

FAREHAM

BOROUGH COUNCIL

Report to Public Protection Policy Development and Review Panel

Date **11 March 2014**

Report of: **Director of Regulatory and Democratic Services**

Subject: **REVIEW OF ANNUAL WORK PROGRAMME FOR 2013/14 AND
DRAFT WORK PROGRAMME FOR 2014/15**

SUMMARY

Following the cancellation of the meeting scheduled for 14 January 2014, this report reviews the outcome of the Panel's work programme for the current year 2013/14 and suggests a draft work programme for next year, 2014/15.

RECOMMENDATION

The Panel is now requested to:-

- (a) review the outcome of the work programme for 2013/14;
- (b) agree a proposed work programme for 2014/15; and
- (c) submit the proposed work programme for 2014/15 to the Council.

INTRODUCTION

1. This is the last cycle of meetings for this year and the Panel is invited to finalise its review of this year's work and confirm the draft programme for 2014/15.

THE PANEL'S TERMS OF REFERENCE

2. Under its terms of reference, the Public Protection Policy Development and Review Panel is responsible for:-
 - reporting and advising upon policies and proposals relating to the Public Protection portfolio;
 - assisting Full Council and the Executive in the development and formulation of policy; and
 - reviewing the performance of services provided directly or indirectly by the Council.

WORK PROGRAMME - CURRENT YEAR 2013/14

3. Appendix A to this report contains details of the current year's work programme for review by the Panel.

PUBLIC PROTECTION POLICY DEVELOPMENT AND REVIEW PANEL WORK PROGRAMME 2014/15

4. Appendix B sets out details of the proposed items for consideration during 2014/15. As the Panel now focuses on 'policy development', it is suggested that smaller working groups are allocated to work with officers on specific subjects. The Panel is also likely to consider reports on a specific subject on more than one occasion during the course of the year, as the policy is developed and before final recommendations are made to the Executive.
5. It is also for the Panel to consider whether any review of items under the Council's policy framework will be included in the 2014/15 programme.
6. Appendix C contains a list of the plans and strategies currently contained in the Council's policy framework.

RISK ASSESSMENT

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

CONCLUSION

9. To summarise, the Panel is now invited to:-
 - (a) review the outcome of its work programme for the current year 2013/14;
 - (b) agree a draft work programme for 2014/15, having considered the proposed draft set out in Appendix B and, at the same time, add to the Panel's draft programme for 2014/15 any proposed strategy or policy reviews and also any additional items agreed generally by the Panel or put forward by individual members and accepted by the Panel; and

- (c) submit the work programme for 2014/15 to the Council.

Background Papers:

None.

Reference Papers:

- (i) Report to Council – 12 December 2013 – “Schedule of Council and Committee Meetings: 2014-15”.

Enquiries:

For further information on this report please contact Garry White (Ext 4395).

APPENDIX A - Progress on Actions Since Last Meeting of 2012/13

APPENDIX B - Draft Work Programme for 2014/15

APPENDIX C - Policy Framework

**Public Protection Policy Development and Review Panel – 11 March 2014
Progress on Actions Since Last Meeting of 2012/13**

Date of Meeting	12 March 2013
Subject	Review of 2012/13 Work Programme and Draft 2013/14 Work Programme
Type of Item	Monitoring/Programming
Action by Panel	<p>The Panel considered a report by the Director of Regulatory and Democratic Services reviewing the outcome of the current 2012/13 work programme and seeking to agree a proposed draft work programme for 2013/14 (copy of report ppp-130312-r01-gwh circulated with agenda).</p> <p>At the invitation of the Chairman, Councillor Cartwright addressed the Panel during the consideration of this item.</p> <p>It was AGREED that:-</p> <p>(a) the outcome of the work programme for 2012/13, as shown in Appendix A to the report, be noted;</p> <p>(b) the draft work programme for 2013/14, as shown in Appendix B to the report, be amended as follows:</p> <ul style="list-style-type: none">(i) the meeting on 21 May 2013 as far as possible be allocated for one specific item, a presentation covering the Services Falling Within the Public Protection Remit;(ii) the Annual Health and Safety Performance 2012/13 and Emergency Planning - Annual Report items be moved to 23 July 2013;(iii) the Unauthorised Encampment Policy item be removed from 21 May 2013, as this policy had now been considered and agreed by the Executive;(iv) an item be added to the work programme to enable the Panel to receive an update on the Air Quality Action Plan;(v) the Community Safety Update item on 14 January 2014 include reference to the Police and Crime Commissioner;(vi) with reference to (v) above, the officers prepare a scoping report for the meeting on 10 September 2013 to enable members to agree which points should be covered at the meeting on 14 January;

	<p>(vii) the report of the Food Standards Agency audit be added to the work programme for 23 July 2013;</p> <p>(c) the proposed work programme for 2013/14, as set out in Appendix A to these minutes, be approved; and</p> <p>(d) the proposed work programme for 2013/14 be submitted to the Council for approval.</p>
Outcome	Work programme amended as agreed and confirmed by Council on 25 April 2013.
Link Officer	Garry White
Subject	Food Standards Agency Food Safety Service Plan
Type of Item	Consultation
Action by Panel	<p>The Panel considered a report by the Director of Regulatory and Democratic Services on the Food Standards Agency Food Safety Service Plan (copy of report ppp-1300312-r02-jtr circulated with agenda). The report was the annual review required by the Food Standards Agency (FSA), looking back on what had been achieved in 2012/13 and setting out the aims and objectives for 2013/14.</p> <p>The Team Leader, Food, Health & Safety, and Licensing Team presented the report, drawing the Panel's attention to the changes to the plan and answering members' questions thereon.</p> <p>At the invitation of the Chairman, Councillor Cartwright addressed the Panel during the consideration of this item.</p> <p>It was AGREED that the Food Safety Service Plan, as shown in Appendix A to the report, be commended to the Executive.</p>
Outcome	A report on the matter to be considered by the Executive at its meeting on 13 May 2013.
Link Officer	Juli Treacy
Subject	Contaminated Land Strategy Update
Type of Item	Monitoring
Action by Panel	<p>The Panel considered a report by the Director of Regulatory and Democratic Services on the Council's Contaminated Land Inspection Strategy (copy of report ppp-130312-r03-wsh circulated with agenda). The report gave details of revisions to the Council's inspection strategy in light of recent changes to the Government's Statutory Guidance. It was noted that the Contaminated Land Inspection Strategy would be reported to the Executive.</p>

	<p>The Panel received a presentation from the Contaminated Land Officer illustrating various aspects of the revised strategy.</p> <p>It was AGREED that the revised Contaminated Land Inspection Strategy 2013-2018, as shown in Appendix A to the report, be commended to the Executive.</p>
Outcome	<p>The Executive considered the matter at its meeting on 15 April 2013 and RESOLVED that:</p> <p>(a) the Executive notes the progress that has been made in respect of the identification and data capture of areas of potential contamination, the investigation and remediation of land through the planning regime and via voluntary means; and</p> <p>(b) the Executive approves the fifth revision of the Contaminated Land Inspection Strategy, attached at Appendix A to the report (xpp-130415-r11-wsh refers).</p>
Link Officer	Wendy Shakespeare
Date of meeting	21 May 2013
Subject	Presentation on Services Falling Within the Public Protection Remit
Type of Item	presentation
Action by Panel	<p>The Panel received a presentation from the Director of Regulatory and Democratic Services and the Head of Community Safety and Enforcement about the services falling within the Public Protection Remit. The presentation made reference to the functions of the Panel and the areas of work undertaken within the Public Protection Portfolio, including: Environmental Health and the Fareham and Gosport Environmental Health Partnership, incorporating Air Quality, Contaminated Land, Pollution, Out of Hours Service, Dog Control, Pest Control and Food Safety; Community Safety and Enforcement, incorporating Fareham's Community Safety Partnership and CCTV, including the BRT route; Parking and Traffic Management; other Enforcement Functions including Abandoned Vehicles, Fly-Tipping, Litter/Dog Fouling, Travellers; Emergency Planning; and the Fareham and Gosport Building Control Partnership.</p> <p>At the invitation of the Chairman Councillor Cartwright addressed the Panel during the consideration of this item.</p> <p>It was AGREED that:-</p> <p>(a) the officers be thanked for their presentation;</p>

	<p>(b) the Director of Regulatory and Democratic Services be requested to provide members with a list of services and responsible officers for them;</p> <p>(c) members wishing to attend a SNAP event as an observer, or to act as a volunteer helper for the events, be requested to contact the Head of Community Safety and Enforcement; and</p> <p>(d) members wishing to visit the CCTV Control Room be requested to contact the Head of Community Safety and Enforcement</p>
Outcome	Complete.
Lead Officer	Garry White
Subject	Fareham Parking Enforcement Policy
Type of Item	Policy review
Action by Panel	<p>The Panel considered a report by the Director of Regulatory and Democratic Services on the Fareham Parking Enforcement Policy.</p> <p>Appendix B to the report, showing the top five offences for which PCNs (Penalty Charge Notices) were issued, together with the reasons for the cancellation of some PCNs, was circulated at the meeting.</p> <p>It was AGREED that:-</p> <p>(a) the revised Parking Enforcement Policy, as shown in Appendix A to the report, be commended to the Executive for approval; and</p> <p>(b) all members be reminded to inform the officers of any hot spots or other parking problems occurring within their wards.</p>
Outcome	Complete.

Lead Officer	Kevin Wright
Subject	Public Protection Policy Development and Review Panel Work Programme 2013/14
Type of Item	programming
Action by Panel	<p>The Panel considered a report by the Director of Regulatory and Democratic Services on the Panel's work programme for 2013/14.</p> <p>It was AGREED that:-</p> <p>(a) the programme items as set out in Appendix A to the report be confirmed; and</p> <p>(b) the progress on actions since the last meeting, as set out in Appendix B to the report, be noted.</p>
Outcome	Complete.
Lead Officer	Garry White
Date of meeting	23 July 2013
Subject	Public Protection Policy Development and Review Panel Work Programme 2013/14
Type of Item	programming
Action by Panel	<p>The Panel considered a report by the Director of Regulatory and Democratic Services on the Panel's work programme for 2013/14.</p> <p>It was AGREED that:-</p> <p>(a) the programme items as set out in Appendix A to the report be confirmed; and</p> <p>(b) the progress on actions since the last meeting, as set out in Appendix B to the report, be noted.</p>
Outcome	Complete.
Lead Officer	Garry White

Subject	Annual Health and Safety Performance 2012/13
Type of Item	Monitoring
Action by Panel	<p>The Panel considered a report by the Director of Regulatory and Democratic Services on the Council's health and safety performance in 2012/13.</p> <p>At the invitation of the Chairman, Councillor Cartwright addressed the Panel during the consideration of this item.</p> <p>It was AGREED that:-</p> <ul style="list-style-type: none"> (a) the work undertaken by all employees to maintain health and safety standards and, where necessary, improve health and safety performance for the benefit of all concerned during 2012/13 be noted; (b) it be noted that the Council, as an employer, continues to achieve a standard of health and safety management within its activities that meets statutory requirements and demonstrates competence in health and safety management; (c) the officers be congratulated on the overall performance in relation to health and safety and the Health and Safety Officer be thanked for the report; and (d) subject to the inclusion of a statement concerning health and safety training for members, the report be commended to the Executive.
Outcome	Report to go to the Executive on 2 September 2013.
Lead Officer	Tom Rodgers
Subject	Report on Food Standards Agency Audit
Type of Item	Monitoring
Action by Panel	<p>The Panel considered a report by the Director of Regulatory and Democratic Services on the Food Standards Agency Audit of the Council's Food Law Enforcement arrangements.</p> <p>It was AGREED that:-</p> <ul style="list-style-type: none"> (a) it be noted that the audit had taken place and that the recommendations made, as set out in the Audit Action Plan

	<p>(Appendix A to the report), also be noted;</p> <p>(b) an update report showing progress against the plan be submitted to the Panel when it considers the Food Safety Service Plan, on 11 March 2014; and</p> <p>(c) the officers concerned be commended on the outcome of the Food Standards Agency Audit.</p>
Outcome	Progress report to be submitted on 11 March 2014.
Lead Officer	Ian Rickman
Subject	Annual Report on Fareham Parking Enforcement Service
Type of Item	Monitoring
Action by Panel	<p>The Panel considered a report by the Director of Regulatory and Democratic Services on the operation of the Fareham Parking Enforcement Service during the last twelve months.</p> <p>Members received a presentation from the Head of Community Safety and Enforcement illustrating various aspects of the report. The presentation included an overview of the service and details of on/off-street enforcement, correspondence dealt with during 2012/13, PCNs issued and performance summary by year and reason for issue and challenges received, enforcement budget details, off-street issues, on-street issues and issues by ward.</p> <p>At the invitation of the Chairman, Councillor Cartwright addressed the Panel during the consideration of this item.</p> <p>It was AGREED that the report be commended to the Executive.</p>
Outcome	Report to go to the Executive on 2 September 2013.
Lead Officer	Kevin Wright
Subject	Emergency Planning - Annual Report
Type of Item	Monitoring

Action by Panel	<p>The Panel considered a report by the Director of Regulatory and Democratic Services on work undertaken by the Council to enable it to effectively respond to emergencies.</p> <p>It was AGREED that the work undertaken to enhance the Council's emergency response capability be noted and commended to the Executive.</p>
Outcome	Report to go to the Executive on 2 September 2013.
Lead Officer	Kevin Wright
Date of meeting	10 September 2013
Subject	Public Protection Policy Development and Review Panel Work Programme 2013/14
Type of Item	Programming
Action by Panel	<p>The Panel considered a report by the Director of Regulatory and Democratic Services on the Panel's work programme for 2013/14.</p> <p>It was AGREED that:-</p> <p>(a) the programme items as set out in Appendix A to the report be confirmed; and</p> <p>(b) the progress on actions since the last meeting, as set out in Appendix B to the report, be noted.</p>
Outcome	Complete
Lead Officer	Garry White
Subject	Air Quality Action Plan Update
Type of Item	monitoring
Action by Panel	<p>The Panel considered a report by the Director of Regulatory and Democratic Services on the Air Quality Action Plan.</p> <p>At the invitation of the Chairman, Councillor Cartwright addressed the Panel during the consideration of this item.</p> <p>It was AGREED that:-</p> <p>(a) the content of the report and the progress that has been made to date in respect of Local Air Quality Management be</p>

	<p>noted;</p> <p>(b) the officers be requested to forward the report to Hampshire County Council’s Director of Economy, Transport and Environment to request that it be taken into account in any review or update of the transport plan;</p> <p>(c) the officers also be requested to forward the report to Public Health England (Wessex) to highlight the work that the Council is undertaking on air quality;</p> <p>(d) a further report be presented to the Panel on the results of the Air Quality Progress Report 2013 that had to be submitted to the Department of Environment, Food and Rural Affairs (Defra); and</p> <p>(e) the feedback received from (b), (c) and (d) above be included in the report that was to be submitted to a future meeting of the Executive.</p>
Outcome	(d) unassigned item added to Panel’s work programme; B and C above are in progress.
Lead Officer	Heather Cusack
Subject	Community Safety Update
Type of Item	monitoring
Action by Panel	<p>The Panel received a presentation from the Community Safety Manager and the Head of Community Safety and Enforcement on the review and development of a new Community Safety Strategy.</p> <p>The presentation included details of the performance of the Community Safety Partnership, the Partnership’s current priorities, public perception based on the 2012 Residents’ Survey and emerging issues. The Panel was invited to comment on issues that should be included in the revised Community Safety Strategy.</p> <p>In addition, the officers provided members with feedback on the success of the Access All Areas initiative.</p> <p>At the invitation of the Chairman, Councillor Cartwright addressed the Panel during the consideration of this item.</p> <p>It was AGREED that:-</p>

	<p>(a) an item be included in the members' newsletter inviting members to report any community safety issues occurring in their wards to the officers;</p> <p>(b) it be noted that irresponsible cycling on footpaths in the Borough had led to a number of recent accidents; it was further noted that the police had recently begun a campaign to combat this problem as a result of evidence gathered in the western wards;</p> <p>(c) the problem referred to in (b) above be reported to the Director of Planning and Environment for incorporation in the Council's Cycling Strategy; and to the next meeting of the Community Tasking and Co-ordinating Group;</p> <p>(d) it be noted that the draft revised Community Safety Strategy would be reported to the Panel at its meeting on 14 January 2014 prior to being submitted to the Executive for approval;</p> <p>(e) that the Community Safety Team be congratulated on its efforts in relation to the Access All Areas initiative;</p> <p>(f) it be noted that an evaluation of the Access All Areas initiative would be carried out and a report on the outcome submitted to the Community Safety Partnership and to a future meeting of the Panel; and</p> <p>(g) it be noted that the next SNAP disco event would be held on Friday 27 September 2013.</p>
Outcome	All the above actions that require progressing are being progressed
Lead Officer	Narinder Bains
Date of Meeting	12 November 2013
Subject	Public Protection Policy Development and Review Panel Work Programme
Type of Item	Programming
Action by Panel	<p>The Panel considered a report by the Director of Regulatory and Democratic Services, which reviewed the Panel's work programme for 2013/14.</p> <p>It was AGREED that:-</p>

	<p>(a) it be noted that the Community Safety Update item on 14 January 2014 would include an update on the Strategic Assessment, that is being used to inform the development of the four year Community Safety Plan;</p> <p>(b) the programme items as set out in Appendix A to the report be confirmed; and</p> <p>(c) the progress on actions since the last meeting, as set out in Appendix B to the report, be noted.</p>
Outcome	Complete.
Lead Officer	Garry White
Subject	Traffic Management Programme
Type of Item	Programming
Action by Panel	<p>The Panel considered a report by the Director of Regulatory and Democratic Services on the Traffic Management Programme.</p> <p>Members received a presentation from the Traffic and Design Manager illustrating various aspects of the report, including the work of the Traffic Management Team, Traffic Investigations, Traffic Regulation Orders (TROs), TROs Externally Funded, Speed Limit Reminder Signs (SLRs) and the TRO Flowchart.</p> <p>It was AGREED that:-</p> <p>(a) the progress on current programmes and the planned work for 2014/15, as shown in Appendices A – E of the report, be noted;</p> <p>(b) the Proposed Traffic Regulation Order Programme, as shown in Table 4 of Appendix B to the report, be commended to the Executive for approval;</p> <p>(c) the Executive be recommended to note the work undertaken on the deployment of the Speed Limit Reminder signs, as detailed in Appendix D to the report;</p>

	<p>(d) the officers be requested to arrange for a link to the map-based Traffic Regulation Order information on the Council's web site to be included in the next Members' Newsletter;</p> <p>(e) the officers be requested to highlight the availability and deployment of SLRs as a regular agenda item for the Community Action Team (CAT) meetings;</p> <p>(f) the officers also be requested to arrange for the police to be asked to provide other relevant statistics besides the usual crime statistics reported at the CAT meetings;</p> <p>(g) the officers be requested to arrange a presentation for all members of the Council on Traffic Management, specifically relating to dealing with requests for Traffic Regulation Orders and the use of the Speed Limit Reminder Signs; and</p> <p>(h) it be noted that the Proposed Traffic Regulation Order Programme would be submitted to the Executive for approval in February 2014 and that members could therefore still advise the officers of any priority areas for consideration.</p>
Outcome	All the above actions that require progressing are being progressed.
Lead Officer	Chris Oldham
Date of Meeting	14 January 2014 - Cancelled
Date of Meeting	11 March 2014
Subject	Review of 2013/14 Work Programme and Draft 2014/15 Work Programme
Type of Item	
Action by Panel	
Outcome	
Link Officer	Garry White
Subject	Food Standards Agency Food Safety Service Plan

Type of Item	
Action by Panel	
Outcome	
Link Officer	Ian Rickman
Subject	Community Safety Strategy and Action Plan
Type of Item	
Action by Panel	
Outcome	
Link Officer	Narinder Bains

APPENDIX B

**PUBLIC PROTECTION POLICY DEVELOPMENT AND REVIEW PANEL – DRAFT
WORK PROGRAMME 2014/15**

Date	Subject	Type of Item	Training Session/Workshop
3 June 2014	Work Programme 2014/15	Information/Consultation	
	Services Falling Within the Public Protection Remit	Presentation	
	Parking Enforcement Policy		
22 July 2014	Work Programme 2014/15	Information/Consultation	
	Annual Report on Fareham Parking Enforcement Service		
	Annual Health and Safety Performance 2013/14		
	Emergency Planning - Annual Report		
9 September 2014	Work Programme 2014/15	Information/Consultation	
	Air Quality Action Plan Update		
11 November 2014	Work Programme 2014/15	Information/Consultation	
	Traffic Management Programme		

Date	Subject	Type of Item	Training Session/Workshop
13 January 2015	Preliminary review of work programme for 2014/15 and preliminary draft work programme for 2015/16	Monitoring/Programming	
10 March 2015	Review of annual work programme for 2014/15 and final consideration of draft work programme for 2015/16	Monitoring/Programming	
	Food Standards Agency Food Safety Service Plan	Consultation	

To be assigned/possible items for 2015/16:

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 Vision, Values, Objectives and Priority Actions.