14. There are a total of 79 seats to be allocated and the strict entitlement to seats on committees for each political group is shown tabled Appendix A.
15. Each of the political groups is only entitled to their proportion of seats and once this entitlement has been reached, a manual adjustment may be necessary.
16. Appendix A shows a rounded allocation of seats to each political group. This is then required to be manually adjusted to ensure that the number of seats

allocated to a particular political group matches and does not exceed their strict entitlement.

17. The manual adjustments required will be confirmed in the notes, to be tabled at the meeting.
18. To assist the Council in this matter and in exercise of powers delegated to him, the Chief Executive Officer will be consulting the leaders of the political groups prior to the meeting, with a view to agreeing the allocation of seats for 2016/17. Group Leaders have been requested to provide nominations to the places on committees to which their respective groups are entitled. The nominations of political groups to seats on committees will be set out in Appendix B, to be tabled at the meeting.
19. The Council is invited to confirm the allocation of seats for the next municipal year. However, if the Council is asked to consider alternative arrangements in appointing the committees and those arrangements do not comply with the provisions requiring political balance, members are reminded that such alternative arrangements would require the support of the Council with no member voting against.

CHAIRMEN AND VICE-CHAIRMEN

20. The Council is required by Standing Order 7.3 to appoint a Chairman and Vice-Chairman for each committee appointed.
21. The nominations will be set out in Appendix B (indicated by the letters Ch and VC), to be tabled at the meeting.

OPPOSITION SPOKESMEN

22. The minority group Leader may nominate a spokesman for each Executive portfolio area on which a seat is held by that group. The nominations of political groups to seats on committees will be set out in Appendix B (marked as Xs), to be tabled at the meeting.

Background Papers: None

Reference Papers:

Local Government (Committees and Political Groups) Regulations 1990
Local Government and Housing Act 1989

Enquiries:

For further information on this report please contact Leigh Usher. (Ext 4553)

To be tabled at the meeting

To be tabled at the meeting

FAREHAM

BOROUGH COUNCIL

Report to Council

Date: **12 May 2016**

Report of: **Head of Democratic Services**

Subject: **APPOINTMENTS TO OUTSIDE BODIES AND OTHER MISCELLANEOUS APPOINTMENTS**

SUMMARY

In accordance with the terms of the Council's constitution, the Council is required to make the majority of the authority's appointments to outside bodies and other miscellaneous appointments. The details of appointments which need to be made for 2016/17 are set out in the schedule to this report. The report also provides members with guidance on appointments to outside bodies.

RECOMMENDATION

That the Council:

- (a) appoints representatives for 2016/17 onwards to those organisations set out in the attached schedule (last year's Appointments are shown in Appendix A for information);
- (b) considers the addition of any new Outside Bodies as tabled at the meeting;
- (c) notes those outside bodies that have not met within the municipal year and agrees that these are deleted; and
- (d) notes the guidance to members on their duties and responsibilities as appointees to outside bodies.

MAKING APPOINTMENTS TO OUTSIDE BODIES

1. The Council is required or has agreed to make a number of appointments to outside bodies and many of the appointments are made annually. The schedule appended to this report at Appendix A lists the organisations and representatives appointed for or during 2015/16. It should be noted that some appointments are made for a longer term and may therefore have already been dealt with for the next municipal year.
2. The schedule contains a commentary on the nature and purpose of each organisation and, if known, the status of the Council's appointee. This should assist the Council in determining its nominee.

CHANGES FOR 2016/17

3. Changes to appointments for 2016/17 onwards should be made to those organisations set out in the schedule at Appendix A.
4. The schedule at Appendix A shows the appointments as made at the Annual Meeting of 14 May 2015 and any subsequent amendments or appointments made during the municipal year. Outside bodies that have not met within the municipal year are highlighted within the schedule and it is recommended that these are deleted (No. 19). It is recommended that any new Outside Bodies, as tabled at the meeting, are added to the schedule.

GUIDANCE FOR MEMBERS ON OUTSIDE BODIES

5. Members are reminded that Council has approved guidance for members on their duties and responsibilities when acting as an appointee to an outside body; this was updated and approved by the Council in December 2011. Members are provided with the guidance, which is attached at Appendix B.

RISK ASSESSMENT

6. There are no significant risks or opportunities that need to be addressed, but appointments to outside bodies will support the Council in its community leadership role and may assist in achieving the Council's aims and objectives.

CONCLUSION

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

Appendix A: Schedule of appointments made for, or during, 2015/16.

Appendix B: Guidance to members on their duties and responsibilities as appointees to outside bodies.

Background Papers: None

Reference Papers: None

Enquiries: For further information please contact Samantha Wightman (Ext. 4594).

**Item 13: Appointment to Outside Bodies
APPENDIX A**

	Title	Description	Representative 2015/16	Role	Political Party	Terms of Office
1	Abshot Community Association Management Committee	The Community Association is a voluntary organisation set up to provide facilities for local community groups and also a venue for other groups to use. Meets - Monthly Status: 1 Representative 1 deputy	Councillor Keith Evans Councillor Sarah Pankhurst	Deputy Committee Member	Conservative Conservative	
2	Burridge Community Association Management Committee	To maintain and support the use of Burridge Village Hall for the benefit of the local community. Meets: Six to seven times per year Status: 1 Trustee (voting)	Councillor David Swanbrow	Committee Member	Conservative	1 year
3	Citizens' Advice Bureau	Provides a free, impartial and independent service of generalist advice, information, support and representation in a confidential manner to all people of the Fareham area who require it, including business and voluntary agencies, as far as it is able. Meets: Quarterly (with monthly sub-group meetings) Status: 1 Representative (non-voting) 1 Deputy	Councillor Leslie Keeble Councillor Trevor Howard	Committee Member Deputy	Conservative Conservative	1 year 1 year
4	Community Action Fareham	Provides support for voluntary organisations in Fareham so that relief of distress resulting from poverty is achieved with on-going development of community spirit and identity. Meets: 8 to 10 times per year Status: 1 Representative (non-voting)	Councillor Leslie Keeble	Committee Member	Conservative	1 year
5	Community Safety Partnership	Conducts and publishes an audit of crime and disorder problems in the Borough; identifies local crime and disorder priorities and formulates a three-year strategy to assist in tackling them, including objectives and targets; monitors progress and reviews strategies as required. Meets: Bi-monthly Status: 2 Representatives	Councillor Trevor Cartwright, MBE Councillor Mrs Marian Ellerton	Committee Member Committee Member	Conservative Conservative	1 year 1 year

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APPENDIX A**

6	Partnership Action Group (formerly Community Tasking and coordinating Group) (sub-group of the Community Safety Partnership)	Conducts and publishes an audit of crime and disorder problems in the Borough; identifies local crime and disorder priorities and formulates a three-year strategy to assist in tackling them, including objectives and targets; monitors progress and reviews strategies as required. Meets: To be confirmed Status: 1 Representative	Councillor Trevor Cartwright, MBE	Committee Member	Conservative	1 year
7	Consultation with Businesses	This is a consultation arrangement with representatives of local businesses, Federation of Small Businesses, Hampshire Chamber of Commerce and the Institute of Directors. Meets: Once annually Status: 2 Representatives	Councillor Seán Woodward Councillor Trevor Cartwright, MBE	Committee Member Committee Member	Conservative Conservative	1 year 1 year
8	County Strategy Group for Crime and Disorder	Meets to discuss and review crime and disorder issues across Hampshire, including updates from Police and Crime Commissioner. Chaired by a Hampshire County Councillor. Meets: quarterly Status: Representative (voting)	Councillor Trevor Cartwright, MBE	Committee Member	Conservative	
9	Crofton Community Association	Promotes benefits for the inhabitants of the Stubbington and Hill Head wards by providing recreation and leisure time facilities. Meets: Monthly Status: 1 Managing Trustee (voting) 1 Deputy	Councillor Arthur Mandry Councillor Tim Knight	Deputy Committee Member	Conservative Conservative	1 year 1 year
10	Daedalus Strategy Group	To consider issues relating to the future use of the Daedalus site. Meetings: To be determined Status: 1 Representative 1 Deputy	Councillor Arthur Mandry Councillor Tim Knight	Committee Member Deputy	Conservative Conservative	1 year 1 year
11	District Health and Well-being Partnership Board		Councillor Brian Bayford	Committee Member	Conservative	1 year

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APPENDIX A**

12	Earl of Southampton Trust	The charitable trust exists for the benefit of inhabitants of the ancient parish of Titchfield , in particular for the provision and upkeep of alms-houses and a day centre for the elderly and for the relief of poverty and hardship. Meets: Monthly Status: 4 Trustees Cllr Mrs C Hockley; Mrs FC Knight – term ends Sept 2014; Ms A Devoil; Mrs S Wise – term ends Sept 2015	Councillor Connie Hockley F C Knight S Wise Annette Devoil	Committee Member Earl of Southampton Trust Earl of Southampton Trust Earl of Southampton Trust	Conservative	4 year term 4 year term 4 year term 4 year term
13	Fareham / Pulheim Twinning Association	Promotes and fosters friendship and understanding between the peoples of Fareham and Pulheim, including the encouragement of visits, fund raising and financial assistance. Meets: Monthly Status: 2 Representatives (voting) on management committee	Councillor Roger Price, JP Councillor Trevor Howard	Committee Member Committee Member	Liberal Democrats Conservative	1 year 1 year
14	Fareham / Vannes Twinning Committee	The Committee exists to progress the “entente cordiale” between Fareham and Vannes. Main groups are sporting exchanges, cultural exchanges and family exchanges. Council to Council formal exchanges are arranged directly between the Borough Council and the Marie. Meets: The Committee currently meets monthly plus 1 major exchange visit (several social and fund raising events also occur). Status: 2 Representatives (voting)	Councillor Katrina Trott Councillor Trevor Howard	Committee Member Committee Member	Liberal Democrats Conservative	1 year 1 year
15	Fareham and Gosport Clinical Commissioning Group	Meetings are held bi-monthly, and cover both the required governance and assurance business and the emerging commissioning strategies for health in Fareham and Gosport Status: 1 Representative	Councillor Brian Bayford	Committee Member	Conservative	
16	Fareham College CEMAST Curriculum Development Group	This group is comprised of employers and stakeholders to discuss curriculum, marketing, course design, bespoke employer	Councillor Trevor Cartwright, MBE	Committee Member	Conservative	

**Item 13: Appointment to Outside Bodies
APPENDIX A**

		requirements and continuing and strengthening links between the Fareham Colleges Group's CEMAST project and local employers. Meetings: Quarterly Status: Representative				
17	Fareham Fairtrade Borough Working Group	This is the steering group for Fairtrade in the Borough. Its efforts are directed towards maintaining the Borough's Fairtrade status by promoting Fairtrade , encouraging its wider availability throughout the Borough and convincing people who live and work in the Borough of the benefits and importance of Fairtrade . Meets: The working group meets four times per year and additionally organises events to promote Fairtrade . Status : 1 Representative (voting)	Councillor Pamela Bryant	Committee Member	Conservative	1 year

**Item 13: Appointment to Outside Bodies
APPENDIX A**

18	Fareham North West Community Association Management Committee	Supports the local community by maintaining the centre, maximising its occupancy and making it accessible for local residents. Meets: Four times per year Status: 2 Representative (voting)	Councillor Mrs Hockley; Councillor Peter Davies	Committee Member	Conservative	1 year
				Committee Member	Conservative	1 year
19	Fareham Welfare Trust	This charitable trust exists for the relief of need, hardship or distress of persons living in the old Fareham parish area; preference being given to widows. Meets: Twice annually plus an Annual General Meeting. Status: 2 Trustees Cllr Mrs Pankhurst – June 2014 - 2018 Cllr Bryant – June 2012 - 2016	Councillor John Bryant; Councillor Sarah Pankhurst	Committee Member Committee Member	Conservative Conservative	4 year term 4 year term
20	Genesis Advisory Committee	A partnership between the Borough Council and local youth work charity, Y Services for Young People, has been established to manage the Genesis facility on a day to day basis. This arrangement is supported by Genesis Advisory Committee, who work closely with the partners, hirers and user groups and local community representatives to develop and extend the range of opportunities available from the Centre, for young people in the Western Wards. Meets: 6 times per year Status: 2 Representatives	Councillor Marian Ellerton; Councillor Susan Bayford	Committee Member Committee Member	Conservative Conservative	1 year 1 year

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21	Hammond Memorial Hall Trust	The ward councillors for Stubbington and Hill Head are ex officio trustees. Council appoints three additional trustees to administer the charitable scheme. Meets: As and when required. Status: 4 Trustees (Ex officio: the ward Councillors for Stubbington and Hill Head)	Councillor Arthur Mandry; Councillor Christopher Wood; Councillor Kay Mandry; Councillor Tim Knight; John Guest; Sarah Coles	Committee Member Committee Member Committee Member Committee Member Public Public	Conservative UKIP Conservative Conservative - -	4 years
22	Hampshire and Isle of Wight Local Government Association	Leading Members and Chief Executive s of Hampshire and Isle of Wight local authorities meet to discuss matters of mutual interest. Meets: Six times per year Status: 1 Director (Executive Leader) 2 Deputies	Councillor K Evans	Committee Member	Conservative	1 year
23	Hampshire County Council South Area Road Safety Council	To promote and encourage road safety education, training and publicity in the local area. To encourage activities of local groups on road safety matters. To seek involvement of local community to support road safety programmes. To support initiatives and promotions of local campaigns designed to improve awareness of road safety. Meets: Three times per year Status: 1 Representative (non-voting)	Councillor Mrs Ellerton	Committee Member	Conservative	1 year

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24	Hampshire Health and Well-being Partnership Board	Established at county level to be accountable to the Local Area Agreement (LAA) Executive for meeting the health improvement and wellbeing targets in Hampshire's LAA and to act as a programme board for joint health improvement projects and services. Meets: Quarterly Status: 1 Representative	Councillor Brian Bayford	Committee Member	Conservative	1 year
25	Hampshire Partnership	The role previously undertaken by the Hampshire Senate has been reviewed and refreshed and the Senate will now be replaced by the Hampshire Partnership; the Partnership will drive forward a new agenda for partnership working that recognises the important role of the County Council and District and Borough Council's working together with other organisations on matters of interest and service delivery within the county of Hampshire Meetings: Quarterly Status: Representative	Councillor Keith Evans; Councillor Trevor Cartwright, MBE; Councillor S D T Woodward	Committee Member Committee Member Committee Member	Conservative	
26	Hampshire Superannuation Scheme (AGM)	This is the Annual General Meeting of the pension fund, administered by Hampshire County Council, to which officers and members of the Borough Council may contribute under the Local Government Pension Scheme. Meets: Annually Status: 2 Representatives	Councillor Leslie Keeble; Councillor Trevor Cartwright, MBE	Committee Member Committee Member	Conservative Conservative	1 year 1 year
27	Health Review Panel (Portsmouth City Council)	Scrutinises and comments on any proposed significant changes in health service provision. Meets: Bi-monthly Status: 1 Representative 1 Deputy	Councillor Brian Bayford; Councillor Michael Ford, JP	Committee Member Committee Member	Conservative	1 year

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28	Highlands Hub Management Committee	The Management Committee steers the work of the Highlands Hub facility within the local community, linking its role to the parish churches of St Columba and Holy Trinity with local partners. The Council was asked to review the Council's appointment of a representative to the Highlands Hub Management Committee. Meets: To be confirmed Status: 1 Representative and 1 Deputy	Councillor Connie Hockley Councillor Peter Davies	Committee Member Deputy	Conservative Conservative	1 year 1 year
29	Historic Environment Champion (English Heritage)	Promotion of the historic environment and ensuring that the historic environment is “at the heart of the Council agenda”. The Government sees the historic environment as a catalyst for regeneration, learning, community cohesion and economic development. Meets: To be confirmed Status: 1 Representative/Heritage Champion (non-voting)	Councillor Nick Walker	Committee Member	Conservative	1 year
30	Home-Start Gosport and Fareham	Gives practical support and friendship to families in their own homes. Home-Start provides trained, parent volunteers to help any parent, with at least one child under five, who is finding it hard to cope. Meets: Bi-monthly Status: 1 Representative (voting) 1 Deputy	Councillor Marian Ellerton Councillor Susan Bayford	Committee Member Deputy	Conservative Conservative	1 year 1 year

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31	Joint Member Shared Coastal Management Board	The Coastal Partnership is between four local authorities: 1. Havant Borough Council 2. Portsmouth City Council 3. Gosport Borough Council 4. Fareham Borough Council The Partnership Agreement allows for a “one team” approach or shared service that is designed to maximise benefit and efficiencies to each authority by sharing resources. The vision is “To provide an effective and efficient coastal flood and erosion risk management service across partnering authorities, through co-ownership of objectives and an equitable fee structure.” The shared Coastal Defence Management Team provide an effective and co-ordinated coastal defence management service to the Councils that reduces the risks to people and the developed and natural environment from flooding and coastal erosion by encouraging the provision of technically, environmentally and economically sound and sustainable defence measures within the respective local authority areas. Meets: To be confirmed Status: 1 Representative and 1 Deputy	Councillor Keith Evans; Councillor Tim Knight	Committee Member Deputy	Conservative Conservative	1 year 1 year
32	Local Children's Partnership	This Partnership was originally established by Hampshire County Council to underpin the Local Strategic Partnership. Whilst the LSP has now ceased, this partnership continues to operate. Meets: Quarterly Status: Representative (Executive Member for Leisure and Community) Term: Indefinite	Councillor Miss Susan Bell	Committee Member	Conservative	Indefinite

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33	Local Government Association - General Assembly and Annual Meeting	This is the General Assembly and the Annual Meeting of the Local Government Association which is the national association for local authorities in England and Wales . It also represents police, fire and passenger transport authorities. Meets: Annually Status: 2 Representatives (Executive Leader and Leader of largest opposition group) Indefinite term	Councillor Seán Woodward	Committee Member	Liberal Democrats Conservative	Indefinite Indefinite
34	Local Government Association - Group Leaders' Briefings	Briefing meetings organised by the Local Government Association for local leaders of political groups, on a national basis. Meets: Two or three times a year Status: Representatives (All group leaders of a registered political party) Term: Indefinite	Councillor Seán Woodward	Committee Member	Liberal Democrats Conservative	Indefinite Indefinite
35	Local Government Association Coastal Issues Special Interest Group	The Group's purpose is to:- 1. increase awareness of issues affecting coastal, estuarine, and maritime communities; 2. act as a focus for liaison between local authorities and other bodies 3. secure improved cross-departmental co-ordination within central government on coastal issues. Meets: Three to four times per year Status: 1 Representative and 1 Deputy	Councillor Arthur Mandry; Councillor Tim Knight	Deputy Committee Member	Conservative Conservative	1 year 1 year
36	Locks Heath Community & Sports Association	Provides sports and social facilities to its members who are in the main, local to the club Meets quarterly Status: 1 Representative	Councillor Susan Bayford	Committee Member	Conservative	
37	North Whiteley Development Forum	Informal advisory body to Winchester City Council, advising on the major development north of Whiteley . Meets: Approximately four times per year Status: 1 Representative (voting) and 1 Deputy	Councillor David Swanbrow; Councillor Keith Evans	Committee Member Deputy	Conservative Conservative	1 year 1 year
38	Parking and Traffic Regulations Outside London	The joint committee provides an opportunity for local member input into the national parking adjudication service. Meets: Annually	Councillor Keith Evans; Councillor Trevor Cartwright, MBE	Committee Member Committee Member	Conservative Conservative	1 year 1 year

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		Status: 2 Representatives				
39	Partnership for Urban South Hampshire - Overview and Scrutiny Committee	Established to scrutinise and call-in decisions of the PUSH Joint Committee and to review delivery of the PUSH business plan. Meets: Twice per year, when decisions are called-in or as the committee determines. Status: 1 Representative 1 Deputy	Councillor Arthur Mandry; Councillor David Swanbrow	Committee Member Deputy	Conservative Conservative	1 year 1 year
40	Police and Crime Panel	Section 28(1) of the Police Reform and Social Responsibility Act 2011 (“the Act”) provides that each police area is to have a police and crime panel established and maintained in accordance with Schedule 6 to the Act. Paragraph 3(2) of Schedule 6 to the Act provides that the local authorities for a police area must (a) establish and maintain a police and crime panel for their police area, and (b) make the panel arrangements for the police and crime panel. Paragraph 3(3) provides that in the case of a multi-authority police area, all the relevant local authorities must agree to the making or modification of the panel arrangements. (Council 10/05/12 item 17) Meets: To be confirmed Status: 1 Representative and 1 Deputy	Councillor Mrs Ellerton; Councillor Trevor Cartwright, MBE	Deputy Committee Member	Conservative Conservative	4 years 4 years
41	Portchester Community Centre Ltd	This charity body was set up to manage and run the new Portchester Community Centre following the award of the lease to Portchester Community School Status: 2 Representatives	Councillor Geoff Fazackarley Councillor Nick Walker	Committee Member Committee Member	Conservative Conservative	
42	Portchester Parish Hall Board of Trustees	Provides facilities for user groups of all ages and a wide variety of other functions. Meets: Quarterly Status: 2 Trustees (voting)	Councillor David Norris Councillor Susan Bell	Committee Member Committee Member	Liberal Democrats Conservative	1 year 1 year

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43	Priory Park Community Association Management Committee	Provides a service to the local community by maintaining and managing facilities for various groups to run activities to improve condition of life, health and leisure. Meets: Six times per year Status: 2 Representatives	Councillor Brian Bayford; Councillor Marian Ellerton	Committee Member Committee Member	Conservative Conservative	1 year 1 year
44	Project Integra - Management Board	Project Integra is a mature partnership of the all Local Authorities in Hampshire plus Hampshire Waste Services. It has achieved an integrated approach to municipal waste management. Current mission is to manage waste generated by households in Hampshire, gaining benefits from integration, scale, synergy and influence. Portfolio holders representing partner organisations. Meets: Three times per year, plus conference Status: 1 Representative (voting) and 1 Deputy (voting) (Representative and Deputy must be Executive Members)	Councillor Mrs Kay Mandry; Councillor Miss Harper	Deputy Committee Member	Conservative Conservative	1 year 1 year
45	Public Transport Representative	To attend meetings of FARGO (Fareham and Gosport Bus Panel) and HCC Transport Fora for Fareham and Gosport. To liase with bus and train companies on matters relating to public transport. To attend Bus Users UK meetings in South Hampshire. Meets: Status: 1 Representative 1 Deputy	Councillor Geoff Fazackarley; Councillor Peter Davies	Deputy Committee Member	Conservative Conservative	1 year 1 year
46	Randal Cremer Trust	This charitable trust exists for the provision of alms-houses for the poor or for persons who are permanently disabled from being able to earn a livelihood. Meets: Two times per year Status: 1 Trustee (voting) Term: 2011-2015	Councillor Kay Mandry	Committee Member	Conservative	1 year
47	Ranvilles Community Association Management Committee	The community association is a voluntary organisation set up to maintain and run the centre and serve the local community by making various activities accessible to local people. Meets: Four to six times per year	Councillor Tiffany Harper	Committee Member	Conservative	1 year

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		Status: 1 Representative				
48	RELATE Portsmouth and District	Relationship counselling and related matters including education and training. Meets: Quarterly Status: 1 Representative	Councillor Sarah Pankhurst	Committee Member	Conservative	1 year
49	RELATE Solent	Relationship counselling and related matters including education and training. Meets: Quarterly Status: 1 Representative (non-voting)	Councillor Sarah Pankhurst	Committee Member	Conservative	1 year
50	River Hamble Harbour Management Committee	Considers policy and regulatory functions; prepares and maintains a strategic plan for management of the river; delegates day to day decision making to the (County) Executive Member for Environment. Meets: Four times per year Status: 1 Representative (voting) 1 Deputy	Councillor David Swanbrow; Councillor Trevor Cartwright, MBE	Deputy Committee Member	Conservative Conservative	1 year 1 year
51	Solent Forum (incorporating the Solent Water Quality Group / Conference)	Since 1992, the Solent Forum has provided a platform to deliver Integrated Coastal Zone Management in the Solent sub-region of the South East. It operates at a strategic coastal management level, providing a network for closer working relationships, information dissemination and discussion of topical coastal issues. The Solent Forum website (www.solentforum.org) contains information on the nature and work on the Solent Forum. From it you can find details of the Forum's members, learn about the Forum's current work and view news and events from around the Solent and the UK. You can also download the bi-annual newsletter. Meets: Two times per year, plus the conference Status: 1 Representative (non-voting) 1 Deputy	Councillor Tim Knight; Councillor Trevor Cartwright, MBE	Committee Member Deputy	Conservative Conservative	1 year 1 year
52	Solent Sea Rescue Organisation	Saving of life at sea and rescuing people in danger in the Solent area. Meets: Eight times per year Status: 1 Representative	Councillor Tim Knight	Committee Member	Conservative	1 year

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53	South East Employer's Local Democracy and Accountability Network for Councillors	Councillor networks will meet to consider key local issues affecting local authorities in the south east region e.g. Localism Bill, new governance arrangements, opportunities for shared services and Local Enterprise Partnerships. Meets: Twice per year Status: 1 Representative (would also be a Trustee if elected as Chairman) 1 deputy Representatives should not be employees of another local authority or employees or officers of any of the local government unions	Councillor Leslie Keeble; Councillor Trevor Cartwright, MBE	Deputy Committee Member	Conservative Conservative	1 year 1 year
54	South East Employers	Represents the interests of authorities within the region, providing comprehensive employment and industrial relations advise, consultancy, training and information services. Meets: Three times per year Status: 1 Representative (would also be a Trustee if elected as Chairman) 1 Deputy Representatives should not be employees of another local authority or employees or officers of any of the local government unions	Councillor Keith Evans; Councillor Trevor Cartwright, MBE	Deputy Committee Member	Conservative Conservative	1 year 1 year
55	Standing Conference on Problems Associated with Coastline	The primary aims of SCOPAC are: · To provide a strong political forum for coastal local authorities and other organisations with an interest in coastal risk management along the south coast of England · To raise and sanction funding for the successful operation of SCOPAC and for the development and implementation of its research programme. Meets: To be confirmed Status: 1 Representative and 1 Deputy	Councillor Keith Evans; Councillor Tim Knight	Deputy Committee Member	Conservative Conservative	1 year 1 year

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56	The Louisa Seymour Charity Management Committee	The charity is for provision and upkeep of Sarisbury Parish Rooms. The appointee is as a member of the Management Committee. Meets: Bi-monthly Status: 1 Trustee (non-voting)	Councillor David Swanbrow	Committee Member	Conservative	1 year
57	The Moving On Project	The Moving On Project is a charity working in Fareham and Gosport, to provide help for young people aged 11-25, to improve their lives. They offer confidential discrete support, including free counselling and mentoring to local young people. They are based at the X-perience Youth Centre, Fareham and also offer counselling in Gosport. In addition to the counselling and mentoring services, the Moving On Project co-delivers 6 weekly drop-in health and wellbeing sessions in a number of local youth centres.	Councillor Geoff Fazackarley	Committee Member	Conservative	
58	Titchfield Community Association	Liaison between Fareham Borough Council and Titchfield Community Association on matters other than routine/administration. Meets: Five times per year Status: 1 Representative (non-voting)	Councillor Tiffany Harper	Committee Member	Conservative	1 year
59	Fareham Town Centre Management Steering Group	A public/private partnership to support the vitality and viability of the town centre through management initiatives. Supported financially by the Council and the private sector. Meets: Monthly Status: 1 Representative 1 Deputy	Councillor Arthur Mandry; Councillor John Bryant	Committee Member Deputy	Conservative Conservative	1 year 1 year

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60	The Solent Transport Joint Committee	The committee is responsible for providing enhanced transport delivery arrangements for the South Hampshire area and maximising investment and infrastructure provision in accordance with the South Hampshire sub-regional strategy. Meets: Four times per year Status: 1 Representative (Observer)	Councillor Keith Evans	Committee Member	Conservative	1 year
61	Victory Hall Management Committee	Provides and maintains a village hall for use of the inhabitants of Hook and Warsash for recreation and leisure use with the object of improving conditions of life. Meets: Monthly Status: 1 Trustee	Councillor Michael Ford, JP	Committee Member	Conservative	1 year
62	Wallington Village Community Association Executive Committee	Provides leisure/educational facilities for Wallington residents; maintains and manages the village hall and seeks to maintain and improve the built and natural environment within the village. Meets: Monthly Status: 1 Representative (non-voting) 1 Deputy	Councillor Katrina Trott; Councillor Paul Whittle, JP	Committee Member Deputy	Liberal Democrats Liberal Democrats	1 year 1 year
63	West Paulsgrove Scout and Community Association	The community hall managed by the Association is located at the boundary of Portsmouth and Fareham and a number of users are from the Portchester area. Meetings of the committee take place at about 6-weekly intervals at the hall. The committee currently comprises local residents, representatives of the scouting movement and a representative of Portsmouth City Council Status: 1 Representative	Councillor Geoff Fazackarley	Committee Member	Conservative	1 year

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64	Whiteley Community Association - General and Executive Committees	Seeks to work together for the benefit of local residents by association with local authorities, voluntary and other organisations to advance education, to provide facilities for recreational and leisure use for local people and to maintain and manage the community centre. General Committee: Meets not less than 4 times per year Executive Committee: Meets not less than 6 times per year Status: 1 Trustee	Councillor Seán Woodward	Committee Member	Conservative	1 year
65	William Price Charitable Trust	This charitable trust exists to provide special and educational benefits for schools in Fareham to promote education by the provision of financial assistance such as bursaries and grants; and to promote education in the doctrines of the Church of England among the under-25s. Meets: Six times per year (two general meetings, two grants committee meeting and two finance committee meeting) Status: 2 Trustees (voting) (to fulfil the role of trustees, both representatives sit as members of the Finance committee) Cllr Mrs Bryant – 4 year term ends 31/08/2015 Cllr Howard – 4 year term ends 31/08/2017	Councillor Pamela Bryant; Councillor Trevor Howard	Committee Member Committee Member	Conservative Conservative	
66	Hampshire and Isle of Wight Community Safety Alliance	This group looks at the risks, priorities and emerging issues for CSPs and also influences the commissioning of funding and opportunities for collaborative working. This Alliance is Chaired by the Police and Crime Commissioner and meets quarterly.	Councillor Trevor Cartwright, MBE	Committee Member	Conservative	
67	One Community, Eastleigh	This is a not-for-profit organisation which has been appointed by Fareham Borough Council to provide help and support for voluntary and community groups and organisations in the Borough of Fareham.	Councillor Miss Susan Bell	Committee Member	Conservative	

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68	Locks Heath Memorial Hall Board of Trustees	This centre supports the local community by maintaining the centre, maximising its occupancy and making it accessible for local residents.	Councillor Ms Pankhurst	Committee Member	Conservative	

GUIDANCE ON THE DUTIES AND RESPONSIBILITIES OF MEMBERS APPOINTED TO OUTSIDE BODIES

1. This guidance gives an outline of the duties and responsibilities of members appointed to “outside bodies” on the nomination of Fareham Borough Council.
2. It is not intended to provide definitive answers to every question which could be raised in relation to each of the outside bodies to which members of the Council are nominated or appointed. Rather it is intended to alert members to issues of which they should be aware and prompt the seeking of advice from the body itself or from officers of the Council where necessary.

SUITABILITY OF OUTSIDE BODIES

3. Appointment of Members to serve on outside bodies shall be dependent on one or more of the following conditions applying:
 - (a) where it is considered necessary to supplement existing communication channels established by members and/or officers;
 - (b) where the Council has a significant interest in the business dealt with by the body in question, e.g. by virtue of owning relevant premises; providing significant resource contributions; being a key partner; or the fact that the work of the Body is of strategic significance to the Council;
 - (c) where Council appointees are legally required;
 - (d) where the boards of registered charities are required to include Council appointed trustees in order to comply with their Articles of Association or Trust Deeds; and
 - (e) in other cases, where such representation would bring clearly defined mutual benefits to both the authority and the body in question.

BASIS FOR APPOINTMENT

4. Members will be appointed to outside bodies to:
 - (a) represent the Council on joint local authority bodies/consortia
 - (b) represent the Council by attending meetings of other organisations in a purely advisory capacity to:
 - observe proceedings; and/or
 - facilitate information exchange whilst promoting the interests of the Council as opposed to the body; or
 - (c) act as executive members of other organisations (e.g. a director/trustee/voting member of a Management Committee) with an obligation to act in the best interests of the body concerned whilst conducting its business.
5. Where the Council makes appointments/nomination on the basis of sub-paragraph (b) and (c) above, officers shall assist, when requested, in seeking to verify whether the organisations concerned have adequate insurance cover in place to protect the Council’s appointees.

6. Each organisation shall be requested to provide the Council with a clear statement of what is expected of Council appointees, e.g. in terms of the number of meetings to be attended and responsibilities associated with the appointment.
7. It would be inappropriate for a member to hold the position of a Fareham Borough Council appointed representative or trustee at the same time as holding a position that is directly elected or appointed by the same external organisation. An individual member should hold only one position or the other (as once elected as a member they must always act in that capacity and cannot choose when to do so or not). Being appointed as a representative or trustee by two bodies in different capacities may cause conflicts of interest which may not be in the Council's best interests.

THE ROLE OF COUNCIL APPOINTEES

8. The role of Council appointees on outside bodies will vary, but, essentially, will be to:
 - (a) help to secure any objectives of the Council in participating in the organisation;
 - (b) help the organisation to achieve its aims and objectives, legally, properly and effectively;
 - (c) meet any specific legal responsibilities attached to the membership of the organisation;
 - (d) safeguard the Council's interests on those organisations which are funded from or through the Council; and
 - (e) encourage the organisation to adopt sustainable and ethical policies.
9. The three main types of appointee are:

Observer - non-voting role with the main task of viewing the business undertaken and reporting issues back to Council;

Representative - formally appointed to vote on business conducted by the outside body but with no statutory responsibilities; and

Trustee - formally appointed to vote. Must follow legislative responsibilities, as per the Charity Commission guidance (see paragraph 13 below).
10. All outside bodies will have requirements placed on them either by statute or by their constitutions. Members should ensure, where possible, that those bodies comply with the requirements thereon.
11. Members are advised to:
 - (a) ask about any specific legal responsibilities attached to membership of the organisation;
 - (b) read the constitution of the organisation and be aware of its powers, duties and objectives;
 - (c) attend meetings regularly;

- (d) ensure that they receive regular reports on the activities of the organisation and its financial position;
- (e) where the organisation is funded by or through the Council, to obtain a copy of the Annual Report and Accounts to see that the funds have been spent on the agreed objectives; and
- (f) seek advice from the appropriate Council officers in the event of any doubts or concerns about the operation of the organisation.

THE RELATIONSHIP WITH THE COUNCIL'S CODE OF CONDUCT FOR MEMBERS

- 12. Under the Council's Code of Conduct, a member is required to include in his register of interests his membership of any "body to which he has been appointed or nominated by the authority as its representative."
- 13. Such membership of an outside body is at least a personal interest which a member must declare under the Code. The interest may be a prejudicial interest in certain circumstances where the member is not appointed by the Council but is involved in that organisation in a private capacity.
- 14. The Code further provides that when a member acts as a representative of the authority on any other body, he must, when acting for that other body, comply with the authority's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject. Where this arises advice should be taken from the Monitoring Officer.
- 15. The latter provision will apply when the member has been appointed or nominated to the membership of the other body by Fareham Borough Council but not otherwise.

PERSONAL RESPONSIBILITY

- 16. Members appointed to outside bodies by the Council should note that although the nomination is made by the Council, once appointed the member is personally responsible for the carrying out of any obligations to the body concerned. The Council does indemnify certain acts under the Council's Officials Indemnity Policy (details of which can be provided by the Finance Department). However, in the event of any default, the individual member will be responsible unless the act is covered by the policy. For this reason it is important that members make sure that they understand the nature of the obligations they are undertaking when they accept nomination or appointment to an outside body by the Council.
- 17. The bodies concerned should be able to provide this information but in case of any unresolved query or potential conflict of interest, a member should seek advice from the Monitoring Officer (Director of Regulatory and Democratic Services).
- 18. The principal types of outside bodies are Charitable Trusts, Unincorporated Associations and Companies, and the significance of each of these for members is set out below.

CHARITABLE TRUSTS

- 19. Guidance is available on the Charity Commission's website:
www.charitycommission.gov.uk. Document CC3 – Responsibility of Charity

Trustees is particularly useful as is the Councillors Guide produced by the LGA and Charity Commission

<http://www.charitycommission.gov.uk/Publications/cc3.aspx>].

20. Trustees will be appointed under the Trust Deed or Scheme. This will set out the objects of the charity which govern how the charity's assets may be used.
21. Trustees must take care to act in accordance with the Trust Deed to protect the Charity's assets. They are also personally responsible for compliance with the Charities' Acts and the Trustee Act 2000.
22. Trustees must not make a private profit from their position. They must also perform their duty with the standard of care which an ordinary prudent business person would show. Higher standards are required of professionals and in relation to investment matters.
23. Charitable Trustees must ensure that the information relating to the trust and trustees is registered with the Charity Commission and that annual accounts and returns are completed and sent.
24. If charitable income exceeds £5000, then letters advertisements and cheques etc. must bear a statement that the organisation is a registered charity.
25. Trustees are under a duty to ensure compliance with all relevant legislation for example in relation to tax and health and safety.

UNINCORPORATED ASSOCIATIONS

26. An unincorporated association does not have a separate legal identity. It consists of a group of people (its members) acting together for a common purpose. The rules governing the members' duties and liabilities will (or should) be set out in a constitution.
27. In most cases an unincorporated association cannot sue or be sued. The individual members of the association may be liable on contracts entered into 'on behalf of' the association either because of the way the contract is worded or because they are exceeding their authority. There is no limit on liability as exists for directors of a limited company. It is important that members of such an association should ensure that no financial commitment is entered into unless it is properly authorised and the association holds sufficient funds to cover the liability.
28. Such associations are usually advisory or consultative bodies and do not become involved in financial transactions of any kind. In such cases the question of personal liability is less likely to arise.

LIMITED COMPANIES

29. In some cases an appointment to an outside body will mean becoming a director of a limited company.
30. The objects of a company and the roles of directors will be set out in its Memorandum and Articles of Association and any director should be familiar with these documents.

31. A director has a fiduciary duty to the company to act honestly and in good faith in the best interests of the company as a whole. (This may conflict with the interests of the Council in which case advice should be sought.)
32. A director owes a general duty of care and skill to the company commensurate with his level of skills knowledge and experience.
33. A director must exercise independent judgement. He may take into account the interests of a third party whom he represents but must disclose the position to the company. It would be a breach of duty to vote simply in accordance with a Council mandate or on party political grounds, for example.
34. A director may not make a secret profit from his position and must therefore disclose all interests in contracts or dealings with the company.
35. A director must ensure compliance with the Companies Acts in relation to keeping accounts and making returns to the registrar of Companies, and also with other relevant legislation for example in relation to employment or health and safety.
36. A director must ensure that the company is able to meet its current liabilities.
37. Provided a director acts within his powers and within the powers of the company, and is not negligent or in breach of his fiduciary duty he will not incur personal liability.
38. In some cases an outside body may be both a company limited by guarantee and a charity so the provisions relating to charities set out above will also apply.

INDEMNITY FOR LOSS

39. Fareham Borough Council does not indemnify members of outside bodies for any personal losses or liabilities they may incur, other than under the Officials Indemnity Policy referred to in paragraph 11 above. Members should ensure that the body carries appropriate insurance to cover personal liabilities to the extent that the law allows.

March 2004
updated 15 December 2011

