

# FAREHAM

## BOROUGH COUNCIL

### Report to Scrutiny Board

**Date**                    **17 March 2016**

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

**Subject:**              **FINAL REVIEW OF WORK PROGRAMME 2015/16 AND DRAFT  
WORK PROGRAMME 2106/17**

#### **SUMMARY**

At its meeting on 14 January 2015, the Board received a report which gave preliminary information to assist the end of year review of the work programme of the Board. Members also received the first draft of the proposed work programme for 2016/17.

#### **RECOMMENDATION**

This report now invites the Board to:-

- (a) review the outcome of the work programme of the Scrutiny Board for 2015/16;
- (b) inform the Council of the Board's view on the outcome of the call-in arrangements for 2015/16;
- (c) agree a provisional work programme of the Board for 2016/17; and
- (d) submit the provisional work programme of the Board for 2016/17 to the Council.

## **INTRODUCTION**

1. At the meeting of the Board in January, members received some preliminary information to assist in the end of year review of the work programme of the Board. This is the last cycle of meetings for this year and the Board is invited to finalise its review of this year's work and consider the draft work programme for 2016/17.

## **THE BOARD'S TERMS OF REFERENCE**

2. Under its terms of reference, the Scrutiny Board is responsible for:-
  - maintaining and overview of the discharge of the Council's Executive functions;
  - exercising the right to call-in, for reconsideration, any decisions made but not yet implemented by the Executive (and individual Executive members) or key decisions made by officers in exercise of their delegate powers;
  - reviewing and/or scrutinising and decisions made or actions taken in connection with the performance of any of the Council's functions;
  - reviewing and/or scrutinising any matter affecting the strategic plans and financial affairs of the Council; and
  - considering matters affecting the area or local people and, in so doing, reviewing and scrutinising the performance of other public bodies in the area or referring such scrutiny to the relevant Review Panel.

## **SCRUTINY BOARD WORK PROGRAMME – CURRENT YEAR 2015/16**

3. Appendix A contains details of the current year's work programme, for review by the Board. As this is the last meeting of the municipal year, the outcomes of items on this meeting's agenda are obviously not referred to in the schedule.
4. The Board is reminded that there have not been any call-in this year.
5. As the call-in procedure is operating satisfactorily, there is no reason to suggest that the arrangements should be amended and it is recommended that the Council be advised accordingly.

## **SCRUTINY BOARD WORK PROGRAMME – NEXT YEAR 2016/17**

6. Appendix B sets out as a preliminary draft work programme, details of the general business of the Board, which it is known, at this stage, will arise during the course of the coming year. As the Council has decided on the dates for meetings, these have been included in the schedule. It is for members to decide whether they are in agreement with the scheduling of these general matters, having taken account of any other proposed items put forward by the Board.
7. It is also for the Board to consider whether any review of items under the Council's policy framework would be included in the 2016/17 programme. Appendix C contains a list of the plans and strategies currently contained in the Council's policy framework.
8. In connection with next year's programme, members will recall that in January they considered a list of external agencies operating in the Borough and decided that

members of the Board e-mail the Chairman with any suggested external reviews that it might wish to carry out during 2016/17, for consideration at its meeting in March 2016.

## **RISK ASSESSMENT**

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

## **CONCLUSION**

10. To summarise, the Board is now invited to:-

- (i). review the outcome of the Board's own work programme for the current year 2015/16;
- (ii). inform the Council of the Board's view on the outcome of the call-in arrangements for 2015/16; and
- (iii). Approve the provisional work programme of the Board for next year 2016/17, taking account of the following:-
  - (a) General business;
  - (b) Training and programming issues;
  - (c) Any scoping studies;
  - (d) The policy framework;
  - (e) The Executive two year work programme;
  - (f) Any additional matters put forward by the Board/members; and
  - (g) Advise the Council accordingly.

## **Background Papers:**

## **Reference Papers:**

## **Enquiries:**

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

## SCRUTINY BOARD – DRAFT WORK PROGRAMME 2015/16

DATE	SCRUTINY BOARD ITEM
21 May 2015	CANCELLED
25 June 2015	<p>Review of the Work Programme 2015/16</p> <p>Scoping Report on questions and answer session with Solent Local Enterprise Partnership</p> <p>Annual Report on the Performance of the Fareham Community Safety Partnership</p>
17 September 2015	<p>Review of draft Medium Term Finance Strategy</p> <p>Review of the Work Programme 2015/16</p> <p>Receive minutes of meetings of Policy Development and Review Panels</p>
19 November 2015	<p>Question and Answer session with Solent Local Enterprise Partnership</p> <p>Review of the Work Programme 2015/16</p> <p>Receive Minutes of Meetings of Policy Development and Review Panels</p>
14 January 2016	<p>Presentation by, and questioning of, the Executive Member for Public Protection</p> <p>Preliminary Overall Review of Work Programme 2015/16 and Draft 2016/17</p> <p>Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2016/17</p> <p>Housing Revenue Account Budget and Capital Plans 2016/17</p> <p>Receive Minutes of Meetings of Policy Development and Review Panels</p> <p>Review of Licensing Policy</p>
17 March 2016	<p>Presentation by, and Questioning of, the Executive Member for Streetscene</p> <p>Final Review of Work Programme for 2016/16 and Draft Work Programme for 2016/17</p>

	Receive Minutes of Meetings of Policy Development and Review Panels
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Items to be assigned:

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



			<p>from the Health and Housing Policy Development and Review panel meeting on 28 May 2015 relating to the scrutiny of the health service (minute 2(a) and (b) refer) was being held in abeyance pending the Chairman of the Panel's meeting with representatives of the Clinical Commissioning Group on 15 July 2015;</p> <p>(d) it be noted that details of the next two year programme of question and answer sessions with individual members of the Executive, which was due to commence at the meeting on 19 November 2015, would be reported to the next meeting of the Board on 17 September 2015;</p> <p>(e) subject to (b), (c) and (d) above, the work programme for 2015/16, as shown in Appendix B to the report, be confirmed; and</p> <p>(f) any possible additional items for inclusion on the work programme be e-mailed to the Chairman, with a copy to the Director of Finance and Resources.</p>	<p>23 July 2015 the Panel's Chairman reported on his meeting with the CCG. (Minute 6 refers) The reference from the Panel to the Scrutiny stands deferred.</p> <p>(d) See Appendix A above – arrangements for 2016/17 onwards subject to confirmation once meeting dates have been agreed.</p> <p>Ongoing</p>	<p>George</p> <p>Andrew Wannell</p> <p>Andrew Wannell</p>
	Annual Report on the Performance of the Community Safety Partnership		Councillor Price declared a non-pecuniary interest in this item, stating that he was a member of Fareham Community Safety Partnership, representing Hampshire Fire and Rescue Authority. Councillor Price indicated that, having consulted the Council's Monitoring Officer, he would remain in the room but		Narinder Bains

			<p>that he would not participate in the discussion relating to this item.</p> <p>The Board considered a report by the Director of Community on the Performance of the Fareham Community Safety Partnership.</p> <p>The Community Safety Manager presented the report and answered members' questions thereon.</p> <p>It was AGREED that:-</p> <ul style="list-style-type: none"><li>(a) the performance and progress made by Fareham's Community Safety Partnership and the risks and challenges it faces in the future be noted;</li><li>(b) with reference to paragraph 29 of the report, the officers be requested to look into supplementing the information concerning the Prevent initiative supplied to members via their newsletter and to Community Centre leaders on leaflet form by arranging training sessions; and</li><li>(c) that all the officers concerned with community safety be congratulated on and thanked for the excellent work that they do with the extremely limited resources available.</li></ul>		
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	Proposed Question and Answer Session with Solent Local Enterprise Partnership		<p>The Board was invited to give consideration to the nature of questions to be asked at the proposed question and answer session with the Solent Local Enterprise Partnership. A scoping report prepared by the Director of Finance and Resources was circulated to those present to assist members with their deliberations.</p> <p>It was AGREED that:-</p> <p>(a) the proposed review of the Solent Local Enterprise Partnership be carried out in accordance with the scoping report circulated and attached as Appendix A to these minutes; and</p> <p>(b) for the future, consideration be given to requesting that the Executive Leader include an update on the Solent Local Enterprise Partnership in the announcements he makes at Council meetings.</p>	<p>Anne-Marie Mountifield the Chief Executive of the Solent LEP, will attend the meeting of the Board on 19 November 2015 (she is unable to attend on 17 September 2015). The work programme shown in Appendix A above has been amended accordingly.</p>	Andrew Wannell
23 September 2015	Minutes – Policy Development and Review Panels	monitoring	<p>The Board was asked to receive the minutes of Policy Development and Review Panels held since 18 June 2015 (minute 16 of the Council held on 18 June 2015 refers). It was noted that the Chairman had sent an e-mail to all members of the Council reminding them</p>		

			<p>of the Council's decision and that, if they did not attend the meeting, they could e-mail questions about the minutes to him by 18:00 hours on the day before the day of the meeting. It was further noted that the Chairman had not received any such questions.</p> <p>(i) <u>Streetscene PDR Panel 16/7/15</u></p> <p>The Chairman of the Streetscene Policy Development and Review Panel, Councillor L Keeble, was invited to present the minutes of the meeting held on 16 July 2015.</p> <p>It was AGREED that the minutes be received.</p> <p>(ii) <u>Health and Housing PDR Panel 23/7/15</u></p> <p>The Chairman of the Health and Housing Policy Development and Review Panel, Councillor B Bayford, was invited to present the minutes of the meeting held on 23 July 2015.</p> <p>It was AGREED that:-</p> <p>(a) the Council be advised of the Board's view of the importance of district council involvement in health matters despite the official responsibility lying with the County Council and its</p>		<p>Paul Doran</p> <p>Martyn George</p>
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			<p>concern that the proposed revised senior management structure does not identify a senior officer with responsibility for health matters; and</p> <p>(b) the minutes be received.</p> <p>(iii) <u>Public Protection PDR Panel 28/7/15</u></p> <p>The Chairman of the Public Protection Policy Development and Review Panel, Councillor Mrs M E Ellerton, was invited to present the minutes of the meeting held on 28 July 2015.</p> <p>It was AGREED that the minutes be received.</p>		Martyn George
	Review of the Board's Work Programme	Review	<p>The Board considered a report by the Director of Finance and Resources on its work programme for 2015/16.</p> <p>It was reported that the Chief Executive Officer had received a letter from the Chief Officer of Hampshire Fire and Rescue Service offering to provide a direct briefing on the proposals for reform to the Fire and Rescue Service in response to the financial challenges faced by the service and to adapt to the needs of the community.</p> <p>It was AGREED that:-</p> <p>(a) the Chief Officer of Hampshire Fire and Rescue Service be invited to attend the meeting on 19</p>	<p>(a) Item added to the work programme for 19 November 2015.</p>	Andrew Wannell

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

<p><b>19 November 2015</b></p>	<p>Question and Answer Session with Solent Local Enterprise Partnership</p>	<p>Scrutiny</p>	<p>The Board received a presentation from Mrs Anne-Marie Mountifield the Chief Executive of Solent Local Enterprise Partnership (Solent LEP) on an overview of the LEP, its achievements so far and the challenges for the future.</p> <p>Members were also given the opportunity to put any questions they had regarding the work of the Solent LEP to Anne-Marie Mountifield.</p> <p>At the invitation of the Chairman, Councillor Mrs K K Trott addressed the Board on this item.</p> <p>It was AGREED that the Board thank Anne-Marie Mountifield for her extremely informative presentation and for answering the Board's questions.</p>	<p>complete</p>	<p>Andrew Wannell</p>
	<p>Minutes of Meetings of Policy Development and Review Panels</p>	<p>monitoring</p>	<p>The Board was asked to receive the minutes of the Policy Development and Review Panels held since 28 July 2015.</p> <p><b>(1) Minutes of meeting Wednesday, 29 July 2015 of Leisure and Community Policy Development and Review Panel</b></p> <p>The Chairman of the Leisure and Community Policy Development and Review Panel, Councillor Mrs C L A Hockley was invited to review the minutes of the meetings held on 29 July 2015.</p>		<p>Paul Doran</p>



		<p>Development Policy Development and Review Panel, Councillor N J Walker was invited to review the minutes of the meeting held on 14 September 2015.</p> <p>It was AGREED the minutes be received.</p> <p><b>(5) Minutes of meeting Thursday, 24 September 2015 of Health and Housing Policy Development and Review Panel</b></p> <p>The Chairman of the Health and Housing Policy Development and Review Panel, Councillor B Bayford was invited to review the minutes of the meeting held on 24 September 2015.</p> <p>It was AGREED the minutes be received.</p> <p><b>(6) Minutes of meeting Thursday, 22 October 2015 of Streetscene Policy Development and Review Panel</b></p> <p>The Chairman of the Streetscene Policy Development and Review Panel, Councillor L Keeble was invited to review the minutes of the meeting held in 22 October 2015.</p> <p>Councillor Keeble referred to minute item 6 which mentioned a report/presentation on Project Integra to come to either the Streetscene Panel or the Scrutiny Board.</p>		Paul Doran
				Paul Doran

			<p>Members agreed that it would be added onto the Scrutiny Board Work Programme.</p> <p>It was AGREED the minutes be received.</p> <p><b>(7) Minutes of meeting Tuesday, 3 November 2015 of Planning and Development and Review Panel</b></p> <p>The Vice-Chairman of the Planning and Development Policy Development and Review Panel, Councillor N J Walker was invited to review the minutes of the meeting held on 3 November 2015.</p> <p>It was AGREED the minutes be received.</p> <p><b>(8) Minutes of meeting Wednesday, 4 November 2015 of Leisure and Community Policy Development and Review Panel</b></p> <p>The Chairman of the Leisure and Community Policy Development and Review Panel, Councillor Mrs C L A Hockley was invited to review the minutes of the meeting held on 4 November 2015.</p> <p>It was AGREED the minutes be received.</p>		<p>Richard Jolley</p> <p>Paul Doran</p>
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	Review of the Board's Work Programme		<p>The Board considered a report by the Director of Finance and Resources on its work programme for 2015/16.</p> <p>Members discussed the option of including a presentation on Project Integra into the current work programme but it was felt that the work programme for 2015/16 was already very full and therefore it was agreed to add this item into the May 2016 meeting.</p> <p>It was AGREED that the Work Programme for 2015/16 be approved.</p>	complete	Andrew Wannell
<b>14 January 2016</b>	Preliminary Overall Review of Work Programme 2015/16 and Draft Work Programme 2016/17		<p>The Board considered a report by the Director of Finance and Resources which reviewed the Board's work programme for 2015/16 and draft work programme for 2016/17.</p> <p>The Director of Finance and Resources invited members to put forward suggestions for the 2016/17 work programme. The following suggestions were received:</p> <ul style="list-style-type: none"> <li>• An Update on Hampshire Cultural Trust</li> <li>• Youth Service Review</li> <li>• Adult Services Review</li> <li>• An Update on One Community</li> <li>• Project Integra</li> <li>• PUSH Review</li> </ul> <p>It was AGREED that the Board:-</p>		Andrew Wannell

			<p>(a) approves the work programme for 2015/16; and</p> <p>(b) approves the addition of the items listed above to be added to the 2016/17 work programme.</p>		
	<p>Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2015/16</p>		<p>The Board considered a report by the Director of Finance and Resources on the Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2015/16.</p> <p>The Board was informed that since the publication of the report, the figures on page 39 that relate to littering and fouling have now changed with the proposed fee for Dropped Litter being £80.00 and the proposed fee for Fouling of Land being £100.00.</p> <p>The Board recommended that further clarification be provided to explain what the unallocated fees that are shown throughout the report are for. The Director of Finance and Resources provided more detail on these figures.</p> <p>It was AGREED that, subject to the further clarification be added to the Executive report to explain the unallocated fees, the Executive notes the Board's approval of the report.</p>	<p>At the meeting of the Executive on 8 February 2016:</p> <p><b>7(1)</b> Scrutiny Board 14 January 2016:</p> <p><u>Minute 11(2) – Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2016/17</u></p> <p>RESOLVED that the Executive approves the following proposals and recommends them to the meeting of the Council to be held on 19 February 2016:</p> <p>(a) the capital programme and financing of £36,959.00;</p> <p>(b) an overall revised revenue budget for 2015/16 of £9,174,600;</p>	<p>Neil Wood</p>

				<p>(c) a revenue budget for 2016/17 of £8,829,400; and</p> <p>(d) a council tax for Fareham Borough Council for 2016/17 of £145.22 per band D property, which represents a £5.00 increase when compared to the current year.</p>	
	<p>Presentation by, and Questioning of, the Executive Member for Public Protection</p>		<p>The Board received a presentation by Councillor T Cartwright, the Executive Member for Public Protection, on the service areas that fall within the Public Protection remit.</p> <p>The presentation gave an overview of each service area within Public Protection and an explanation on how the services were performing. These Services included:</p> <ul style="list-style-type: none"> <li>• The Environmental Health Partnership Working between Fareham and Gosport</li> <li>• Air Quality</li> <li>• Contaminated Land</li> <li>• Pollution</li> <li>• Dog Control</li> <li>• Pest Control</li> <li>• Food Safety</li> <li>• Out of Hours Service</li> <li>• Community Safety Partnership</li> </ul>	<p>Completed</p>	<p>Andrew Wannell</p>

			<ul style="list-style-type: none"><li>• Successful Initiatives</li><li>• Corporate Health and Safety</li><li>• CCTV</li><li>• Parking Enforcement</li><li>• Traffic Management</li><li>• Emergency Planning</li><li>• General Duties of Out of Hours</li><li>• Abandoned Vehicles</li><li>• Fly Tipping</li><li>• Dog Fouling</li></ul> <p>At the invitation of the Chairman, Councillor Mrs Trott addressed the Board on this item. She informed the Board that she had recently attended a Tenants Forum meeting and that an issue had arisen surrounding parking on Housing Land. Several tenants have asked if the Council could introduce a parking permit scheme on Council Housing Estates. The Executive Member for Public Protection explained to the Board that this has been reviewed previously and it was decided that it was not financially viable for the Council to do and many Council tenants would struggle to pay the additional costs that a permit scheme would incur.</p> <p>It was AGREED that the Executive Member for Public Protection be thanked for his informative presentation.</p>		
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	<p>Housing Revenue Account Budget and Capital Plans 2016/17</p>		<p>The Board considered a report by the Director of Finance and Resources on the Housing Revenue Account Budget and Capital Plans 2016/17.</p> <p>It was AGREED that the Board recommends to the Executive the proposals as set out in Appendix A of the report.</p>	<p>At the meeting of the Executive on 8 February 2016:</p> <p><b>7(2)</b> Scrutiny Board 14 January 2016:</p> <p><u>Minute 11(1) – Housing Revenue Account Budget and Capital Plans 2016/17</u></p> <p>RESOLVED that the Executive agrees to recommend to Council that:</p> <p>(a) rents be approved for Council Dwellings as set out in paragraph 10 with effect from 4 April 2016;</p> <p>(b) rents for Council garages be increased by 5% with effect from 4 April 2016;</p> <p>(c) discretionary fees and charges be increased to provide a minimum increase of 5%, where possible, with effect from 4 April 2016;</p>	<p>Kevin Golledge</p>
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				<p>(d) the revised budget for 2015/16 be approved;</p> <p>(e) the base budget for 2016/17 be approved;</p> <p>(f) the capital programme and financing for 2015/16 to 2019/20 be approved; and</p> <p>(g) annual budgets and assumptions are set with the aim of ensuring sufficient surpluses are held to repay debt on the date of maturity of each loan.</p>	
	Review of Licensing Policy		<p>The Board considered a report by the Director of Planning and Regulation on a review of the Licensing Policy.</p> <p>The Board commented that the policy document was very clear and easy to read and understand.</p> <p>It was AGREED that the Board recommends the Executive approve the Licensing Policy as set out in Appendix A of the report.</p>	<p>Report was presented back to the Licensing and Regulatory Affairs Committee on 3 February 2016.</p> <p>RESOLVED that the Committee recommend the draft policy to the Executive so that it may be recommended to Full Council for approval.</p>	Ian Rickman

## SCRUTINY BOARD – DRAFT WORK PROGRAMME 2016/17

DATE	SCRUTINY BOARD ITEM
19 May 2016	Review of Work Programme 2016/17 Presentation from Head of Project Integra
23 June 2016	Review of Work Programme 2016/17 Presentation by, and questioning of, the Executive Member for Health and Housing Annual Review of Community Safety Partnership
15 September 2016	Review of Work Programme 2016/17 Review of the Medium Term Finance Strategy
24 November 2016	Review of Work Programme 2016/17 Presentation by, and questioning of, the Executive Member for Leisure and Community
12 January 2017	Preliminary Review of Work Programme 2016/17 and Draft Work Programme 2017/18 Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2017/18 Housing Revenue Account Budget and Capital Plans 2017/18
16 March 2017	Final Review of Work Programme 2016/17 and Draft Work Programme 2017/18 Presentation by, and questioning of, the Executive Member for Planning and Development

Items to be assigned:

**FAREHAM BOROUGH COUNCIL**

**POLICY FRAMEWORK**

Under the Constitution, the plans and strategies to be adopted or approved by the full Council are:-

- (a) Sustainable Community Strategy;
- (b) Housing Strategy;
- (c) Food Safety Service Plan;
- (d) Licensing Policy;
- (e) Development Plan:
  - Fareham Core Strategy
  - Fareham Borough Local Plan Review 2000
- (f) Community Safety Strategy;
- (g) Corporate Strategy.