



RUSHMOOR BOROUGH COUNCIL

BOROUGH SERVICES POLICY AND REVIEW PANEL

*at the Council Offices, Farnborough on
Monday, 12th June, 2017 at 7.00 pm*

To:

Cllr A.R. Newell (Chairman)
Cllr R.L.G. Dibbs (Vice-Chairman)

Cllr T.D. Bridgeman
Cllr Liz Corps
Cllr A.H. Crawford
Cllr S.J. Masterson
Cllr Marina Munro
Cllr M. Staplehurst
Cllr B.A. Thomas

Enquiries regarding this agenda should be referred to the Panel Administrator: Adele Taylor, Democratic and Customer Services, Email: adele.taylor@rushmoor.gov.uk
Tel: 01252 398831.

A G E N D A

1. APPOINTMENT OF CHAIRMAN –

To appoint a Chairman of the Panel for the 2017/18 Municipal Year.

2. APPOINTMENT OF VICE-CHAIRMAN –

To appoint a Vice-Chairman of the Panel for the 2017/18 Municipal Year.

3. MINUTES – (Pages 1 - 4)

To approve the Minutes of the Meeting held on 10th April, 2017 (copy attached).

4. APPOINTMENTS FOR 2017/18 –

(1) Mid Cycle Meetings –

To appoint group representatives to attend the mid cycle meetings for the 2017/18 Municipal Year. In 2016/17, the representatives appointed were the Chairman (Cr. A.R. Newell), the Vice-Chairman (Cr. M.S. Choudhary) and Crs. M.J. Roberts and M. Staplehurst.

(2) Elections Group –

The Elections Group has been established jointly by this Panel and the Licensing and General Purposes Committee. The Panel will be asked to endorse the appointments to the Group by the Licensing and General Purposes Committee on 25th May.

5. ENVIRONMENTAL HEALTH - FOOD SAFETY –

To receive a presentation from officers within the Health and Safety service on working arrangements and local emerging issues within the food safety service and upon standards of food safety within the Borough.

6. WORK PROGRAMME – (Pages 5 - 14)

To note the Panel's work programme (copy attached).

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 three 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.

This page is intentionally left blank

BOROUGH SERVICES POLICY AND REVIEW PANEL

Meeting held on Monday, 10th April, 2017 at the Council Offices,
Farnborough at 7.00 p.m.

Voting Members

Cr. A.R. Newell (Chairman)
Cr. M.S. Choudhary (Vice-Chairman)

Cr. T.D. Bridgeman
Cr. R. Cooper
Cr. Liz Corps

Cr. Marina Munro

Cr. M.J. Roberts
Cr. M. Staplehurst
Cr. B.A. Thomas

21. MINUTES –

The Minutes of the Meeting held on 14th November, 2016 were approved and signed by the Chairman.

22. PUBLIC SPACES PROTECTION ORDERS –

The Panel welcomed Mrs Caroline Ryan, Community Safety Manager and Mr. Moray Henderson, Anti-Social Behaviour Officer, who attended the meeting to give a presentation on the outcomes of the recent consultation on the proposed Public Protection Spaces Orders (PSPO) in the Borough. It was noted that PSPO's had been considered for both towns as part of the consultation process and officers were seeking the views of the Panel before taking the final report to the Cabinet for approval.

It was reported that due to a change in legislation the existing Designated Public Place Orders (DPPO), which were restricted to the control of drinking alcohol, were to be replaced with the new PSPO's which covered a wider range of issues. The current situation in the Borough included: street drinking by adults, consumption of New Psychoactive Substances (NPS) and associated anti-social behaviour.

The proposed intentions of the PSPO, as laid out in the consultation documents, was to control the drinking of alcohol, the taking of New Psychoactive Substances, people urinating and defecating in public, people loitering and causing a nuisance and people loitering with the intent to beg without permission. It was noted that the consultation responses had shown overwhelming support for the proposed controls, and data showed that overall, people had experienced more anti-social behaviour in Aldershot town centre as a result of the night time economy. Issues in Farnborough related more to drunken behaviour and noise levels.

The Panel was advised that once the Cabinet had ratified the decision the Orders would be published and advertised. A six week period would then commence for “interested people” to appeal the Order. The Order would then be approved by the Police and the Police and Crime Commissioner, and a date of introduction would be set. The Order would then be advertised and signs erected in the town centres.

In conclusion, it was noted that very strong support had been shown within the consultation responses for the proposed measures, however there were some concerns about the homeless issues in Aldershot and the ability to enforce the orders. Overall the Panel supported the new measures and stressed the need to be “bold enough to enforce” and have the resources in place to support the proposed PSPO.

The Panel **ENDORSED** the proposed Public Spaces Protection Orders for the final report to the Cabinet on 2nd May, 2017.

23. **CONCESSION AND COMMUNITY SUPPORT PORTFOLIO –**

The Panel welcomed the Cabinet Member for Concessions and Community Support, Cr. Gareth Lyon, who attended the meeting to give an update on current work within the portfolio and priorities for the future. Items covered were as follows:

- **Future review/extension of the local ward grant scheme** - It was noted that in September 2016 each Ward had been allocated £500 from the Community Grants Fund. The three Ward Councillors could use the £500 to support local good causes in their Wards. It was reported that all the money had been allocated for 2016/17.

The Community Grants Fund contained £21,000 and for 2017/18 Cr. Lyon was proposing that each Ward should be allocated £1,000, the remaining balance in the fund would be available to Cr. Lyon to allocate as required across the Borough.

All Members would be consulted on this increase in funding to each ward.

The Panel **ENDORSED** the increase.

- **Volunteers Week/”Get Involved” Fair** – The Panel noted that Cr. Lyon had been working with officers and Rushmoor Voluntary Services to arrange a “Get Involved” Fair on 3rd June, 2017 in Aldershot town centre. Invites had been sent to all voluntary organisations in the Borough informing them of the event and requesting interest in participating. Organisations would be encouraged to join with other similar groups, for example, scouting groups would be placed together on one stall. Stalls would be free of charge and the event would run from 10a.m. – 3p.m. on Union and Wellington Street. Promotion would be managed through the Communications team.

- **The Good Causes Lottery** - The Panel was updated on progress with the Good Causes Lottery. It was noted that the application for the gambling licence was being processed and it was hoped that it would be launched around the same time as Volunteers Week. It was reported that, so far, 30 groups had signed up to be beneficiaries of the lottery and it was hoped that there would be around 60 by the launch date.
- **Promoting elections and electoral registration** – The Panel discussed the issues around maintaining the numbers of residents registered on the electoral roll and accessing hard to reach groups to encourage electoral registration.

It was advised that young people were a particularly hard group to reach and it was important to ensure this demographic understood the importance of democracy and its effects on the community.

A discussion was also held on online voting. It was advised that online voting could not be instigated at a local level, but Members should continue to lobby central government for change.

It was proposed that an update would be given at a future meeting of the Panel on the Review of Electoral Services, which was currently taking place.

- **Organisations seeking rent/rate relief** – there were three elements to rent and rate relief support initiative:
 - Discretionary – this relief will be granted at the discretion of the Council, historically the football clubs had received discretionary relief
 - Hardship – if a business was failing, relief could be granted for a short period of time
 - Enterprise – if a business was looking to move out of the Borough or set up elsewhere, the Council had the power to reduce their business rates for a period of time as an incentive to set up/remain in the Borough

The Panel noted that charities received 80% relief from central government and the remaining 20% was generally picked up by the local authority. It was advised that smaller charities received the full 20%, although larger charities would need to provide financial data and may not receive the full 20% from the local authority.

- **Other ways of working with voluntary organisations/community groups** – Cr. Lyon advised that the voluntary sector provided good value for money within the Borough, for every £1 there was a return in

services to the value of £8-12. However, consideration needed to be given to better ways of working with the Council and sharing best practice across the voluntary sector, particularly those in similar fields. It was advised that a survey would be carried out after the May, 2017 elections to establish what charities/voluntary organisations had and what they would be willing to share with others. The Panel would be consulted on the data returned from the survey.

Consideration would also be given to Community Engagement /Neighbourhood Involvement, to build capacity within communities. A Community Forum was proposed for the Autumn of 2017 at which communities would be brought together to establish the requirement/needs of their community, get people talking and build bridges.

Action to be taken	By whom	When
To provide an update on the current Review of Electoral Services.	Andrew Colver – Head of Democratic and Customer Services	Autumn, 2017

24. **WORK PROGRAMME –**

The Panel noted the current work programme and were advised that Citizens Advice Rushmoor had requested to attend a future meeting of the Panel.

The meeting closed at 8.32 p.m.

CR. A.R. NEWELL
CHAIRMAN

BOROUGH SERVICES POLICY AND REVIEW PANEL

WORK PROGRAMME

Set out below are the key issues which form the Borough Services Policy and Review Panel's on-going work programme.

The topics covered reflect the following:

- scrutiny of the process of the way in which decisions have been or are being made
- reviewing issues of concern to local people or which affect the Borough
- review of performance and delivery of specific services
- monitoring and scrutinising the activities of others
- items raised by Members and agreed by the Panel for consideration
- review of policies and proposals developed by others
- the development of a new policy for recommendation to the Cabinet

The purpose of the work programme is to identify the way in which topics are being dealt with and the progress made with them.

An update will be submitted to each meeting of the Panel.

BOROUGH SERVICES POLICY AND REVIEW PANEL

ACCOUNTABILITY AND AREAS OF RESPONSIBILITY

The terms of reference of the Panel will include all these issues contained in the Safety and Regulation Portfolio and the Concessions and Community Support Portfolio together with certain functions within the responsibility of the Leader of the Council. The functions set out in the Scheme of Delegation are:

PORTFOLIO - LEADER OF THE COUNCIL

Community Planning

To support, co-ordinate and monitor the development and implementation of the Community Strategy and seek to develop effective partnerships with other stakeholders in the community.

PORTFOLIO - SAFETY AND REGULATION

Community Safety (including Anti-Social Behaviour)

To deal with all matters which are the responsibility of the Council relating to the Crime and Disorder Act, crime reduction and community safety.

Environmental Health Policy Relating to Licensing, Food, Health and Safety, Pollution and Environmental Control

To deal with all matters relating to environmental health regulatory powers (other than those licensing powers dealt with by the Licensing and General Purposes Committee) exercised by the Council in relation to the following issues:-

- licensing
- food
- health and safety
- pollution
- environmental control
- provision and regulation of mobile home parks

PORTFOLIO - CONCESSIONS AND COMMUNITY SUPPORT

Democratic Renewal and Community Involvement

To deal with issues relating to community involvement with the Council, including:

- liaison with community organisations
- democratic renewal
- developing working arrangements at a local or ward level
- community leadership

Electoral Issues

To carry out the Council's functions in relation to maintaining effective democratic processes, and in promoting democratic involvement, subject to the Licensing and General Purposes Committee undertaking certain duties set out in the Scheme of Delegation in relation to elections and electoral registration.

Concessions and Supporting Local Organisations

To deal with applications for rate and rent relief from sporting, cultural and voluntary organisations, including applications under Section 49 of the Local Government Finance Act, 1992.

To carry out all powers in relation to the consideration and determination of applications for financial assistance from national and local organisations, including local arts organisations.

To develop the Council's policy and procedures on discretionary matters relating to benefits schemes.

To formulate and implement proposals in respect of facilities for the elderly and the disabled, including the concessionary fares scheme and Dial a Ride.

To co-ordinate funding for the major voluntary organisations operating in the Borough, in particular the Citizens' Advice Bureaux, Rushmoor Voluntary Services and the Farnborough and Cove War Memorial Hospital Trust.

Accessibility

To carry out the Council's functions in relation to access for people with disabilities and in meeting the requirements of the Disability Discrimination Act and other relevant legislation.

DATE RAISED	ISSUE AND DESCRIPTION OF TOPIC	PROCESS AND TIMETABLE	CURRENT POSITION	CONTACT (SERVICE MANAGER)
PORTFOLIO – LEADER OF THE COUNCIL				
20.01.14	Community Planning Monitoring and review of the Rushmoor Sustainable Community Strategy 2010 - 2026.	The Assistant Head of Strategy & Communications provided an update on the progress of the Rushmoor Strategic Partnership in delivering the priorities contained within the Rushmoor Sustainable Community Strategy at the Panel's meeting on 20th January, 2014.	It was agreed the Panel mid should receive a further update in due course.	Jon Rundle Strategy, Performance and Partnerships Manager Tel. (01252) 398801 Email. jon.rundle@rushmoor.gov.uk
PORTFOLIO – SAFETY AND REGULATION				
Community Safety				
14.11.16	Safer Rushmoor Partnership Plan	The Panel were updated on the priorities and issues for the Safer North Hampshire Partnership and received	The Panel has requested an update on specific issues from the Community Safety	Peter Amies Head of Community and Environmental Services

DATE RAISED	ISSUE AND DESCRIPTION OF TOPIC	PROCESS AND TIMETABLE	CURRENT POSITION	CONTACT (SERVICE MANAGER)
	Monitoring and review of the Safer Rushmoor Partnership Plan.	specific updates on rough sleeping and street drinking and violence and Women and Girl Crimes and Domestic Abuse.	Partnership, these will be discussed further at a future mid cycle meeting.	Tel. (01252) 398750 Email. peter.amies@rushmoor.gov.uk
11.04.16	Supporting Troubled Families Monitoring and review of the Supporting Troubled Families initiative.	Members received an update on the 'Supporting Troubled Families' initiative on 11th April, 2016 and it was agreed that a further update would be requested at least every two years.	A further update will be provided at the meeting in April, 2018.	Qamer Yasin Head of Environmental Health and Housing Services Tel. (01252) 398640 Email. qamer.yasin@rushmoor.gov.uk
Environmental Health Policy				
15.06.15	Food safety To examine the Council's Environmental Health policies relating to food safety.	The Environmental Health Manager (Food / Health and Safety) provided an update on the Council's provision of food safety services at the Panel's meeting on 15th June, 2015. It is anticipated that further updates will be received at least every two years.	The Environmental Health Manager (Food / Health and Safety) will provide a further update at the Panel's meeting in June, 2017 .	Colin Alborough Environmental Health Manager (Food / Health and Safety) Tel. (01252) 398169 Email. colin.alborough@rushmoor.gov.uk
09.02.16	Pollution / environmental control To examine the Council's	On 8th February, 2016, the Environmental Health Manager (Pollution / Environmental Control) updated the Panel on the work of the	The Environmental Health Manager (Pollution / Environmental Control) will provide an update on	Helen Lolley Environmental Health Manager (Pollution / Environmental Control)

DATE RAISED	ISSUE AND DESCRIPTION OF TOPIC	PROCESS AND TIMETABLE	CURRENT POSITION	CONTACT (SERVICE MANAGER)
	Environmental Health policies relating to pollution and environmental control.	pollution / environmental control service. It is anticipated that further updates will be received at least every two years.	pollution / environmental control services (including regulation of mobile home parks) at a Panel meeting in, 2018 .	Tel. (01252) 398170 Email. helenlolley@rushmoor.gov.uk
12.09.16	Health and safety To examine the Council's Environmental Health policies relating to health and safety.	The Environmental Health Manager (Food / Health and Safety) informed Members about the Council's provision of Health and Safety services at the Panel's meeting on 12th September, 2016. It is anticipated that further updates will be received at least every two years.	The Environmental Health Manager (Food / Health and Safety) would provide an update on Health and Safety services at the Panel in September, 2018 .	Colin Alborough Environmental Health Manager (Food / Health and Safety) Tel. (01252) 398169 Email. colin.alborough@rushmoor.gov.uk
PORTFOLIO – CONCESSIONS AND COMMUNITY SUPPORT				
Democratic Renewal and Elections				
10.06.13	Localism Act 2011 To consider the implications of the Localism Act.	At the request of the Panel's mid cycle meeting, the Head of Strategy and Communications delivered an update at the Panel's meeting on 10th June, 2013 on elements of the Localism Act, including the 'Community Right to Bid' and the 'Community Right to Challenge'.	The Head of Strategy, Engagement and Organisational Development to provide a further update in due course.	Karen Edwards Corporate Director Tel. (01252) 398800 Email. karen.edwards@rushmoor.gov.uk

DATE RAISED	ISSUE AND DESCRIPTION OF TOPIC	PROCESS AND TIMETABLE	CURRENT POSITION	CONTACT (SERVICE MANAGER)
12.09.16	Community Involvement	<p>The Panel discussed the work of the Community Involvement Task and Finish Group at its meeting on, 12th September 2016.</p> <p>The Cabinet Member for Concessions and Community Support attended the meeting in April, 2017 to update the Panel on current work within the Portfolio and priorities for the future.</p>	The Panel requested that the Head of Democratic and Customer Services, Mr Andrew Colver attend a future meeting of the Panel to give an update on the Electoral Services review currently being undertaken.	<p>Karen Edwards Corporate Director Tel: (01252) 398800 Email: karen.edwards@rushmoor.gov.uk</p>
13.06.16	<p>Electoral issues</p> <p>To deal with issues relating to elections and electoral registration.</p>	The Cabinet Member for Concessions and Community Support (Cr. G.B. Lyon), the Chairman of the Licensing and General Purposes Committee (Cr. A. Jackman), the Chairman of the Borough Services Policy and Review Panel (Cr. A.R. Newell) and Crs. D.M.T. Bell, K. Dibble, B. Jones and S.J. Masterson have been appointed to serve on the Elections Group for the 2016/17 Municipal Year.	The Head of Democratic and Customer Services will provide a further update in due course.	<p>Andrew Colver Head of Democratic and Customer Services Tel. (01252) 398820 Email: andrew.colver@rushmoor.gov.uk</p>
Concessions and Supporting Local Organisations				
18.11.13	<p>Grants to organisations</p> <p>To consider the process</p>	The Head of Community distributed details of assistance given to local organisations attached to the agenda	The Head of Community will update the Panel in due course.	<p>Peter Amies Head of Community and Environmental Services</p>

DATE RAISED	ISSUE AND DESCRIPTION OF TOPIC	PROCESS AND TIMETABLE	CURRENT POSITION	CONTACT (SERVICE MANAGER)
	by which the Council makes decision on how to allocate its funding of local organisations.	for the Panel's meeting on 18th November, 2013 .		Tel. (01252) 398750 Email. peter.amies@rushmoor.gov.uk
15.06.15	Rushmoor Voluntary Services To consider the role of RVS in the community.	Greg Alexander, Chief Executive of Rushmoor Voluntary Services, provided an update on the work of his organisation at the Panel's meeting on 15th June, 2015 .	Greg Alexander has agreed to provide a further update at a future Panel meeting.	Peter Amies Head of Community and Environmental Services Tel. (01252 (398750) Email. peter.amies@rushmoor.gov.uk
11.04.16	Citizens' Advice Rushmoor To consider the role of the CAB in the community.	Alex Hughes, Chief Officer at Citizens' Advice Rushmoor gave an update on working arrangements at the meeting on 11th April, 2016. A request was made for further information on pre-paid energy meters in the borough to be discussed at a future mid-cycle meeting.	Alex Hughes has agreed to provide a further update at the Panel meeting in April, 2018 .	Peter Amies Head of Community and Environmental Services Tel. (01252 (398750) Email. peter.amies@rushmoor.gov.uk
14.09.15	Food banks	The Panel were provided with information on food banks, in particular, the findings of the Bill Sargent Trust Report at its meeting on 14th September, 2015. Mr Mike Shea, founder of Farnborough Food Bank and Jane Newton, of the Holy Trinity Larder were also in attendance.	The Panel will receive an update in due course.	Ian Harrison Corporate Director Tel. (01252 (398400) Email. ian.harrison@rushmoor.gov.uk

DATE RAISED	ISSUE AND DESCRIPTION OF TOPIC	PROCESS AND TIMETABLE	CURRENT POSITION	CONTACT (SERVICE MANAGER)
23.03.15	Community Transport To establish the level of provision of community transport in the Borough.	The Panel received presentations from both Rushmoor Voluntary Services and Farnborough Neighbour Care, who both provided community transport in the Borough and surrounding areas.	The Panel noted the presentations and the level of community Transport in the Borough.	Peter Amies Head of Community and Environmental Services Tel. (01252 (398750) Email. peter.amies@rushmoor.gov.uk
13.06.16	Meals on Wheels/Luncheon Clubs To look at the services provided within the Borough.	The Panel received a presentation on the provision of Meals on Wheels and Luncheon Clubs in the Borough	The Panel highlighted some areas of concern with the Meals on Wheels service and requested some data on customer complaints and satisfaction from HCC. This information would be fed back to the Panel via the Mid Cycle Group.	Peter Amies Head of Community and Environmental Services Tel. (01252 (398750) Email. peter.amies@rushmoor.gov.uk

Chairman - Cr. Adrian Newell

Lead Officer - Ian Harrison, Corporate Director
 Tel: 01252 398400
 E-mail: ian.harrison@rushmoor.gov.uk

Last updated - May, 2017

BOROUGH SERVICES POLICY AND REVIEW PANEL

WORK FLOW – April 2017 – March 2018

10th April 2017		Cabinet Member for Concessions and Community Support Public Spaces Protection Orders
12th June 2017		Food Safety
11th September 2017		Citizens' Advice Rushmoor
13th November 2017		
22nd January 2018		
26th March 2018		
Date to be confirmed		Hampshire Police Rushmoor Voluntary Services Rent Relief Policy Elections Review Update