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RUSHMOOR BOROUGH COUNCIL

POLICY AND PROJECT ADVISORY BOARD

*Virtual Meeting via MS Teams on
Tuesday, 13th February, 2024 at 6.30 pm*

To:

Cllr Marina Munro (Chairman)
Cllr Jessica Auton (Vice-Chairman)

Cllr A. Allen
Cllr Jib Belbase
Cllr Michael Hope
Cllr Peace Essien Igodifo
Cllr T.W. Mitchell
Cllr M.J. Roberts
Cllr Calum Stewart
Cllr Becky Williams
Cllr G. Williams

Standing Deputies:

Cllr Gaynor Austin
Cllr P.J. Cullum
Cllr Halleh Koohestani
Cllr Jacqui Vosper

Enquiries regarding this agenda should be referred to the Administrator, Adele Taylor, Democracy Team, Tel. (01252) 398831, Email. adele.taylor@rushmoor.gov.uk.

A G E N D A

1. **MINUTES – (Pages 1 - 4)**

To confirm the Minutes of the Meeting held on 29th November 2023 (copy attached).

2. **DEFIBRILLATORS AND BLEED KITS – (Pages 5 - 14)**

To receive a presentation (copy attached) from Emma Lamb, Community and Partnerships Service Manager on the current position and requirement for defibrillators and bleed kits across the Borough. Nick Seal of the Artery Project will also be in attendance to provide expert knowledge and information.

Cllr Sue Carter, Community Portfolio Holder will also be in attendance at the meeting.

3. **WORK PLAN – (Pages 15 - 24)**

To discuss the Policy and Project Advisory Board Work Plan (copy attached).

At the recent Progress Group, Members discussed the approach to considering the Hampshire County Council Future Services Consultation, and it was proposed that a Working Group be established to consider this in more detail. The Board are being asked to agree the approach and make appointments to a Working Group. It is proposed that the first meeting will be held on Monday 26th February at 6.00p.m.

MEETING REPRESENTATION

Members of the public may ask to speak at the meeting on any of the items on the agenda by writing to the Panel Administrator at the Council Offices, Farnborough by 5.00 pm two working days prior to the meeting.

Applications for items to be considered for the next meeting must be received in writing to the Panel Administrator fifteen working days prior to the meeting.

POLICY AND PROJECT ADVISORY BOARD

Meeting held on Wednesday, 29th November, 2023 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr Jessica Auton (Vice-Chairman) (In the Chair)

Cllr A. Allen
Cllr Michael Hope
Cllr Peace Essien Igodifo
Cllr T.W. Mitchell
Cllr M.J. Roberts
Cllr Calum Stewart
Cllr Becky Williams
Cllr G. Williams

Apologies for absence were submitted on behalf of Cllr Marina Munro and Cllr Jib Belbase.

Cllr P.J. Cullum attended as Standing Deputy.

12. MINUTES

The minutes of the meeting held on 26th September, 2023 were agreed as a correct record.

13. ANTI-SOCIAL BEHAVIOUR POLICY

The Board welcomed David Lipscombe, Community Safety Manager, who was in attendance to review the final draft of the Anti-Social Behaviour Policy, before being presented to the Cabinet for approval at a future meeting.

It was noted that following the previous discussion at the September 2023 meeting, Members' comments and amendments had been incorporated into a revised draft, which was then circulated for further comment in early November.

Following a discussions, the amendments set out below were suggested:

- Section 5 - state explicitly what the Council can and cannot deal with
- Section 5 – include the wording "... but not limited to..." (para 2)

The Board **ENDORSED** the Anti-Social Behaviour Policy, subject to the following:

- the minor updates be made
- a final version be circulated to the Board, for reference

The Board **RECOMMENDED** that:

- the final Policy be submitted to the Cabinet at a future meeting for approval

The Chairman thanked Mr Lipscombe and the Board for their work on the development of this Policy.

14. **UK SHARED PROSPERITY FUND**

The Board welcomed Alex Shiell, Service Manager – Policy, Strategy and Transformation, who was in attendance to report on proposed projects identified in the UK Shared Prosperity Fund project list. In addition Rachel Barker, Assistant Chief Executive and Lee McQuade, Service Manager – Economy and Growth, were in attendance to answer Members queries.

Prior to the meeting, the Board had requested that Officers identified projects within themes that had yet to be reviewed, these included:

- Heritage, culture and arts activities
- Public realm improvements
- Practical support for place and businesses during town centre transition
- Local and neighbourhood support
- Sector support
- Apprenticeships, training and skills development

The projects identified were;

- CP3 – Support and commission organisers to deliver heritage, cultural and arts delivery (high value)
- CP6 – Temporary town square (capital project)
- CP7 – Developing a place brand for Farnborough (high value and interdependency with CP19)
- CP18 – Funding for neighbourhood level interventions to increase pride in place (proposed flexibility)
- CP19 – Post to encourage community ownership of civic quarter/leisure and cultural hub (high value and interdependency with CP7)
- PS1 – Digital and creative industries upskilling and mentoring programme (further planning required)
- PS3 – wrap around skills support and enhanced North Hants Employment and Skills Zone (NHESZ) website (further planning required)

Following a discussion the Board **ENDORSED** the following projects, CP3, CP18, CP19 and PS1, and additional information was requested on the other projects as set out below:

- CP6 – The Board requested that a range of options be considered for this project taking account of its longevity and value for money. Consideration could be given to setting up a task and finish group for this project.

- CP7 – In principle, support was given to this project, however, a request was made for further information on best practice, in relation to place branding, to be circulated to the Board.
- PS3 – The project was supported in principle, but it was noted that additional funding could assist with developing this project further.

With regards to next steps, it was noted that the Progress Group would be utilised to feedback on projects as necessary. For smaller projects email and SharePoint would be used to update the Board for larger projects, that required further engagement, such as the temporary town square (CP6), meetings would be convened as necessary. The Progress Group would be updated at its January 2024 meeting.

15. **WORK PLAN**

The Board noted the Current Work Plan.

Following an enquiry regarding the Supporting Communities Strategy and when it would next be refreshed, it was noted that there was no current date for this work, but the item would be added to the Work Plan for future reference.

The meeting closed at 8.55 pm.

CLLR JESSICA AUTON (VICE-CHAIRMAN)

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Defibrillators and bleed kits

Policy & Project Advisory
Board Meeting – February
2024



Task

In November 2023, the Council asked PPAB to:

- Produce a report into the current accessibility and maintenance of defibrillators and bleed kits in Rushmoor
- Assess the cost commitments in expanding provision of defibrillators and bleed kits in Rushmoor
- Make recommendations for expanding the provision of defibrillators and bleed kits across Rushmoor

Automated External Defibrillators (AED)

- Portable life-saving device that can give the heart an electric shock, when it has stopped beating normally in a sudden cardiac arrest.
- 80% of cardiac arrests occur in residential areas and places of work
- NIHC research - inequalities accessing defibs – deprived areas & ethnic minorities
- The Circuit - maps defibrillators across the UK, connecting them directly and automatically to each ambulance service.



Only 1 in 10 people survive
an out-of-hospital cardiac
arrest in the UK

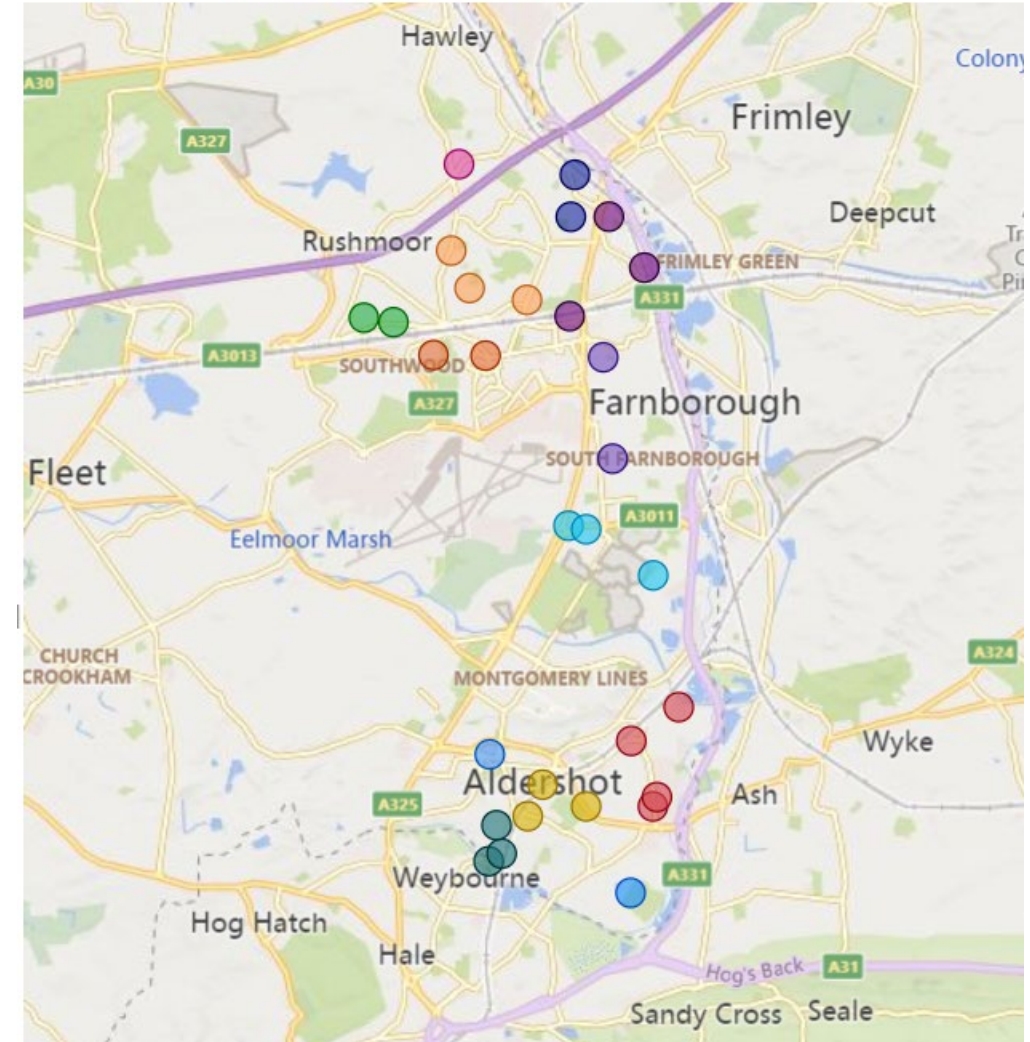
Defibrillators in Rushmoor

- We estimate there are **138 Defibs in Rushmoor**:
 - 51 in Aldershot (37%)
 - 87 in Farnborough (63%)
- We estimate 30 Defibs are accessible to the public and available 24/7:
 - 13 in Aldershot (43%)
 - 17 in Farnborough (57%)
- 95 Defibs have been registered with The Circuit

Population - 2021 Census	
Aldershot	40,160
Farnborough	59,580
Total	99,800

Postcode and Ward

Ward AP C CS E F K MP NT R SJ SM W WH



24/7 publicly accessible defibs

Defibrillator Costs

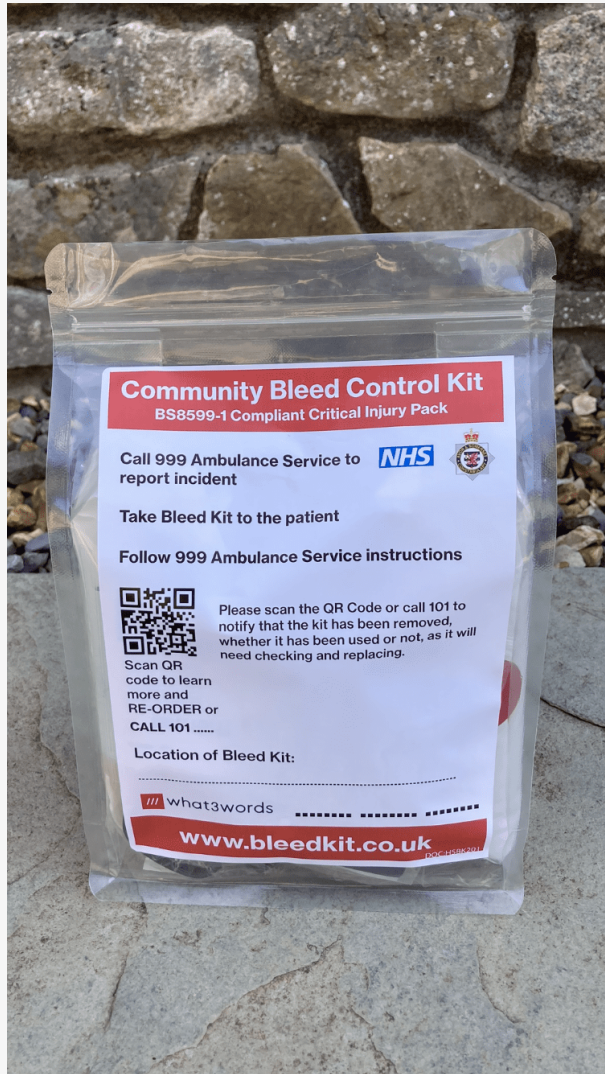
- Installation costs
 - Type of defibrillator
 - Installation by an electrician
- Cost of storage cabinet
- Running costs:
 - Batteries and pads need replacing
 - Power supply
- Training and maintenance

	Average cost (£)	Indoor defibrillator	Outdoor defibrillator	Notes
Defibrillator	£850-£1400	Yes	Yes	Potential for a discount if buying more than one. Consider the cost of replacement batteries and pads for the make and model you're considering before making a final decision
Indoor cabinet	£90-£350	Yes	No	A less expensive simple wall bracket (prices starting at £20) may be suitable in some indoor locations.
Outdoor cabinet	£400-£600	No	Yes	If you have a heated cabinet, you'll need to factor in electricity supply costs and installation costs.
Installation costs for outdoor heated cabinet	£200-£250	No	Yes	Electricity supply required for an outdoor heated cabinet. Estimated costs of installation. These may vary regionally and depending on the level of work needed to link it to your mains supply.
Replacement battery	£50-£350	Yes	Yes	Typically, it will need to be replaced 2 to 3 times in 10 years. If a defibrillator is used regularly, battery replacements will be more frequent.
Replacement pads<	£35-£155	Yes	Yes	Pads usually last 2 to 4 years. Some defibrillators require separate adult and child pads for public use. Pads will need to be replaced after every use.
Disposable items	£5-£20	Yes	Yes	Razor, small towel, face shield, scissors.
Signage and poster	£2-20	Yes	Yes	Both signs and posters are available to print at bhf.org.uk/defibdesign or purchase from our online shop .

Funding for defibrillators

1. [British Heart Defib Grant \(ends Feb 2024\)](#)
 - Eligibility: UK-based community group
 - Priority: Areas with fewer registered defibrillators and communities where local health needs indicate a higher risk of out-of-hospital cardiac arrest.
2. [DHSC Community Defibrillator Scheme](#)
 - Eligibility: Need to be accessible to the public 24/7
 - Must be registered on The Circuit within 4 weeks
 - Need provide match funding (c. £750)
3. [RBC Ward grants 2017 – 2023](#) - 12 defibrillators have been funded to date
4. [RBC Supporting Communities Grants](#) - The fund will reopen later in 2024
5. [Football Foundation | Grant](#) - The Premier League Defibrillator Fund - for affiliated grassroots clubs who own or operate their own facilities
6. [School defibrillator funding](#) – All state-funded schools should have received defibrillators under government plans to make sure there is a device in every school by the end of 22/23 academic year.





Bleed Kits

- Designed to handle ‘catastrophic bleeding’.
- Includes: haemostatic dressings, trauma dressings, and a tourniquet.
- Bleed Kit Dispenser ‘Limpet’ Model 1 – installed on the side of the HeartSafe Defib cabinet (includes Community Bleed Kit) - £199 +VAT
- Bleed Kit Dispenser ‘Standalone’ Model 2 – easy wall installation on either internal or external buildings and includes a community bleed kit pouch - £189 +VAT
- Community Bleed Control Kit – separate purchase without dispenser - £85 +VAT

[HeartSafe.org.uk/bleed-kit-order](https://www.heart-safe.org.uk/bleed-kit-order)

Overall Assessment

Data & Evidence

- Initial assessment – range of coverage across the borough
- But a lack of full picture – think there is more!
- Link between deprivation and access
- Some gaps - in areas of deprivation and high footfall (town centres) - Prospect centre
- Need to register all devices!

The Council has provided support to community groups and funded some defibs via the Supporting Communities grant – but vital they are **community led**

National Funding is available for local organisations



Discussion

- Is existing provision and accessibility adequate?
- Is a Survey & needs assessment required to identify priority areas?
- Needs assessment – based on IMD, health deprivation, age and footfall
- Consideration of on- going costs and training needs
- Report with recommendations to follow – based on discussion

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POLICY AND PROJECT ADVISORY BOARD WORK PLAN

The purpose of the work plan is to plan, manage and co-ordinate the ongoing activity and progress of the Council’s Policy and Project Advisory Board, incorporating policy development work carried out through working groups.

(A) CURRENT WORKING GROUPS APPOINTED BY THE POLICY AND PROJECT ADVISORY BOARD

GROUP	MEMBERSHIP 2023/24	CURRENT POSITION	CONTACT
Elections Group	Policy and Project Advisory Board Vice-Chairman (Cllr Jess Auton), Portfolio Holder responsible for Elections Matters (Cllr Sue Carter), Corporate Governance, Audit and Standards Committee (Cllr Peter Cullum) and Cllrs Craig Card, Keith Dibble, Calum Stewart (in the Chair) and Becky Williams	<p>The Group met on 3rd August, 2023, where they reflected on the 2023 Elections and received information on the arrangements for the 2023 canvass. With regard to the Elections Act, the Group received details on preparations for 2024. The Parliamentary Boundary Review, Review of Polling District and Places and the 2024 Elections were also considered at the meeting.</p> <p>At its September meeting, the Group were updated on the current electorate, received an update on the Elections Act 2022, considered a report on the background to and proposed arrangements for the Review of Polling Districts and Places.</p> <p>At the January meeting, the Group reviewed the background report and proposed arrangements for the Polling Districts and Place Review. Were updated on current electoral issues.</p>	<p>Andrew Colver Contractor andrew.colver@rushmoor.gov.uk</p> <p>Elections Team 01252 398824 elections@rushmoor.gov.uk</p>

GROUP	MEMBERSHIP 2023/24	CURRENT POSITION	CONTACT
Transformation Task and Finish Group	Policy and Project Advisory Board Chairman (Cllr Marina Munro), Portfolio Holder responsible for transformation (Cllr Jonathan Canty), and Cllrs Ade Adeola, Abe Allen, Jules Crossley, Peace Essien-Igodifo and Thomas Mitchell	<p>The Group met on 18th July, 2023, where they considered the Q1 highlights, data and insights and the campaign to encourage people to receive council tax bills by email. The Group also looked forward to future activity and received a round robin on actions and decisions.</p> <p>Rushmoor Transformation TF Group Action Notes - 18th July 2023.pdf</p> <p>The Group met on 25 October 2023, where they considered the Q2 highlights, staff health and wellbeing survey results, transformation strategy and IT enabling projects. The Group also looked forward to future activity and received a round robin on actions and decisions.</p> <p>The next meeting would be held on 10th April 2024.</p>	<p>Rachel Barker Assistant Chief Executive rachel.barker@rushmoor.gov.uk</p> <p>Alex Shiell Service Manager – Policy, Strategy and Transformation 01252 398188 alex.shiell@rushmoor.gov.uk</p>

(B) OTHER ISSUES/MATTERS FOR THE WORK PROGRAMME

ISSUE	DETAILS	CONTACT DETAILS
	PLACE	
Regeneration – Community Engagement and Structure	<p>At the meeting in June, the Board held a workshop to discuss community engagement related to the regeneration scheme in Farnborough.</p> <p>The progress Group were updated on the work undertaken since the workshop in June. An invitation would be extended to attend the community engagement session on 22nd November and input from the Board going forward, would include participation in events and targeted activity.</p>	<p>Karen Edwards, Executive Director karen.edwards@rushmoor.gov.uk</p>
Anti-Social Behaviour Policy	<p>In September, the Board discussed the key areas to be included in a new Anti-Social Behaviour Policy. Areas covered principles, response times, reporting and enforcement. Following the Boards comments the team would produce a draft to be shared with the Board at its meeting on 29th November, prior to it being submitted to the Cabinet for approval.</p> <p>At its meeting in November the Board endorsed the draft of the ASB Policy for submission to the Cabinet in early 2024.</p>	<p>James Knight – Service Manager – Place Protection james.knight@rushmoor.gov.uk</p> <p>David Lipscombe – Community Safety Manager david.lipscombe@rushmoor.gov.uk</p>

	PEOPLE	
<p>Hampshire Health and Wellbeing Strategy – Mental Health Concordat</p>	<p>In July the Board met to discuss health and wellbeing activities and strategies across Hampshire as part of a proposal to sign the Governments Prevention Concordat for Better Mental Health.</p> <p>Further discussion on signing the Concordat would take place at the September meeting of the Progress Group and would be followed up with the Board at its September meeting.</p> <p>At the September meeting the Board agreed to use available UKSPF funding to support a number of initiatives across the Borough to support Mental Health matters. It was also agreed that the Prevention Concordat would not be signed at this time, but full support of the principles would be expressed.</p> <p>The recommendation would be considered at the Progress Group on 1st November and then presented to the Cabinet at its next meeting.</p> <p>At the meeting of the Cabinet on 21 November, the recommendations of the Board were agreed.</p>	<p>Karen Edwards, Executive Director</p> <p>karen.edwards@rushmoor.gov.uk</p>

POLICY AND PROJECTS ADVISORY BOARD**AGENDA PLANNING – 2023-2024**

27th June 2023	<ul style="list-style-type: none"> • Regeneration – Community Engagement and Structure
25th July 2023	<ul style="list-style-type: none"> • Hampshire Health and Wellbeing Strategy - Mental Health Concordat
26th September 2023	<ul style="list-style-type: none"> • Anti-Social Behaviour Policy (New) • Hampshire Health and Wellbeing Strategy - Mental Health Concordat
29th November 2023	<ul style="list-style-type: none"> • ASB Policy • UK Shared Prosperity Fund
13th February 2024	<ul style="list-style-type: none"> • Defibrillators and Bleed Control Kits
21st March 2024	<ul style="list-style-type: none"> • Climate Change-Strategy-2020-to-2030 • Defibrillators and Bleed Control Kits - Update
<i>Potential items to be considered for 2023/24</i>	<ul style="list-style-type: none"> • <i>Residents Survey – to be sent to all Members for general comment</i> • Communications Strategy • Procurement Strategy - (existing till 2024)

PROGRESS GROUP MEETINGS

Membership: Cllrs Marina Munro (Chair), Jess Auton (Vice-Chair) and Michael Hope, Thomas Mitchell, Mike Roberts, Calum Stewart and Gareth Williams

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<p>28th March 2023 Annual Review</p>	<p>Data Hub</p> <p>UKSPF</p> <p>Items going forward</p>	<p>File in Members SharePoint to be set up with data set information – <i>Completed and to be shared with new Members once appointed</i></p> <p>Consider a sub-group in new MY to scope projects</p> <p>RB/AT to meet and pull together a list of all items for consideration for new MY – <i>list compiled awaiting feedback</i></p>
<p>5th July 2023</p>	<p>Farnborough Town Centre Regeneration - Workshop</p> <p>Mental Health Concordat</p> <p>Potential future items</p>	<p>Need for a Masterplan Strategy for Farnborough.</p> <p>Proposal for 25 July:</p> <ul style="list-style-type: none"> - How HCC's Public Health Strategy links with the concordat - What the ICS is doing that links with the concordat - How the Supporting Communities Strategy work links with the concordat - How the concordat applies to the Council and how it can be taken forward - Finance, resource implications and partnership working <p>Climate Change Action Plan</p> <p>Artificial Intelligence/Cyber Security Policy</p> <p>Farnborough Town Centre Masterplan</p> <p>Aldershot Town Centre Strategy</p>

	<p>HCC Budget Consultation</p> <p>Transformation T&F Group – Terms of Reference</p>	<p>Deadline - 23rd July Feedback from PPAB – 14th July Special Hybrid meeting week commencing 17th July with PPAB (possible 19th July)</p> <p>Agreed</p>
<p>5th September 2023</p> <p>Page 21</p>	<p>Mental Health Prevention Concordat</p> <p>Anti Social Behaviour Policy</p> <p>Artificial Intelligence (AI)</p> <p>Farnborough Town Centre Regeneration</p> <p>UKSPF</p> <p>Procurement Strategy</p>	<p>Work was underway on a gap analysis highlighting what needed to be achieved to be able to sign the Prevention Concordat. The Supporting Communities Strategy was also being considered as part of this work.</p> <p>At its September meeting it was proposed that the Board would consider the policy decisions which would inform the new policy.</p> <p>It was proposed that the Cabinet Member responsible would be invited to the next Progress Group to provide a steer on use of AI.</p> <p>A request was made for an update following the workshop on Farnborough Town Centre regeneration in June 2023. KE to provide and attend the next Progress Group.</p> <p>Proposed engagement with PPAB at the November meeting. Parameters changing from Government which has restricted flexibility and ability to achieve goals More information would be shared with Members.</p> <p>The forthcoming Procurement Bill would have implications; however the existing Strategy ran until 2024.</p>

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 22</p> <p>1st November 2023</p>	<p>Artificial Intelligence</p> <p>Farnborough Town Centre</p> <p>Anti-Social Behaviour</p> <p>Mental Health</p> <p>UKSPF</p> <p>Future Items for consideration</p>	<p>Following discussion it was agreed that the principles of the use of AI would be considered at the next meeting of the Transformation Task and Finish Group. A report would be made to the Board on the T&F Groups findings.</p> <p>The Board were updated on the work undertaken since the workshop in June 2023. An invitation would be extended to Members to attend the community engagement session on 22nd November. Input from the Board going forward, would include participation in events and targeted activity. It was suggested that Officers could look at places with continued success in cultural activities to identify best practice.</p> <p>It was agreed that the final version would be considered by the Board at its November 29th Meeting.</p> <p>It was agreed that a Report would be prepared for the Cabinet which Cllr Munro would present at the meeting on 21 November.</p> <p>The Board agreed the structure of the item, which would include a background, focussed discussion areas and options for taking the work forward.</p> <p>Defib and Bleed Control Kits – report to a future meeting on the location, increasing capacity, how to use and public awareness.</p>
<p>3rd January 2024</p>	<p>Anti-Social Behaviour Policy</p> <p>UK Shared Prosperity Fund</p>	<p>Noted that the Policy would be presented to the Cabinet for approval early in 2024.</p> <p>The concerns raised by Members on the Town Square in Farnborough had been noted and a report back would be made.</p>

	<p>Communications and Engagement Strategy</p> <p>Defibrillators and Bleed Control Kits</p> <p>Climate Change Strategy</p> <p>Bins for Boys</p>	<p>The item on the Comms Strategy would be deferred until 2024/25</p> <p>This item would be presented at the meeting in February 2024.</p> <p>Noted that the relevant office would be available at the next PG, to scope this item</p> <p>It was noted that some research had been carried out on this subject and it was advised that James Duggin and Maurice Sheehan would continue to progress this work and report back as necessary.</p>
<p>28th February 2024</p>		

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