

FAREHAM

BOROUGH COUNCIL

Minutes of the Council

Date: Thursday, 18 April 2019

Venue: Council Chamber - Civic Offices

PRESENT:

Mrs S M Bayford
(Mayor)

Mrs P M Bryant
(Deputy Mayor)

Councillors: K A Barton, I Bastable, Miss S M Bell, F Birkett, J E Butts, T M Cartwright, MBE, Mrs L E Clubley, S Cunningham, T Davies, S Dugan, Mrs T L Ellis, J M Englefield, K D Evans, G Fazackarley, M J Ford, JP, Miss T G Harper, Mrs C Heneghan, Mrs C L A Hockley, L Keeble, J G Kelly, Mrs K Mandry, Ms S Pankhurst, Mrs K K Trott, N J Walker and S D T Woodward



1. PRAYERS

The meeting opened with prayers led by Reverend Mike Terry of St Mary's Church, Warsash.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors P J Davies, J Forrest, S D Martin and R H Price, JP

3. MINUTES

RESOLVED that the Mayor be authorised to sign as a correct record the Minutes of the Council meeting held on 22 February 2019.

4. MAYOR'S ANNOUNCEMENTS

The Mayor thanked everyone who had supported her charity events this year and was pleased to have been able to make contributions to the excellent work carried out by Abbey's Heroes, Acts of Kindness and the Royal Naval Benevolent Trust.

The Mayor also extended her thanks to the Deputy Mayor, the Executive Leader, the Chief Executive, fellow Councillors and to those teams who had supported her during her Mayoral year.

The Mayor welcomed to the meeting, Sarah Robinson as Monitoring Officer and Director of Support Services and Lindsey Ansell as Director of Leisure and Community.

The Mayor also welcomed Able Cadet Harry Eccles to the meeting. Harry was thanked for his service and presented with a certificate to mark the end of his service as the Mayor's Cadet.

5. EXECUTIVE LEADER'S ANNOUNCEMENTS**High Street Community Clean Up Fund**

The Executive Leader announced that on 16 March 2019, the Secretary of State for the Ministry of Housing, Communities and Local Government announced that Councils across England would receive an immediate cash boost from a £9.75 million fund to back their efforts in cleaning up high streets and town centres. Fareham Borough Council was given £20,373 but the money had to be committed by the end of March.

The aim of the funding is to give Local Authorities an opportunity to do more, encourage communities to take greater pride in their local area and support campaigns such as Keep Britain Tidy's Great British Spring Clean Campaign running from 22 March to 23 April. Councils were encouraged to buy tools such as litter pickers, gloves and brushes and organise events to encourage the community to get involved with a focus on helping to make centres look their best.

The Government's deadline to commit the funding was extremely tight but has been used to fund improvements in the town centre and the community activities planned to coincide with the Great British Spring Clean and Fareham in Bloom. This includes:

- Re-painting of all the black street furniture, barriers, benches, ironwork and the West Street Play area;
- A programme of street washing and gum removal will commence when the painting has been completed;
- Provision of new litter bins in West Street;
- Litter pickers, gloves, bags and other ancillary items for the British Spring Clean Event, Fareham in Bloom Family Day, in partnership with Fareham Shopping Centre; and
- Provision of floral displays at western end of West Street and improvements to borders and tree works at Westbury Manor

6. EXECUTIVE MEMBERS' ANNOUNCEMENTS

Councillor T M Cartwright, MBE, Executive Member for Health and Public Protection made the following announcements:

Knife Amnesty in Fareham

During March across Hampshire Constabulary, Operation SCEPTRE was carried out which gave people the opportunity to surrender knives with no questions asked. In Fareham, this was a huge success in that two swords, 53 knives, an asp and a set of nun chucks were surrendered via the knife bin at the front desk of Fareham Police Station. In addition, the Police conducted 14 school engagements focussing on knife related crimes and also conducted three weapons sweeps using metal detectors across Fareham town. This was a huge success and congratulations to the police on this initiative.

At the same time during March, the Police conducted two test purchasing operations across Fareham Borough, with a 100% success record i.e. 17 of the 17 shops passed.

QA Hospital

An email has been received from Mark Cubbon informing that the Care Quality Commission has published its report following a recent inspection of the Emergency Department. This inspection visited the Department, unannounced, in February as part of the series of focussed inspections of NHS Trusts during the winter. The Trust is currently rated as "requires improvement". This latest inspection was not rated and does not change the

overall rating of the Trust. It is encouraging that Inspectors recognise that improvements have been made and welcome the steps taken to help reduce pressure on the emergency department. The Report also highlights that the staff feel supported and want to make a difference; however, they recognise that, as outlined in the Report, there is more work to do and they will continue to focus on ensuring the required improvements are made.

The Executive Member stated that it is his view that improvements are being made but are restricted owing to the lack of facilities which will be rectified in the next couple of years when the new department will be built.

7. DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

8. PRESENTATION OF PETITIONS

The Mayor was presented with a petition by Councillor Mrs T L Ellis. This petition, which contains 79 signatures, requests that in the interests of road safety and to avoid accidents, provision of double yellow lines is made at the junction of the two parts of Blackbrook Park Avenue and the opposite (northern) side of the road.

The Mayor confirmed that the petition would be dealt with in accordance with the Council's Petition Scheme and would be passed to the relevant Local Authority.

9. DEPUTATIONS

There were no deputations given at this meeting.

10. REPORTS OF THE EXECUTIVE

(1) Minutes of meeting Monday, 04 March 2019 of the Executive

RESOLVED that:

- (a) the Minutes of the meeting of the Executive held on Monday 04 March 2019 be received; and
- (b) the recommendation in respect of item 8(3) – Review of the Gambling Act 2005 Statement of Principles be dealt with at Item 18 of the agenda.

(2) Minutes of meeting Monday, 01 April 2019 of the Executive

RESOLVED that:

- (a) the Minutes of the meeting of the Executive held on Monday 01 April 2019 be received; and
- (b) the recommendation in respect of item 10(1) – Safeguarding Policy be dealt with at Item 17 of the agenda.
- (3) Schedule of Individual Executive Member and Officer Delegated Decisions

RESOLVED that the Schedule of Individual Member and Officer Delegated Decisions be received.

11. REPORTS OF OTHER COMMITTEES

- (1) Minutes of meeting Wednesday, 20 February 2019 of Planning Committee

RESOLVED that the Minutes of the Planning Committee meeting held on Wednesday 20 February 2019 be received.

- (2) Minutes of meeting Tuesday, 26 March 2019 of Licensing and Regulatory Affairs Committee

RESOLVED that;

- (a) the Minutes of the Licensing and Regulatory Affairs Committee meeting held on Tuesday 26 March 2019 be received; and
- (b) the recommendation in respect of item 9 – Licensing and Regulatory Affairs Committee Work Programme be dealt with at item 16 of the agenda.
- (3) Minutes of meeting Monday, 11 March 2019 of Audit and Governance Committee

RESOLVED that:

- (a) the Minutes of the Audit and Governance Committee meeting held on Monday 11 March 2019 be received;
- (b) the recommendations contained in Minute 13 – Constitution Update, be accepted and accordingly that the Council agrees the updates to the Constitution as set out in Appendices A and B to the report; and
- (c) the recommendation in respect of Item 14 – Annual Report of the Committee be dealt with at Item 16 of the agenda.

12. REPORTS OF THE SCRUTINY PANELS

- (1) Minutes of meeting Tuesday, 5 March 2019 of Health and Public Protection Scrutiny Panel

RESOLVED that the Minutes of the Health and Public Protection Scrutiny Panel meeting held on Tuesday 05 March 2019 be received.

- (2) Minutes of meeting Wednesday, 6 March 2019 of Leisure and Community Scrutiny Panel

RESOLVED that the Minutes of the Leisure and Community Scrutiny Panel meeting held on Wednesday 06 March 2019 be received.

- (3) Minutes of meeting Thursday, 7 March 2019 of Housing Scrutiny Panel

RESOLVED that the Minutes of the Housing Scrutiny Panel meeting held on Thursday 07 March 2019 be received.

- (4) Minutes of meeting Tuesday, 12 March 2019 of Planning and Development Scrutiny Panel

RESOLVED that:

- (a) the Minutes of the Planning and Development Scrutiny Panel meeting held on Tuesday 12 March 2019 be received; and
 - (b) the recommendation in respect of item 7 – Motion received from Council, be dealt with under item 14(2) of the agenda.
- (5) Minutes of meeting Thursday, 14 March 2019 of Streetscene Scrutiny Panel

RESOLVED that the Minutes of the Streetscene Scrutiny Panel held on Thursday 14 March 2019 be received.

13. QUESTIONS UNDER STANDING ORDER 17.2

There were no questions submitted at this meeting.

14. MOTIONS UNDER STANDING ORDER 15

- (1) Notice of Motion received on the 01 April 2019 from Councillor G Fazackarley

The notice of Motion received from Councillor G Fazackarley, proposing that the Council write to the Secretary of State asking that he writes to all retailers inviting them to pledge to stop selling single knives, was withdrawn.

- (2) Update on Motion received on 22 February 2019 from Councillor Mrs K K Trott

An update was given on the motion presented by Councillor Mrs K K Trott to the meeting of the Council held on 22nd February 2019, proposing that Fareham Borough Council calls upon the Secretary for Housing, Communities

and Local Government to implement a review of the wide-ranging impacts of permitted development which allow the change of use into residential homes.

This motion had been referred to the Planning and Development Scrutiny Panel who considered it and, with the agreement of Councillor Mrs Trott who was present at the meeting, proposed an amendment.

A copy of the amended motion agreed by the Panel was tabled at the meeting and is attached to these minutes as Appendix A.

RESOLVED that a letter, formulated by Officers, is sent to the Secretary of State for Housing, Communities and Local Government to address the issues raised in the amended motion.

15. APPOINTMENTS TO COMMITTEES

There were no changes to the appointments to Committees made at this meeting.

16. COMMITTEE WORK PROGRAMMES 2019/20

RESOLVED that the Council endorses the proposed Work Programmes for all the Committee meetings scheduled for the next municipal year as set out in Appendix A to the report.

17. SAFEGUARDING POLICY

RESOLVED that the Council adopts the updated Safeguarding Policy, as set out at Appendix A to the report.

18. STATEMENT OF GAMBLING PRINCIPLES

RESOLVED that the final draft Gambling Act 2005 Statement of Principles 2019-2022, as attached as Appendix A to the report be adopted by the Council.

19. PAY POLICY

An updated draft pay policy statement 2019/20 was tabled at the meeting to reflect the changes to the Senior Management Structure that were agreed at the Council meeting held on 22 February 2019.

RESOLVED that Council approves the updated pay policy statement 2019/20 as tabled at the meeting and attached as Appendix B to these minutes.

(The meeting started at 6.00 pm
and ended at 6.30 pm).

APPENDIX A

Tabled Item 14(2)

Update on Motion received on 22 February 2019 from Councillor Mrs K K Trott Amended wording of Motion

“I propose that Fareham Borough Council calls upon the Secretary of State for Housing, Communities and Local Government to implement a review of the wide-ranging impacts of permitted development rights which allow change of use into residential homes. This would be in line with the views of the Local Government Association and the Royal Town Planning Institute, who recognise that problems have been caused by the 2013 deregulation of the Planning System which allows offices to be converted into homes without planning permission. Currently, developers do not have to contribute towards affordable Social Housing or local infrastructure and there is no ability to consider whether the development provides suitable levels of internal or external amenity space, privacy, sunlight, daylight or outlook”.

APPENDIX A

FAREHAM BOROUGH COUNCIL PAY POLICY STATEMENT
FINANCIAL YEAR 2019 - 20

1. Purpose

This Pay Policy Statement (“Pay Statement”) is provided in accordance with the Localism Act 2011 (“Localism Act”) and this will be updated in each subsequent financial year.

This Pay Statement sets out Fareham Borough Council’s pay policies relating to its workforce for the financial year 2019-20, including the remuneration of its Chief Officers, lowest paid employees and the relationship between its Chief Officers and that of its employees who are not Chief Officers.

2. Definitions

For the purpose of this Pay Statement the following definitions apply:

Pay	includes base salary, charges, fees, allowances, benefits in kind, increases in/enhancements to pension entitlements and termination payments.
Chief Officers	<p>refers to the following roles within the Council:</p> <p>Statutory Chief Officers:</p> <ul style="list-style-type: none"> • Chief Executive Officer, as Head of Paid Service • Deputy Chief Executive Officer, as Section 151 Officer • Director of Support Services, as Monitoring Officer <p>Non Statutory Chief Officers:</p> <ul style="list-style-type: none"> • Director of Planning & Regeneration • Director of Leisure and Community
Deputy Chief Officers	Heads of Service who report directly to/or accountable to a statutory or non-statutory Chief Officer in respect of all or most of their duties.
Lowest paid employees	refers to those employees employed within Grade1 of the Council’s mainstream pay structure. This definition has been adopted because Grade1 is the lowest grade on the Council’s mainstream pay structure.
Employee who is not a Chief Officer	refers to all employees who are not covered under the “Chief Officer” group above. This includes the “lowest paid employees”. i.e. employees on Grade1.

3. Pay Framework and Remuneration Levels**3.1 General approach**

The pay structure and pay scales have been designed to enable the Council to recruit and retain suitably qualified employees at all levels who are dedicated to fulfilling its corporate objectives and delivering services to the public whilst operating within an acceptable financial framework.

With a diverse workforce the Council recognises that its Pay Policy needs to retain sufficient flexibility to cope with a variety of circumstances that may arise that might necessitate the use of market supplements or other such mechanisms for individual categories of posts where appropriate. The decision to apply a market premium will be approved by the Director of Support Services and endorsed by the Chief Executive Officer.

The Chief Executive Officer, as Head of Paid Service, has delegated power to update the pay policy in line with establishment changes.

3.2 Responsibility for decisions on pay structures

The outcome of reviews into the local pay and grading structures covering all jobs are submitted to a meeting of Full Council for approval.

The Council's locally determined pay structures are based on the outcome of a job evaluated process and were implemented for the Chief Officers, Heads of Service and all other employees in April 2008. This followed a national requirement for all Local Authorities to review their pay and grading frameworks to ensure fair and consistent practice for different groups of workers with the same employer to comply with employment legislation.

The pay structure for the Chief Executive Officer was established in 2008 having regard to the need to be fully competitive in the market and to be confident of attracting and retaining the highest calibre of employee to reflect the high level of organisational and corporate performance which the Council requires its Chief Executive Officer to deliver. Relevant labour market and comparative remuneration data was considered. This was reviewed in 2013.

3.3 Pay scales and grading framework

With effect from 1 April 2016 the National Living Wage(NLW) came into force which guaranteed those aged 25 and over a minimum hourly rate of £7.20, furthermore it is anticipated that the minimum will rise to around £9 per hour by 2020. As at 1 April 2019 the rate will increase to £8.21 per hour.

The National Minimum Wage still applies to those under 25 but Fareham's pay scales are not aged biased.

The **mainstream pay structure** for all employees below the level of Heads of Service was determined through a local process based on the outcome of a job evaluation scheme. The pay structure from 1 April 2018 consists of a pay spine of 44 points, comprising 11 grades containing 5 spinal column points with the exception of grade1. Grade 1 is the lowest grade and 11 the highest. Each employee will be on one of the 11 grades based on their job evaluated role.

The **Chief Executive's** pay grade reflects the same principles as for all of the Council's pay structures consisting of 5 spinal column points.

The pay structure for **Chief Officers and Heads of Service** was determined through a local process that took into account market alignment with District Councils in Hampshire and the outcome of a job evaluated process. It followed the same principles as applied for the mainstream pay structure and consists of one pay grade for Chief Officers and three pay grades for Heads of Service with all grades containing 5 points.

Details of the Council's pay structures are published on the Council's website and a copy as at 1st April 2018 is appended to this Statement (at [Annex A](#)).

3.4 Pay Awards and National Pay Awards

Pay awards are considered annually for all employees. The outcome of national consultations by the Local Government Employers in negotiation with the Trade Unions in relation to the settlement of the annual pay award is normally applied. With effect from April 2018 a 2 year pay deal was agreed taking the pay award through to 31 March 2020.

If there is an occasion where the Council believes that the National Pay Settlement would distort the local pay structures alternative proposals will be developed, discussed with the trade unions and brought to Elected Members for formal approval.

4. Remuneration – level and element

4.1 Salaries of Chief Officers and Deputy Chief Officers

“Chief Officers” are identified at 2 above and constitute the Council's Corporate Management Team. They are all paid within the Council's pay structures as follows:

- a) Chief Executive Officer, as Head of Paid Service will be paid a salary within the grade range £112,374 to £130,063.
- b) Statutory and Non-Statutory Chief Officers will be paid a salary within the grade range £79,735 to £91,580.

“Deputy Chief Officers” who are Heads of Service are all paid within the Council's pay structures and will be paid a salary within grade ranges £52,806 to £79,735.

Typically Chief Officers and Heads of Service have received the same percentage pay award as for all other employees.

Details of Chief Officer and Heads of Service remuneration have been published since 2010 on the Council's website.

4.2 “Lowest paid employees”

Each lowest paid employee will be paid a salary within the pay scales for Grade1 mindful of the need to meet the National Living Wage requirements.

A very detailed review of pay and grading was undertaken on this topic along with other parts of the grading structure and the review and recommendations were reported to Full Council in December 2014.

4.3 Bonuses and Performance related pay

There is no provision for bonus payments or performance related pay awards to any level of employee.

There is, however, an honorarium provision which may be awarded where an employee performs duties outside the scope of their post over an extended period or where the additional duties and responsibilities involved are exceptionally onerous. All such payments are subject to approval by a Chief Officer (Director) and the Director of Support Services.

4.4 Other pay elements – Statutory Officers

The pay structure for Chief Officers does not take account of the clearly defined additional responsibilities in respect of the Section 151 and Monitoring Officer roles. Officers undertaking these roles receive payment equivalent to two spinal column points based on the incremental pay progression from the penultimate to maximum point of the pay grade for Chief Officers.

Provision for the recognition of the role of acting Head of Paid Service exists within the Chief Officers pay structure for up to two spinal column points on the same payment principle as for the Section 151 and Monitoring Officers.

These pay arrangements allow for flexibility in the allocation of the additional roles to Chief Officers and for the responsibilities to be rotated.

4.5 Charges, fees or allowances

Allowances or other payments, for example shift working, standby, etc. may be made to employees, below the level of Chief Officer, in connection with their role or the pattern of hours they work in accordance with National or Local collective agreements.

Expenses: The Council recognises that some employees incur necessary expenditure in carrying out their responsibilities, for example travel costs. Reimbursement for reasonable expenses incurred on Council business are paid in accordance with the Council's collective agreement and subsequent amendments to it.

Elections: The Chief Executive Officer has been appointed as the Council's Returning Officer for elections and he has appointed the Deputy Chief Executive Officer, the Director of Leisure and Community and the Head of Democratic Services as his Deputy Returning Officers. For performing elections duties the Returning Officer and Deputies receive a fee payable according to a scale of costs, charges and expenses set by the Hampshire and Isle of Wight Election Fees Working Party and allowed under the Local Government Act 1972.

Professional Subscriptions: The Chief Executive Officer and Chief Officers are entitled to receive payment for one subscription to a relevant professional body.

4.6 Benefits in kind

Benefits in kind are benefits which employees receive from their employer during their employment which are not included as part of their salary. Fareham has a technology scheme and car leasing scheme that employees have a choice to sign up for in lieu of salary. These benefits are reportable to HMRC and taxed accordingly.

4.7 Pension

All employees as a result of their employment are eligible to join the Local Government Pension Scheme (LGPS).

4.8 Severance payments

The Council already publishes its policy on discretionary payments on early termination of employment and flexible retirement as well as publishing its policy on increasing an employee's total pension. These policies are applied in support of efficient organisational change and transformation linked to the need for efficiencies and expenditure reduction.

Details of the Council's policies are published on the Council's website.

No employee who has left the Council in receipt of a redundancy or severance package will be re-employed by the Council, in any capacity, unless there are exceptional business circumstances in which case approval is required from the Chief Executive Officer.

The government has commenced the process to enforce a cap on exit payments of £95,000 with the likely implementation date to be early 2019 following consultation that has taken place during 2016 and 2017.

4.9 New starters joining the Council

Employees new to the Council will normally be appointed to the first point of the salary scale for their grade. Where the candidate's current employment package would make the first point of the salary scale unattractive (and this can be

demonstrated by the applicant in relation to current earnings) or where the employee already operates at a level commensurate with a higher salary, a different starting salary point within the grade may be considered by the recruiting manager in consultation with HR Services. The candidate's level of skill and experience should be consistent with that of other employees in a similar position on the salary scale within the grade.

5. Relationship between remuneration of "Chief Officers" and "employees who are not Chief Officers".

This relates to the ratio of the Council's highest paid employee (falling within the definition of "Chief Officers") and the median earnings across the whole workforce as a pay multiple. By definition, the Council's highest paid employee is the Chief Executive Officer. The median average pay has been calculated on all taxable earnings for the financial year 2018-19, including base salary, allowances, etc.

Highest paid employee	£130,063
Median earnings for remainder of workforce	£23,721
Ratio	5.48

ANNEX A (to the Pay Policy Statement)

Fareham Borough Council - Pay Scales as at 01/04/2018

Chief Executive Grades & Salary			Directors Grades & Salary	
Spinal Column Point	Annual Salary		Spinal Column Point	Annual Salary
1	£112,374		1	£79,735
2	£116,797		2	£82,296
3	£121,219		3	£85,281
4	£125,642		4	£88,374
5	£130,063		5	£91,580

Senior Management Grades & Salary scales								
Grade	Spinal Column Point	Annual Salary	Grade	Spinal Column Point	Annual Salary	Grade	Spinal Column Point	Annual Salary
	1	£70,223		1	£60,896		1	£52,806
	2	£72,681		2	£63,104		2	£54,723
1	3	£75,224	2	3	£65,393	3	3	£56,707
	4	£77,474		4	£67,765		4	£58,764
	5	£79,735		5	£70,223		5	£60,896

Local Pay Scales					
GRADE	SPINAL COLUMN POINT	ANNUAL SALARY (APRIL 2018)	GRADE	SPINAL COLUMN POINT	ANNUAL SALARY (APRIL 2018)
1	3	£16,394			
	4	£16,495			
	5	£16,765			
2	5	£16,765	7	26	£31,246
	6	£17,007		27	£32,185
	7	£17,681		28	£33,157
	8	£18,039		29	£34,155
	9	£18,619		30	£35,173
3	9	£18,619	8	30	£35,173
	10	£19,078		31	£36,231
	11	£19,722		32	£37,312
	12	£20,282		33	£38,435
	13	£20,667		34	£39,492
4	13	£20,667	9	34	£39,492
	14	£21,398		35	£40,583
	15	£22,142		36	£41,691
	16	£22,916		37	£42,839
	17	£23,721		38	£43,894
5	18	£24,492	10	38	£43,894
	19	£25,286		39	£45,009
	20	£26,110		40	£46,135
	21	£26,963		41	£47,283
	22	£27,768		42	£47,867
6	22	£27,768	11	42	£47,867
	23	£28,603		43	£48,951
	24	£29,461		44	£50,049
	25	£30,345		45	£51,174
	26	£31,246		46	£52,328