

Appendix B – Significant Partnership Governance

Eastern Solent Coastal Partnership
Key Officer: Richard Jolley (Director of Planning and Regeneration)
Type of Partnership: Public to Public
Partners: Portsmouth City Council, Havant Borough Council and Gosport Borough Council
Officer Time (Estimated) committed to management of the Partnership
Approximately 60 hours per year by the Director of Planning and Regeneration, with other FBC internal support from Finance and Audit approximately 25 hours per year.
Does the Partnership have a Terms of Reference or agreement? When was it last reviewed?
Originally formed in 2012, an updated partnership 'shared service' agreement was signed in 2020.
Officer Involvement in the Partnership
Director of Planning and Regeneration represents FBC on the Client Manager Board that oversees that governance of the Partnership, agreeing budgets and priorities. Other input as appropriate and as required from FBC Finance, Procurement, Audit and Communications.
Member involvement in the Partnership
A Member board is in place which meets at least biannually. The board is made up of Cabinet or Portfolio leads from each partner authority and although non-decision making, they are briefed on the budget, staff changes and the ongoing work of the partnership. The Portfolio Holder, Planning and Development Panel and Executive receive briefing and papers from the Partnership as appropriate on business relating to the FBC coastline.
Are there any other governance arrangements in place? (e.g. risk registers, financial protocols, committees, boards, public consultation or feedback)
The Partnership is governed by a Client Manager Board for setting budgets and agreeing priorities; FBC has a 14% share. The Partnership agreement (schedule 1) also contains a financial protocol. The Partnership has a risk register. The Partnership produces reports to measure progress with the most recent edition available online https://online.flipbuilder.com/bfwa/jjrf/mobile/index.html . The Partnership receives an annual financial audit from Portsmouth City Council and Client Manager Board can also determine to carry out a more general service audit. Executive reports are produced as appropriate to FBC coastal initiatives and general progress reports has been undertaken through the Planning and Development Panel when requested. Public consultation events are also arranged in line with project deliverables.
Is the partnership itself or any of the partners subject to any external assurances?
The accounts of the partnership are produced and audited by Portsmouth City Council and they have been requested to complete the financial audits up to 2019/20. Any projects that benefit from Grant Aid are subject to scrutiny from the Environment Agency and potentially external audit.

Fareham Community Safety Partnership
Key Officer: Narinder Bains (Community Safety Manager)
Type of Partnership: Public to Public
Partners: Hampshire County Council, Hampshire Fire and Rescue, Hampshire Police, National Probation Service, CCG and others.
Officer Time (Estimated) committed to management of the Partnership
Community Safety Manager's entire role facilitates and delivers the objectives of the Community Safety Partnership.
Does the Partnership have a Terms of Reference or agreement? When was it last reviewed?
Yes, reviewed in 2018.
Officer Involvement in the Partnership
Community Safety Manager and Democratic Services.
Member involvement in the Partnership
A Member is currently the Chairman of the partnership board which meets at least annually. Elements of the work of the partnership are brought to the Health and Public Protection Panel.
Are there any other governance arrangements in place? (e.g. risk registers, financial protocols, committees, boards, public consultation or feedback)
No further internal governance.
Is the partnership itself or any of the partners subject to any external assurances?
Partners are subject to external assurances: Police - Annual Police effectiveness, efficiency and legitimacy (PEEL) assessment (2018/19 rated Good in the three areas reviewed, reducing crime, operating efficiently, treating the public and workforce legitimately) Hampshire County Council - S.11 Audit County Strategy Group and Prevent Board

Fareham, Gosport and Portsmouth Building Control Partnership
Key Officer: John Shaw (Head of Building Control)
Type of Partnership: Public to Public
Partners: Portsmouth City Council and Gosport Borough Council
Officer Time (Estimated) committed to management of the Partnership
The FBC Client Manager, Director of Planning and Regeneration, estimates approximately 2 hours per week.
Does the Partnership have a Terms of Reference or agreement? When was it last reviewed?
Yes, originally signed in 2002, it was amended in 2016 to reflect that Portsmouth City Council had joined the partnership. The agreement is currently under review to reflect a new financial management system.
Officer Involvement in the Partnership
The Director of Planning and Regeneration is the FBC Client Manager for the partnership and FBC are the host authority for employment of all staff. FBC provides HR, payroll, finance, ICT and main officer accommodation for the partnership.
Member involvement in the Partnership
A member from FBC sits on the Partnership Panel which meets at least twice a year.
Are there any other governance arrangements in place? (e.g. risk registers, financial protocols, committees, boards, public consultation or feedback)
All governance arrangements are detailed in the legal agreement and memorandum of understanding signed by all three authorities.
Is the partnership itself or any of the partners subject to any external assurances?
The Partnership is registered as a surveying practice with the Royal Institute of Chartered Surveyors (RICS) and is governed by their ethical and practice standards detailed in the RICS Code of Conduct. The Partnership also operates an ISO 9001 Quality Management system which is subject to a biannual audit by the BSI. Formal auditing of the Partnership is now the responsibility of Portsmouth City Council.

Fareham and Gosport CCTV Partnership
Key Officer: Sarah Robinson (Director of Support Services) and Mark Adams (CCTV Services Officer)
Type of Partnership: Public to Public
Partners: Gosport Borough Council
Officer Time (Estimated) committed to management of the Partnership
15 hours per week.
Does the Partnership have a Terms of Reference or agreement? When was it last reviewed?
Yes, the latest version is dated October 2019.
Officer Involvement in the Partnership
CCTV Services Officer attends meetings with contractors and monitors performance. Also carries out audits at control room and ensures compliance with legislation. The officer presents reports at partnership meetings and also processes any requests for footage from other agencies and FOI requests.
Member involvement in the Partnership
FBC has a nominated Member that attends partnership meetings. Meetings cover various aspects such as the future of the partnership, successes, an annual review as well as supplier performance.
Are there any other governance arrangements in place? (e.g. risk registers, financial protocols, committees, boards, public consultation or feedback)
The Partnership meets no less than six monthly and may call a special meeting at any time. Minutes are required to be kept of all proceedings at meetings and any sub-groups. A risk register is also kept along with business continuity plans. The partnership reviews the Terms of Reference on an annual basis.
Is the partnership itself or any of the partners subject to any external assurances?
The service was subject to an internal audit as part of the 2019/20 Gosport Borough Council Audit Plan.

Fareham and Gosport Environmental Health Partnership
Key Officer: Ian Rickman (Head of Environmental Health)
Type of Partnership: Public to Public
Partners: Gosport Borough Council
Officer Time (Estimated) committed to management of the Partnership
10% of the Head of Environmental Health's time is spent managing the partnership.
Does the Partnership have a Terms of Reference or agreement? When was it last reviewed?
A Service Level Agreement was signed in 2015 and is in the process of being reviewed.
Officer Involvement in the Partnership
The Head of Environmental Health manages the day to day operation of the partnership, which is overseen by the Director of Leisure and Community. Both attend the Partnership Panel meetings mentioned below.
Member involvement in the Partnership
A Partnership Panel meets approximately twice a year and is attended by a Member from Fareham Borough Council. An annual update on the progress of the partnership is provided by Ian Rickman to the Licensing Committee/Health and Public Protection Scrutiny Panel.
Are there any other governance arrangements in place? (e.g. risk registers, financial protocols, committees, boards, public consultation or feedback)
Management, financial, audit and performance arrangements are all detailed in the partnership agreement.
Is the partnership itself or any of the partners subject to any external assurances?
Audit is undertaken in conjunction with Portsmouth City Council. Internal audits are also carried out on specific services delivered by the partnership, either by the Fareham Borough Council or Gosport Borough Council audit teams.

Internal Audit Partnership
Key Officer: Elaine Hammell (Head of Finance and Audit)
Type of Partnership: Public to Public
Partners: Portsmouth City Council
Officer Time (Estimated) committed to management of the Partnership
2 hours per month.
Does the Partnership have a Terms of Reference or agreement? When was it last reviewed?
Yes, a 5-year agreement was signed in 2017. This expires on 31 st March 2022.
Officer Involvement in the Partnership
The Head of Finance and Audit is in regular contact with the partners and has formal progress meetings with the partnership lead contacts every quarter. The Head of Finance and Audit leads on setting the work to be delivered by the partnership each year, and a member of the in-house audit team is allocated to support the partner auditor leading on each individual assignment.
Member involvement in the Partnership
Audit progress is reported at each Audit and Governance Committee meeting, where members of the committee have the opportunity to scrutinise both progress against the Audit Plan and the individual audit results. The Audit Manager from Portsmouth City Council attends the Audit Committee to answer any queries.
Are there any other governance arrangements in place? (e.g. risk registers, financial protocols, committees, boards, public consultation or feedback)
Work completed by the partnership feeds into the Annual Audit Opinion and Annual Governance Statement
Is the partnership itself or any of the partners subject to any external assurances?
Portsmouth City Council's Internal Audit team were subject to an independent review on compliance with Public Sector Internal Audit Standards in June 2018 that found them to be compliant.

Partnership for South Hampshire (PfSH)
Key Officer: Gayle Wootton (Head of Planning Strategy and Economic Development)
Type of Partnership: Public to Public
Partners: Portsmouth City Council, Southampton City Council, Hampshire County Council, Eastleigh Borough Council, East Hampshire District Council, Gosport Borough Council, Havant Borough Council, New Forest National Park Authority, New Forest District Council, Test Valley Borough Council and Winchester City Council
Officer Time (Estimated) committed to management of the Partnership
Approximately half a day per week on PfSH matters, including meeting attendance, liaison with other members and preparation for meetings.
Does the Partnership have a Terms of Reference or agreement? When was it last reviewed?
Yes, signed in 2014.
Officer Involvement in the Partnership
Principally the Head of Planning Strategy and Economic Development and the Principal Planner (Strategy and Regeneration) are involved in PfSH work, focussed around the new Statement of Common Ground. The Principal Planner's involvement will increase as the work on the Employment and Transport themes increase. The Director of Planning and Regeneration and the Chief Executive Officer attend the PfSH CX meetings and Joint Committee, which take place quarterly.
Member involvement in the Partnership
The current Chairman of PfSH and the Joint Committee is the Leader of Fareham Borough Council. PfSH also has an Overview and Scrutiny Committee which is attended by a Member from Fareham. Meeting minutes are available on the PfSH website.
Are there any other governance arrangements in place? (e.g. risk registers, financial protocols, committees, boards, public consultation or feedback)
The partnership has its own financial protocols, a copy of which is available online.
Is the partnership itself or any of the partners subject to any external assurances?
Southampton City Council are the accountable body for PfSH finances. As a result, a review of the PfSH Accounts is undertaken annually by the Southampton City Council Internal Audit team.

Project Integra
Key Officer: Mark Bowler (Head of Streetscene)
Type of Partnership: Public to Public
Partners: Hampshire County Council, Portsmouth City Council, Southampton City Council and other Hampshire District Authorities
Officer Time (Estimated) committed to management of the Partnership
10 hours per month
Does the Partnership have a Terms of Reference or agreement? When was it last reviewed?
The Project Integra constitution was created in 2015.
Officer Involvement in the Partnership
The Head of Streetscene attends Strategic Board and Strategy Officer meetings. The Refuse and Recycling Manager attends Operations and Health & Safety meetings. The Recycling Officer attends Communications meetings.
Member involvement in the Partnership
A Member from FBC sits on the Project Integra Strategic Board which meets twice annually and has an Annual General Meeting. There is also a Member Action Plan Working Group.
Are there any other governance arrangements in place? (e.g. risk registers, financial protocols, committees, boards, public consultation or feedback)
A risk register is in place. Hampshire County Council operates the financial aspects of the Partnership through their finance system. An annual performance update is produced
Is the partnership itself or any of the partners subject to any external assurances?
Hampshire County Council provides a letter of assurance to the partnership which details the assurances they can provide over the elements of the HCC finance system utilised by the Partnership

Portchester Crematorium Joint Committee
Key Officer: Andy Wannell (Deputy Chief Executive Officer)
Type of Partnership: Public to Public
Partners: Portsmouth City Council, Havant Borough Council and Gosport Borough Council
Officer Time (Estimated) committed to management of the Partnership
Very limited, as the Joint Committee are recharged the time spent supporting the partnership.
Does the Partnership have a Terms of Reference or agreement? When was it last reviewed?
Yes, the Joint Committee operates under a Memorandum of Agreement, which was last formally reviewed and updated in 2006. It is, however, reviewed informally each year, as part of the Governance Assurance process for the Joint Committee.
Officer Involvement in the Partnership
FBC provide support in the areas of financial administration, HR and Property Services. The cost of this support is recharged to the Joint Committee.
Member involvement in the Partnership
The Crematorium is overseen by a Joint Committee made up of Members from the partnering authorities. Two FBC Members currently sit on the Joint Committee, which meets quarterly. Minutes, agendas and documents from the meetings are available via the Portsmouth City Council website.
Are there any other governance arrangements in place? (e.g. risk registers, financial protocols, committees, boards, public consultation or feedback)
The Joint Committee is independently constituted, and therefore has a full suite of governance arrangements in place. Risk Management Policy and report are provided to the Committee every year, as is a Governance Assurance statement. An annual financial report is provided by the Deputy Chief Executive Officer in his role as Treasurer to the Joint Committee, and the Committee receive an Annual Report on the principal work of the Crematorium in the year. The financial performance of the Committee is independently audited by external auditors, and the Crematorium receives an annual internal audit review to support the statement of governance assurance. The Fareham Borough Council Audit Team also carry out a cyclical risk based internal audit of the processes utilised at the Crematorium.
Is the partnership itself or any of the partners subject to any external assurances?
Portchester Crematorium receives periodic inspections by the Federation of Burial and Crematoria Authorities, with the last inspection being concluded this year. The results and any subsequent actions have been reported to the Joint Committee for transparency (last reported September 2020).
External Auditors also undertake a review of the accounts of the Joint Committee annually.

Southampton and Fareham Legal Partnership
Key Officer: Leigh Usher (Head of Democratic Services)
Type of Partnership: Public to Public
Partners: Southampton City Council
Officer Time (Estimated) committed to management of the Partnership
1-2 hours per week.
Does the Partnership have a Terms of Reference or agreement? When was it last reviewed?
Yes - signed in 2016.
Officer Involvement in the Partnership
Head of Democratic Services is the Client Manager for FBC.
Member involvement in the Partnership
N/A
Are there any other governance arrangements in place? (e.g. risk registers, financial protocols, committees, boards, public consultation or feedback)
Service review meetings take place on a monthly basis.
Is the partnership itself or any of the partners subject to any external assurances?
Solicitors Regulation Authority.