

# POLICY AND PROJECT ADVISORY BOARD

Meeting held on Wednesday, 31st July, 2019 at the Council Offices, Farnborough at 7.00 pm.

## **Voting Members**

Cllr J.B. Canty (Chairman)  
Cllr Sophia Choudhary (Vice-Chairman)  
Cllr P.I.C. Crerar (Vice-Chairman)

Cllr Gaynor Austin  
Cllr P.J. Cullum  
Cllr Sophie Porter  
Cllr M.J. Roberts  
Cllr C.J. Stewart

Apologies for absence were submitted on behalf of Cllr Prabesh KC and Cllr J.E. Woolley.

## **9. MINUTES**

The minutes of the meeting held on 5th June, 2019 were approved and signed by the Chairman.

## **10. END VIOLENCE AT WORK CHARTER**

The Board received the Executive Director's Report No. ED1906 which provided the background to the End Violence at Work Charter and explained its intended focus in response to the Notice of Motion considered at the Council meeting in February. The Report set out how the Council currently met the standards in the Charter and provided some potential options for further action.

The End Violence at Work Charter was a campaign by Unison to encourage employers in the community sector to take violence against staff seriously and sign up to the Charter. Incidents of violence and abuse were on the increase in these sectors which prompted Unison to develop ten measures that they felt every employer within the community sector should be able to support.

The Charter was not designed for local authorities but the Motion requested that the Council recognised that its staff were its greatest resource and must ensure all staff felt safe and secure in their place of work. The Board was advised that the Council had comprehensive policies and procedures in place to ensure the health and safety of employees and Rushmoor's Unison representative had confirmed that they were content with the Council's position.

The Report proposed a number of options for the Board to consider to enable the Council to support the adoption of the Charter by voluntary and community sector

organisations operating in the Borough. The Board supported the following recommendations:

- (1) The Charter would be raised at a future meeting of the Voluntary Sector Forum, Registered Providers Liaison Meeting and as part of general discussion with the major organisations that the Council supported financially;
- (2) The Portfolio Holder for Democracy, Strategy and Partnerships would write to all voluntary and community sector organisations and housing associations operating in the Borough, bringing their attention to the Charter and encouraging them to sign up; and
- (3) Through the Procurement Strategy work, where appropriate, when procuring services from voluntary and community sector organisations, the Council should seek to ensure safety measures similar to those set out in the Charter were in place before a contract was issued.

The Board agreed that the option to make signing the Charter part of the Council's commissioning/procurement process should be addressed at a later date if it was felt necessary.

The Board discussed the reporting and recording of incidents and what training was available for staff. It was requested whether training could also be made available to councillors. It was agreed that guidance on keeping safe and how to report incidents would be circulated to all Members. An update on the number of organisations that signed up to the Charter was also requested; to be reported back to the Board.

<b>Action to be taken</b>	<b>By whom</b>	<b>When</b>
Raise the profile of the Charter at future meetings of the Voluntary Sector Forum and Registered Providers Liaison Meeting	Andrew Colver/ Zoe Paine	-
Send a letter from the Portfolio Holder for Democracy, Strategy and Partnerships to voluntary and community sector organisations and housing associations highlighting the Charter and encouraging them to sign up	Portfolio Holder/ Andrew Colver/ Justine Davie	August 2019
As part of a new procurement strategy consider the health and safety measures similar to those set out in the Charter being in place before contracts were issued	David Stanley/ Katherine Berry	November 2019
Circulate guidance on how to keep safe and how to report incidents to all Councillors	Karen Edwards/ Justine Davie	August 2019
Provide an update in 12 months on organisations from Rushmoor that had signed up to the Charter	Justine Davie	July 2020

## 11. STRATEGY FOR FUTURE INVESTMENT IN RELATION TO PLAYGROUNDS WITHIN THE BOROUGH

The Head of Operational Services and the Parks Manager attended the meeting to advise the Board on the points to consider when developing the Playgrounds Strategy. The information to be considered included:

- Assessment of supply and demand;
- Consideration of the hierarchy of supply of Local Areas for Play (LAP) 100m distance or a minute walk; Local Equipped Areas for Play (LEAP) 400m distance or a five minute walk; and, Neighbourhood Equipped Area for Play (NEAP) 1km distance or a twelve minute walk.
- Compliance issues on the separation between activity zones and equipment standards;
- Sustainability issues from a financial and environmental position; and,
- The process for developing the strategy and public engagement.

A number of the Board Members had carried out independent visits to various playgrounds around the Borough and provided feedback on their findings. There was some discussion on the potential for other uses for some of the playgrounds that appeared underused. However, it was felt that each playground, and the area it served, would need to be looked at individually with ward councillors and views of local residents should be sought. The views of the Board would be taken into consideration in the development of the strategy.

The Board then took part in a workshop session to consider the issues and provide feedback. It was explained that the Board responses would be collated and, where there was a consensus, the information would be incorporated into the draft strategy. Where views differed, the Board would be provided with further information at the following meeting. A draft strategy would be developed and submitted to the 2nd September Progress Group for comment and then be brought to the September Board meeting along with any additional data.

The Chairman asked the members of the public in attendance in the public gallery to leave the meeting during the workshop session.

Action to be taken	By whom	When
Develop a draft Playground Strategy incorporating the comments from the Board for the 2 <sup>nd</sup> September Progress Group	James Duggin/ Andy Ford	2nd September 2019

## 12. WORK PROGRAMME

### a) Update on Projects

The Board received an update paper on the vision for Aldershot and Farnborough 2030, Civic Quarter Masterplan, Aldershot Town Centre Strategy, Leisure Contracts and the Conservation Area Review. Clarification was requested on when the Civic Quarter Masterplan would be reported back. The Board was advised that it was not

yet clear whether it would be ready to report back to the September Board meeting but it would be included on the Progress Group agenda when the initial draft was complete.

It was proposed that all projects should take the Climate Change Strategy into consideration. It was noted that a Climate Change Working Group had been established through the Cabinet and it was requested that an update on their proposed work should be provided on the next work programme update. The Board noted the update.

The Chair asked the members of the public in attendance to leave the meeting during the workshop session.

<b>Action to be taken</b>	<b>By whom</b>	<b>When</b>
Provide an update on the Climate Change Working Group proposed work on the next work programme update	Justine Davie	17th September 2019

b) **Work Programme**

The Board **NOTED** the Work Programme.

The meeting closed at 9.15 pm.

CLLR J.B. CANTY (CHAIRMAN)

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