

FAREHAM

BOROUGH COUNCIL

Minutes of the Council

Date: Thursday, 27 July 2023

Venue: Council Chamber - Civic Offices

PRESENT:

F Birkett
(Mayor)

Mrs P Hayre
(Deputy Mayor)

Councillors: Ms C Bainbridge, I Bastable, Mrs S M Bayford, R Bird,
Mrs P M Bryant, Ms F Burgess, Mrs L E Clubley,
M R Daniells, H P Davis, S Dugan, Mrs T L Ellis,
J M Englefield, D G Foot, M J Ford, JP, N R Gregory,
D J Hamilton, Miss T G Harper, Mrs C L A Hockley,
S Ingram, Mrs K Mandry, Mrs J Needham, Ms S Pankhurst,
Mrs K K Trott, N J Walker, Mrs S M Walker and
S D T Woodward



1. PRAYERS

The meeting commenced with a short service of prayers.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Miss J Burton, S D Martin and P M Nother.

3. MINUTES

RESOLVED that the Mayor be authorised to sign, as a correct record, the minutes of the meeting of the Council held on 15 June 2023.

4. MAYOR'S ANNOUNCEMENTS

The Mayor announced that he had been very pleased to hold two tea parties, one with a talk for Veteran's Support and the other for Sophie's Legacy both of which are charities being supported by the Mayor this year.

The Mayor encouraged all to attend the next tea party which will take place on 14 September at 2.30pm with a fascinating talk on the craft of glass fusion.

The Mayor is planning to hold a horse racing night in October and in early November, a Remembrance event supported by the Collingwood Volunteer Band and the Military Wives Choir. Further details on these will be released and all are encouraged to support these worthwhile future charity events.

5. EXECUTIVE LEADER'S ANNOUNCEMENTS

There were no Executive Leader announcements.

6. EXECUTIVE MEMBERS' ANNOUNCEMENTS

There were no Executive Member announcements.

7. DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

8. PRESENTATION OF PETITIONS

There were no petitions presented at this meeting.

9. DEPUTATIONS

There were no deputations given at this meeting.

10. REPORTS OF THE EXECUTIVE

- (1) Minutes of meeting Monday, 19 June 2023 of Executive

RESOLVED that the minutes of the meeting of the Executive held on Monday 19 June 2023 be received.

- (2) Minutes of meeting Monday, 3 July 2023 of Executive

RESOLVED that the minutes of the meeting of the Executive held on Monday 03 July 2023 be received.

- (3) Minutes of meeting Wednesday, 26 July 2023 of Executive

The minutes of the meeting of the Executive held on Wednesday 26 July 2023 were tabled at the meeting for consideration.

RESOLVED that the minutes of the meeting of the Executive held on Wednesday 26 July 2023 be received.

- (4) Schedule of Individual Executive Member & Officer Delegated Decisions

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

11. REPORTS OF OTHER COMMITTEES

- (1) Minutes of meeting Wednesday, 14 June 2023 of Planning Committee

RESOLVED that the minutes of the meeting of the Planning Committee held on Wednesday 14 June 2023 be received.

- (2) Minutes of meeting Monday, 26 June 2023 of Licensing and Regulatory Affairs Committee

RESOLVED that the minutes of the meeting of the Licensing and Regulatory Affairs Committee held on Monday 26 June 2023 be received.

- (3) Minutes of meeting Thursday, 20 July 2023 of Audit and Governance Committee

The minutes of the meeting of the Audit and Governance Committee held on Thursday 20 July 2023 were tabled at the meeting for consideration.

RESOLVED that the minutes of the meeting of the Audit and Governance Committee held on Thursday 20 July 2023 be received.

12. REPORTS OF THE SCRUTINY PANELS

- (1) Minutes of meeting Tuesday, 4 July 2023 of Climate Change Scrutiny Panel

RESOLVED that the minutes of the meeting of the Climate Change Scrutiny Panel held on Tuesday 04 July 2023 be received.

- (2) Minutes of meeting Monday, 19 June 2023 of Daedalus Scrutiny Panel

RESOLVED that the minutes of the meeting of the Daedalus Scrutiny Panel held on Monday 19 June 2023 be received.

- (3) Minutes of meeting Monday, 17 July 2023 of Daedalus Scrutiny Panel

The minutes of the meeting of the Daedalus Scrutiny Panel held on Monday 17 July 2023 were tabled at the meeting for consideration.

RESOLVED that the minutes of the meeting of the Daedalus Scrutiny Panel held on Monday 17 July 2023 be received.

- (4) Minutes of meeting Tuesday, 20 June 2023 of Health and Public Protection Scrutiny Panel

RESOLVED that the minutes of the meeting of the Health and Public Protection Scrutiny Panel held on Tuesday 20 June 2023 be received.

- (5) Minutes of meeting Thursday, 13 July 2023 of Housing Scrutiny Panel

RESOLVED that the minutes of the meeting of the Housing Scrutiny Panel held on Thursday 13 July 2023 be received.

- (6) Minutes of meeting Wednesday, 28 June 2023 of Leisure and Community Scrutiny Panel

RESOLVED that the minutes of the meeting of the Leisure and Community Scrutiny Panel held on Wednesday 28 June 2023 be received.

- (7) Minutes of meeting Thursday, 22 June 2023 of Policy and Resources Scrutiny Panel

RESOLVED that the minutes of the meeting of the Policy and Resources Scrutiny Panel held on Thursday 22 June 2023 be received.

- (8) Minutes of meeting Wednesday, 5 July 2023 of Streetscene Scrutiny Panel

RESOLVED that the minutes of the meeting of the Streetscene Scrutiny Panel held on Wednesday 05 July 2023 be received.

13. QUESTIONS UNDER STANDING ORDER 2.12

There were no questions submitted for this meeting.

14. MOTIONS UNDER STANDING ORDER 2.6

There were no motions submitted for this meeting.

15. APPOINTMENTS TO OUTSIDE BODIES

(1) Earl of Southampton Trust

RESOLVED that Annette DeVail be appointed to the Earl of Southampton Charitable Trust Board of Trustees for a further term of office commencing in September when the current term of office comes to an end.

16. APPOINTMENTS TO COMMITTEES

The Leader of the Liberal Democrat Group, Councillor Mrs K K Trott advised the Council that, with effect from 01 September 2023, Councillor Ms C Bainbridge would assume the role of Liberal Democrat Group Leader with Councillor Mrs K K Trott as Deputy Group Leader.

Councillor Mrs K K Trott also advised that she will be the deputy member for the Climate Change Scrutiny Panel.

The Leader of the Group of Independents, Councillor N R Gregory advised that Councillor J M Englefield will be a deputy for the Licensing and Regulatory Affairs committee, Councillor Ms S Pankhurst will be a deputy for the Streetscene and Daedalus Scrutiny Panels and Councillor N R Gregory will be a Deputy for the Planning and Development, Climate Change and Health and Public Protection Scrutiny Panels.

17. EXCLUSION OF PUBLIC AND PRESS

RESOLVED that it is in the public interest to exclude the public and representatives of the Press from the remainder of the meeting on the grounds that the matters to be dealt with involve the likely disclosure of exempt information, as defined in Paragraph 2 of Part 1 of Schedule 12A of the Local Government Act 1972.

18. CONSIDERATION OF COMMERCIAL OPPORTUNITIES RELATED TO WIDER REGENERATION OF FAREHAM TOWN CENTRE

The Council considered a report by the Director of Planning and Regeneration which requested that the Council approve a budget to support the delivery of transformational regeneration opportunities within Fareham Town Centre.

RESOLVED that the Council approves the budget as recommended in the confidential report.

19. PROPOSED RESTRUCTURE OF CHIEF OFFICER ROLES

The Council considered a report by the Chief Executive Officer which sets out a proposed restructure of Chief Officer Roles.

RESOLVED that Council approves:

- (a) the revised Chief Officer structure, as set out in paragraph 8 of the report;
- (b) the appointment of Robyn Lyons to the post of Director of Housing with effect from 1 August 2023;
- (c) the statutory role of Section 151 Officer be designated to the post of Assistant Director (Finance and ICT) and that authority be delegated to the Chief Executive Officer to appoint to that post;
- (d) that authority be delegated to the Chief Executive Officer to amend the Constitution, including but not limited to the Scheme of Delegation to Officers, to update chief officer and senior manager designations and to transfer functions amongst the chief officers and senior managers, as appropriate; and;
- (e) that the Chief Executive Officer be authorised to make the necessary amendments to the Pay Policy statement for 2023-24 to reflect the above approved changes.

(The meeting started at 6.00 pm
and ended at 6.40 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Executive (to be confirmed at the next meeting)

Date: Wednesday, 26 July 2023

Venue: Collingwood Room - Civic Offices

Present:

S D T Woodward, Policy and Resources (Executive Leader)
I Bastable, Streetscene
Miss J Burton, Health & Public Protection
D G Foot, Housing
S D Martin, Planning and Development
Mrs S M Walker, Leisure and Community

Also in attendance:

Mrs K K Trott, for item 9(1)



1. APOLOGIES FOR ABSENCE

There were no apologies given for this meeting.

2. MINUTES

RESOLVED that the minutes of the meeting of the Executive held on Monday 03 July 2023 be confirmed and signed as a correct record.

3. EXECUTIVE LEADER'S ANNOUNCEMENTS

There were no Executive Leader announcements.

4. DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

5. PETITIONS

There were no petitions submitted at this meeting.

6. DEPUTATIONS

There were no deputations made at this meeting.

7. REFERENCES FROM OTHER COMMITTEES

There were no references from other Committees.

8. EXCLUSION OF PUBLIC AND PRESS

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

9. POLICY AND RESOURCES

- (1) Consideration of commercial opportunities related to wider regeneration of Fareham Town Centre

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

RESOLVED that the Executive agrees the recommendations (a) to (g) as set out in the confidential report.

(The meeting started at 6.00 pm
and ended at 6.20 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Audit and Governance Committee (to be confirmed at the next meeting)

Date: Thursday, 20 July 2023

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor Ms F Burgess (Chairman)

Councillor R Bird (Vice-Chairman)

Councillors: Mrs T L Ellis, H P Davis, D J Hamilton and M R Daniells
(deputising for S D Martin)

**Also
Present:**

1. APOLOGIES

An apology of absence was received from Councillor S D Martin.

2. MINUTES

RESOLVED that the Minutes of the Audit and Governance Committee meeting held on the 13 March 2023 be agreed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made the following announcement: -

Members of the Committee will recall that the Council challenged the External Audit fees for 2020/21. I am happy to report that following a review by the PSAA, the audit fee variation has been approved. The fee variation originally proposed by EY was £49,827, and following the review was reduced by £16,278 to £33,549. With the scale fee being £37,137, the total audit fee for 2020/21 was reduced to £70,686.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

There were no declarations of interest made at this meeting.

5. DEPUTATIONS

No deputations were received at the meeting.

6. COUNTER FRAUD ANNUAL REPORT

The Committee received a report from the Neighbourhood Manager on the Counter Fraud Annual Report which provided an update to the Committee on the counter fraud work carried out in the last 12 months including the numbers and outcomes of fraud cases.

Members asked questions for clarification on various sections of the report to gain a greater understanding of the policies and measures in place to protect the Council against fraud. Members of the Committee asked about the empty properties within the Borough and how these are checked to avoid owners fraudulently claiming for grants and benefits on properties they don't occupy. Officers explained that this is a challenge and although duplicate claims are identified via mandatory data matching exercises, the fraud team are heavily reliant on people reporting empty properties to them.

RESOLVED that the Audit and Governance Committee note the contents of the report.

7. HEAD OF INTERNAL AUDITS QUARTERLY REPORT

The Committee received the Head of Internal Audits Quarterly Report from Mark Somerset, Audit Manager from the Council's audit partners at Portsmouth City Council. The report provided an update on the progress being made with setting and delivering the audit plans.

RESOLVED that the Audit and Governance Committee notes the progress and findings arising from Internal Audit work.

8. ANNUAL GOVERNANCE STATEMENT

The Committee received a report by the Head of Finance and Audit on the Annual Governance Statement, which brings the 2022/23 Annual Governance Statement for member approval before publishing with the Statement of Accounts.

RESOLVED that the Committee: -

- a) approved the Annual Governance Statement for 2022/23, as attached at Appendix C of the report; and
- b) considered any changes required.

9. HEAD OF INTERNAL AUDITS ANNUAL OPINION

The Committee received a report on the Head of Internal Audits Annual Opinion which sets out the Internal Audit coverage, findings and performance for 2022/23. Elizabeth Goodwin from the Internal Audit Partners at Portsmouth City Council delivered the report to the Committee.

Members queried the contents of Table 2 at paragraph 13 of the report. Although the information is to provide a comparison on the implemented recommendations from previous year, Members asked that more detail be provided in future reports to allow Members a greater understanding as to what type of recommendations were implemented, closed or in progress each year as a comparison.

The report contained details on the Council's annual review of the partnership governance arrangements. Members of the Committee asked for assurances as to the Council's commitment to the various partnerships. Officers explained that all the partnerships have robust constitutional or contract agreements in place that protect the Council should it wish to cease arrangements.

RESOLVED that the contents of the report are noted as a source of evidence for the 2022/23 Annual Governance Statement.

10. MONITORING OFFICER REPORT

The Committee received the Monitoring Officer Report which seeks to update Members on a variety of assurances which are within the functions of the Audit and Governance Committee that do not require a full report in their own right.

RESOLVED that the Audit and Governance Committee: -

- a) notes the contents of Part One of the report;
- b) considers the matters for endorsement in Part Two of the report; and
- c) recommends that Council endorses the: -
 - i. changes to the Petition Scheme as set out in Appendix B;
 - ii. changes to Part 3, Chapter 5 - Decision Making by Individual Members of the Executive and Key Decisions by Officers set out in Appendix C; and
 - iii. revisions to Part 6 – Scheme of Delegation to Individual Members of the Executive.

(The meeting started at 6.00 pm
and ended at 6.51 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Daedalus Scrutiny Panel (to be confirmed at the next meeting)

Date: Monday, 17 July 2023

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor S Dugan (Chairman)

Councillor (Vice-Chairman)

Councillors: Mrs S M Bayford, J M Englefield, M J Ford, JP and Mrs P Hayre

**Also
Present:**



1. APOLOGIES FOR ABSENCE

Apologies of absence were received from Councillors Mrs Needham and Mrs Mandry, and an apology of absence was also received from Mr Jonathan Butts.

2. MINUTES

RESOLVED that the minutes of Daedalus Scrutiny Panel meeting held on 19 June 2023 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements made at this meeting.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTION

There were no declarations of interest made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. SOLENT AIRPORT ANNUAL REPORT 2022-23

The Panel received a presentation from Marshall Barrand, Project Director from Regional and City Airports Ltd (RCA) on the Annual Report of the Airport performance for 2022/23.

Members asked questions following the presentation, with many of the questions focusing on the strategy to attract a greater variety of aviation customers to the airport and the likely impact of the introduction of Aeronautical Ground Lighting (AGL).

Several members also asked questions regarding international flights and whether these are anticipated to increase in the coming years. Mr Barrand addressed the Panel to explain that there is no way to predict this, and it will very much depend on the facilities on offer at the airport and the purpose of the flights. He explained that the majority of the international flights at present are business related travel, with many of the tenants at the airfield having companies abroad that they will fly to.

RESOLVED that Marshall Barrand be thanked for his informative presentation.

7. FAREHAM INNOVATION CENTRE: 2022-2023 ANNUAL REPORT

The Panel received a presentation from Stephen Brownlie, Centre Director and Daniel Belton, Innovation Director of Fareham Innovation Centre on the performance of the Innovation Centre from 2022/23.

Members asked questions following the presentation on what work is being undertaken to encourage businesses to remain within the Borough once they move on from the Innovation Centre. Mr Brownlie confirmed that they work closely with the Head of Strategic Sites to identify any suitable business premises within the Borough where these companies can relocate to.

Councillor Mrs Bayford enquired about the waiting list for workshop spaces, and what is being done to address this problem. The Head of Strategic Sites confirmed that investments to address this at Daedalus are being considered and may come forward in the Capital Programme in due course.

RESOLVED that Stephen Brownlie and Daniel Belton be thanked for their informative presentation.

8. OPPORTUNITIES PLAN

The Panel received a presentation from the Policy, Research and Engagement Manager on the Opportunities Plan 2023-2027. (The presentation is appended to these minutes).

Members noted the information in the presentation and the projects that are being considered in year one of the plan and asked questions on the proposals that have been put forward.

RESOLVED that having asked questions and made comments on the proposals for consideration, the Daedalus Scrutiny Panel notes the content of the presentation.

9. EXECUTIVE BUSINESS

The Panel considered the Executive items of business which falls under the remit of the Policy and Resources Portfolio, specifically in relation to Daedalus, including Executive Member decisions and Officer delegated decision, that have taken place since the last meeting of the Panel.

The Panel considered the decisions at item 9(1) and 9(2) of the agenda.

RESOLVED that the Daedalus Scrutiny Panel considered the following items of Business.

(1) CONFIDENTIAL - Sale of Development Land at Faraday Business Park (South)

The Panel confirmed that it had questions on this item, so the Panel resolved to move into private session.

RESOLVED that the public and representatives of the press for this item on the grounds that the matters to be dealt with will involve the likely disclosure of exempt information, as defined in Paragraph 3, Part 1 of Schedule 12A of the Local Government Act 1972.

After Members had asked questions of Officers on this item, they resolved to move back into public session.

(2) Solent Airport Investment Programme

No comments were received.

10. SCRUTINY PRIORITIES

The Head of Strategic Sites addressed the Panel on this item and advised the members that, following consultation with the Chairman, it has been agreed that there will be a new standing item on the Daedalus Scrutiny Panel agenda, which will be titled Daedalus Update. It has been acknowledged that Daedalus is constantly changing and evolving which can be difficult for members to keep updated on. Therefore, it is proposed that this item will be a verbal update by the Head of Strategic Sites to give members an overview of any changes, progress etc on the Daedalus site.

(The meeting started at 6.00 pm
and ended at 7.34 pm).