



Notice is hereby given that a **MEETING** of the **COUNCIL OF THE BOROUGH OF GOSPORT** will be held in the **TOWN HALL, GOSPORT** on **WEDNESDAY** the **ELEVENTH DAY** of **JULY 2012** at **6.00PM** AND **ALL MEMBERS OF THE COUNCIL ARE HEREBY SUMMONED TO ATTEND TO CONSIDER AND RESOLVE THE FOLLOWING BUSINESS –**

1. To receive apologies from Members for their inability to attend the Meeting.
2. To confirm the Minutes of the Annual and Adjourned Annual and Extraordinary Meetings of the Council held on 16 May and 26 June 2012 (copies herewith).
3. To consider any Mayor's Communications.
4. To receive Deputations in accordance with Standing Order No 3.5 and to answer Public Questions pursuant to Standing Order No 3.6, such questions to be answered orally during a time not exceeding 15 minutes.

(NOTE: Standing Order No 3.5 requires that notice of a Deputation should be received by the Borough Solicitor NOT LATER THAN 12 O'CLOCK NOON ON MONDAY, 9 JULY 2012 and likewise Standing Order No 3.6 requires that notice of a Public Question should be received by the Borough Solicitor NOT LATER THAN 12 O'CLOCK NOON ON MONDAY, 9 JULY 2012).

5. Questions (if any) pursuant to Standing Order No 3.4.

(NOTE: Members are reminded that Standing Order No 3.4 requires that Notice of Question pursuant to that Standing Order must be received by the Borough Solicitor NOT LATER THAN 12 O'CLOCK NOON ON TUESDAY, 10 JULY 2012).

6. To receive the following Part II minutes of the Boards of the Council:
 - Policy and Organisation Board: 16 May and 27 June 2012
 - Community Board: 16 May, 11 June and *10 July 2012
 - Economic Development Board: 16 May and 20 June 2012

*These minutes will be to follow

7. Localism Act 2011- Changes to the Standards Regime

To consider the report of the Monitoring Officer (copy herewith)

8. Overview and Scrutiny Committee Supplementary Report
Gosport Medical Emergency and Accident Services (copy to follow)
9. Fareham and Gosport Mind representative

To consider the vacancy for a member representative on the above Outside Body

**IAN LYCETT
CHIEF EXECUTIVE**

**TOWN HALL
GOSPORT**

3 July 2012

FIRE PRECAUTIONS

(To be read from the Chair if members of the public are present)

In the event of the fire alarm being activated, please leave the Council Chamber and Public Gallery immediately. Proceed downstairs by way of the main stairs or as directed by GBC staff, follow any of the emergency exit signs. People with disability or mobility issues please identify yourself to GBC staff who will assist in your evacuation of the building.

MEMBERS ARE REQUESTED TO NOTE THAT:

(1) IF THE COUNCIL WISHES TO CONTINUE ITS BUSINESS BEYOND 9.30PM THEN THE MAYOR MUST MOVE SUCH A PROPOSITION IN ACCORDANCE WITH STANDING ORDER 4.11.18

(2) MOBILE PHONES SHOULD BE SWITCHED OFF FOR THE DURATION OF THE MEETING

**A MEETING OF THE POLICY AND ORGANISATION BOARD
WAS HELD ON 16 MAY 2012**

The Mayor (Councillor Dickson) (ex-officio) (P); Councillors Beavis (P), Burgess (P), Chegwyn (P), Carter CR (P), Hook (Chairman) (P), Lane (P), Langdon (P), Philpott (P), Ronayne (P) and Wright (P).

PART II

5. ELECTION OF VICE CHAIRMAN

RESOLVED: That Councillor Burgess be appointed Vice-Chairman of the Policy and Organisation Board for the Municipal Year 2012-13.

6. WATERFRONT COMMUNITY FESTIVAL 2012

Councillor Hook declared a personal interest in the item, remained in the room and took part in the discussion and voting thereon.

A member requested that, as the fun fair was to be located on the south field, that it be located as close to the boating lake as possible to minimise disturbance to local residents.

Members subsequently approved the recommendations; Councillor Chegwyn requested that his vote against the proposals be recorded.

RESOLVED: That approval be given to:

- (a) the waiving of the hiring fees for Walpole Park for the period Monday 28th May 2012 until Wednesday 6th June 2012 inclusive and the need for a deposit for reinstatement works for the holding of the Waterfront Community Festival 2012;
- (b) the Council providing reasonable printing and PR services and other costs as outlined in this report free as a contribution towards the Waterfront Community Festival 2012; and
- (c) the Council entering in to a licence agreement with the Gosport Waterfront Community Festivals Limited on terms agreed by the Chief Executive in consultation with the Borough Solicitor.

The meeting ended at 6.27p.m.

A MEETING OF THE POLICY AND ORGANISATION BOARD WAS HELD ON 27 JUNE 2012

The Mayor (Councillor Dickson) (ex-officio); Councillors Beavis (P), Burgess (P), Carter, C R (P), Chegwyn (P), Hook (Chairman) (P), Lane (P), Langdon (P), Philpott (P), Ronayne (P) and Wright (P).

PART II

12. LOCAL AGREEMENTS AND POLICIES

Consideration was given to a report of the Head of Personnel on the above. She advised members of updates to a number of the Council's employment policies/agreements and sought approval for them i.e. IT policies: Removable Media, Email Acceptable Use, Internet Acceptable Use, IT Access; and other general employment policies: Workforce Development Plan, People Management Strategy, Motoring Policy, Fire Warden Agreement, Trade Union Facilities Agreement, Employee Communications Policy. She confirmed that the Fire Warden Scheme was a completely new document. She also reported three minor amendments to the documents:

- Appendix E (Workforce and Strategic Development Plan):
 - at the bottom of page 2 under '**Regeneration**' – delete the word 'reduce' and insert 'improve'; the sentence to read: ...create jobs to improve job density and reduce congestion and improve sustainability
 - page 3 - 3rd paragraph – in the middle of the paragraph on the Benefits service - delete the words "...arrangements are currently under discussion relating to the sharing of the property function with a neighbouring council."
- Appendix G (Motoring Policy): at the bottom of Appendix C (page 12) – delete the last line "All Council vehicles have facilities for hands-free radio and telephones."

The Chairman reported that an earlier meeting had been held with staff union representatives through the forum of the Local Joint Staff Committee (LJSC). The meeting had agreed to look at potentially allowing access at lunch time to Radio Stations as access was being denied to such websites through the Internet Acceptable Use Policy (Appendix C); it was agreed that the Chief Executive should discuss the reason for this with the Head of IT before making any possible change to the policy. Similarly the meeting had concerns regarding the future of the Benefits service (page 3 of Appendix E (Workforce and Strategic Development Plan)) and it was agreed that a separate report on this services' needs would be considered at a future LJSC meeting.

The Chairman commended the Local Agreements and Policies as amended and with the above caveats to the meeting. He thanked the Head of Personnel for her hard work in bringing these Agreements and Policies to the LJSC and this Board.

RESOLVED: That approval be given to the following, as amended, and with the caveats mentioned above:

- Updated Removable Media, Email Acceptable Use, Internet Acceptable use and IT Access policies (Appendices A, B, C and D).
- Revised Workforce Development Plan (Appendix E),
- Revised People Management Strategy (Appendix F),
- Revised Motoring Policy (Appendix G),
- Fire Warden Agreement (Appendix H),
- Updated Trade Union Facilities Agreement (Appendix I)
- Revised Employee Communications Policy (Appendix J).

13. CHILDREN, YOUNG PEOPLE AND VULNERABLE PEOPLE POLICIES (SAFEGUARDING POLICY)

Consideration was given to a report of the Community and Customer Services Manager which sought the approval of the Board for the proposed policies in respect of children, young people and vulnerable adults (Safeguarding). Attached to the report was the Safeguarding Policy (Appendix A) and the Concerns/Allegations – Recoding Form (Appendix B). The Manager advised that previous reference had been made by her predecessor to these areas however when she took over her current remit she wanted to bring these different areas into one policy. This aided the development of an internal training plan for vulnerable people which would be pitched at the right level.

A member raised the matter of CRB checks for members who potentially came into contact with children and vulnerable adults. The County Council undertook such checks for its members. The Head of Personnel clarified that such CRB checks for members related to those authorities with education and social service responsibilities.

RESOLVED: That approval be given to the attached Safeguarding Policy (Appendix A) in respect of children, young people and vulnerable adults.

14. GROWTH FUND – SOLENT ENTERPRISE ZONE - DAEDALUS

The Board considered a report from the Chief Executive which advised members of a successful bid to the Regional Growth Fund and requested approval for the Council to act as Accountable Body for the Enterprise Zone expansion Fund.

It was reported that the Council had been successful with the support of the Solent Local Enterprise Partnership in attracting £2,940,000 of Regional Growth Fund. Gosport Borough Council had been asked by BIS to be the Accountable Body for the Fund. The Council would, in this role, receive the money from BIS and then distribute the awards to the successful businesses.

An Investment Panel would consider bids but the key issue was that the Panel would not be quorate without the attendance of the Section 151 Officer (Julian Bowcher) and also the Council would have a veto if the Section 151 Officer is unhappy with a bid. The Fund was launched on the 15 June 2012 with a deadline for the first Expressions of Interest in July. It is anticipated that the first awards would be made in the early Autumn.

RESOLVED: That approval be given to the Council acting as Accountable Body for the Solent Enterprise Zone expansion fund.

15. SOLENT ENTERPRISE ZONE AT DAEDALUS BUSINESS RATE

Consideration was given to a report of the Financial Services Manager on the above. The report informed members of the feedback from the recent consultation on the draft business rate discount policy proposed for the Solent Enterprise Zone at Daedalus and a policy for formal adoption and implementation was submitted. The report had appended to it at Appendix A the 'Solent Enterprise Zone at Daedalus – Policy for Granting Business Rate Discounts' and at Appendix B 'Comments from Respondents on Q3 of the Consultation exercise'.

The Financial Services Manager concluded that Fareham Borough Council's Executive had approved the proposed business rate discount policy for the Fareham area.

RESOLVED: That:

- a) the feedback from the consultation exercise on the proposed business rate discount policy for the Solent Enterprise Zone at Daedalus be noted; and
- b) approval be given to the proposed business rate discount policy for the Solent Enterprise Zone at Daedalus falling within the Borough as set out in Appendix A to the Manager's report.

16. MEDIUM TERM FINANCIAL STRATEGY AND CAPITAL STRATEGY

The Financial Services Manager put before members the updated Medium Term Financial and Capital Strategies.

RESOLVED: That the Medium Term Financial Strategy as set out in Appendix 1 and Capital Strategy as set out in Appendix 2 of the Manager's report be approved.

17. LOCALISATION OF COUNCIL TAX SUPPORT

Consideration was given to a report of the Financial Services Manager on the above. The report informed members of the government's proposals for the cessation of the national Council Tax Benefit scheme and the requirement for this Council to introduce a new Council Tax Support scheme for customers on low income by 1 April 2013.

It was reported that the funding is expected to be at least 10% lower than the cost of existing CTB payments. Gosport received £5,300,000 in subsidy for the 2010/11 financial year. The Government is currently consulting on funding arrangements but it is believed that the reduction in funding in respect of Gosport will be around £530,000. As the loss will be shared, Gosport's reduction is estimated at £74,000 with the balance falling to Hampshire County Council, Fire and Police Authorities.

Due to the statutory "pensioner" scheme which protects this group to current benefit levels for existing and new claimants, any local scheme would need to make savings of approximately 18% within the remaining Working age caseload to ensure the cost does not exceed the grant provided so that the costs of the scheme are not passed on to Council Tax payers.

RESOLVED: That:

- a) approval be given to the principles of the Local Council Tax Support Scheme (working age) as described in Section 2 of the Manager's report;
- b) delegated authority be given to the Financial Services Manager to finalise the Local Council Tax Support Scheme and to undertake consultation on it with the major precepting authorities;
- c) delegated authority be given to the Financial Services Manager to determine the nature of and undertake public consultation in accordance with government/statutory requirements; and
- d) it be noted that the final Local Council Tax Support Scheme will be reported to full Council for final decision.

The meeting ended at 6.26 pm.

A MEETING OF THE COMMUNITY BOARD

WAS HELD ON 16 MAY 2012

The Mayor (Councillor Dickson) (ex-officio) (P), Chairman of the Policy and Organisation Board (Councillor Hook) (ex-officio) (P); Burgess (P), Carter C K (P), Mrs Cully (P), Edgar (P), Foster-Reed (P), Henshaw (P), Mrs Hook (P), Hylands (P), Kimber (P), Mrs Morgan (P), Murphy (P) and Mrs Wright (P).

PART II

5. ELECTION OF CHAIRMAN

RESOLVED: That Councillor Burgess be appointed as Chairman of the Community Board for the Municipal Year 2012-2013.

6. ELECTION OF VICE-CHAIRMAN

RESOLVED: That Councillor Kimber be appointed as Vice-Chairman of the Community Board for the Municipal Year 2012-2013.

The meeting ended at 6.29 p.m.

A MEETING OF THE COMMUNITY BOARD

WAS HELD ON 11 JUNE 2012

The Mayor (Councillor Dickson) (ex-officio) (P), Chairman of the Policy and Organisation Board (Councillor Hook) (P); Burgess (P), Carter C K (P), Mrs Cully (P), Edgar, Foster-Reed (P), Henshaw (P), Mrs Hook (P), Hylands (P), Kimber (P), Mrs Morgan, Murphy (P) and Mrs Wright (P).

It was reported that, in accordance with Standing Orders, Councillor Hook had been nominated to replace Councillor Edgar for this meeting.

The Chairman welcomed Ms. Corinne Waterfield, the newly appointed Housing Services Manager, to the meeting.

PART II

12. PROJECT INTEGRA ANNUAL ACTION PLAN 2012/13

Consideration was given to a report of the Community and Customer Services Manager which sought approval for the adoption of the Project Integra Annual Action Plan 2012/13 for the Partnership, in accordance with the Project Integra Constitution.

A Member asked whether there were alternate fortnightly waste collections and whether glass kerb side collection would be introduced. The Head of Streetscene confirmed that waste was collected on an alternate fortnightly rota and that it was the intention of the Partnership to look at the introduction of kerb side collection of glass for Gosport within the period of the current contract.

A Member queried which 2 authorities were to be used in the trial detailed in the Officer's report. The Head of Streetscene advised the Board that the authorities had not yet been chosen. Gosport Borough Council could request to be considered for the trial.

The Vice Chairman advised the Board that the facility at Alton held open days in which members of the public and Councillors could visit the site and learn more about what it did. Alternatively Councillors could undertake a one day training course. Members were advised to contact the Head of Streetscene for further details.

RESOLVED: That the Board approve the Project Integra Annual Action Plan 2012/13.

13. COMMUNITY CLEAN UP PROGRAMME

Consideration was given to a report of the Community and Customer Services Manager which detailed the impact of the recent community clean up

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programme organised by the Council and outlined further proposals for the initiative.

The Leader of the Council thanked officers who organised the community clean up programme and especially the members of staff and Councillors who took part on the day. The Board expressed their gratitude for the hard work of Councillors and staff who were involved on the day.

A Member requested that Town and Bridgemary North wards be considered for future community clean up programmes, as those wards contained a high percentage of council tenants.

The Board discussed the issue of abandoned trolleys in Gosport.

RESOLVED: That, the Board agrees to:

1. Note the success of the community clean up programme undertaken in September and October 2011 and record thanks to Gosport Borough Council Staff and Councillors who took part; and
2. Approve a Housing Services/Community & Customer Services joint funded initiative for 2012/13 with the programme timetable and locations to be determined by the Community & Customer Services Manager & Housing Services Manager, in consultation with the Chairman of the Community Board.

14. ENVIRONMENTAL HEALTH (COMMERCIAL) SERVICE PLAN 2012 / 2013

Consideration was given to a report of the Community and Customer Services Manager which sought approval for the work plan for the Environmental Health (Commercial) Team for 2012/2013, in respect of Food Safety and Health & Safety at Work enforcement.

The Head of Environmental Health, Gosport and Fareham Joint Working Partnership advised the Board on the food hygiene ratings in Gosport and on the table displayed in paragraph 43 of the appendix to the report. He advised the Board that all Local Authorities within Hampshire were to join the scheme which would enable Gosport to compare its results against other Local Authorities.

A Member asked whether making the transition from the Uniform database to the Ocella/ BPMS systems at Fareham Borough Council (FBC) would be costly. The Head of Environmental Health Gosport and Fareham Joint Working Partnership advised the Board that there would be a financial cost to changing the database system used at FBC, however this cost would be offset against the savings made through the partnership working from one system.

RESOLVED: That the Board approve the work plan for the Environmental

Community Board

11 June 2012

Health (Commercial) Team for 2012/2013, in respect of Food Safety and Health & Safety at Work enforcement.

15. GOSPORT BOROUGH CRICKET CLUB – TRAINING FACILITY

Consideration was given to a report of the Chief Executive which requested funding for the provision of a training facility in Privett Park to be used by the Gosport Borough Cricket Club.

The Chief Executive advised the Board that the training facility could be used by members of the public at all times, other than when at use by the Gosport Borough Cricket Club or local schools and clubs.

The Leader of the Council supported the provision of a new training facility for the Gosport Borough Cricket Club as the Club benefitted the Borough. The Board agreed that the provision of a new training facility was favourable.

A Member asked when the use of developer's contributions would next be brought to the Community Board. The Member was advised that Officers were currently looking into the use of developer's contributions for play areas in the Borough and a report would be brought to a future Community Board.

RESOLVED: That the Board:

- (i) approve the sum of £20,000 towards the provision of a new training facility for use by Gosport Borough Cricket Club;
- (ii) approve the provision of the training facility in Privett Park as shown in Appendix A of the Chief Executive's report; and
- (iii) authorise the Borough Solicitor to enter into an agreement with the Gosport Borough Cricket Club, on terms recommended by the Head of Property Services, for the use and management of the training facility.

16. AOB

The Chairman thanked the Chair of the Cricket Club for attending the meeting. The Chair of the Cricket Club thanked the Board for approving the sum of £20,000 towards the provision of a new training facility for use by Gosport Borough Cricket Club.

The Chairman advised the Board that the Mayor had received a request for an extraordinary Council meeting to discuss the Holbrook Leisure Centre. As a result there would not be a report brought to the board on the matter because there would be an opportunity to discuss this at Full Council. The Mayor advised the Board that he would make a decision on holding an extraordinary Council meeting by the end of the week.

The meeting ended at 6.25 p.m.

A MEETING OF THE ECONOMIC DEVELOPMENT BOARD

WAS HELD ON 16 MAY 2012

The Mayor (Councillor Dickson) (ex-officio) (P), Chairman of the Policy and Organisation Board (Councillor Hook) (ex-officio) (P); Councillors Allen (P), Chegwyn (P), Edgar (P), Forder (P), Geddes, Mrs Hook (P), Lane (P), Langdon (P), Philpott (P) and Mrs Searle (P).

PART II

5. ELECTION OF CHAIRMAN

RESOLVED: That Councillor Lane be appointed as Chairman of the Economic Development Board for the Municipal Year 2012-13.

6. ELECTION OF VICE-CHAIRMAN

RESOLVED: That Councillor Philpott be appointed as Vice-Chairman of the Economic Development Board for the Municipal Year 2012-13.

The meeting ended at 6.32 p.m.

**A MEETING OF THE ECONOMIC DEVELOPMENT BOARD
WAS HELD ON 20 JUNE 2012**

The Mayor (Dickson) (ex-officio); Chairman of the Policy and Organisation Board (Councillor Hook) (P), Councillors Allen Chegwyn (P), Edgar (P), Forder (P), Geddes (P) Mrs Hook (P), Lane (P), Langdon (P), Philpott (P) and Mrs Searle (P).

It was noted that in accordance with standing orders Councillor Hook had been nominated to replace Councillor Allen for this meeting.

PART II

12. REVIEW OF STATEMENT OF COMMUNITY INVOLVEMENT

Consideration was given to a report of the Borough Solicitor and Deputy Chief Executive, detailing the review and revision of the Council's Statement of Community Involvement on planning matters.

The Board was advised that, if approved, the consultation period would run from 21 June until 3 August 2012 and that it was intended that the results be presented to the Board in September

RESOLVED: That approval be given to the draft Statement of Community Involvement 2012 (as shown in Appendix A of the report of the Borough Solicitor and Deputy Chief Executive) and agrees its publication for consultation purposes.

13. PRIDDY'S HARD HERITAGE AREA AND MUSEUM AGREEMENT

Consideration was given to the report of the Chief Executive advising Members of a request from the Portsmouth Naval Base Property Trust to vary the agreement with the Council regarding Priddy's Hard Heritage Area and Museum.

The Board was advised that negotiations were taking place with the preferred developer and early discussions had also been made with planning officers at Gosport Borough Council.

RESOLVED: That the variations to the agreement dated October 2009 between the Portsmouth Naval Base Property Trust and this Council regarding Priddy's Hard, as outlined in Section 3 of the report of the Chief Executive be agreed.

14. ANY OTHER BUSINESS

The Chairman advised that he had sent to Members a list of the papers previously considered by the Economic Development Board.

CONCLUDED: 6.10PM

**AN EXTRAORDINARY MEETING OF THE COMMUNITY BOARD
WAS HELD ON 10 JULY 2012**

The Mayor (Councillor Dickson) (ex-officio), Chairman of the Policy and Organisation Board (Councillor Hook) (P); Burgess (Chairman) (P), Carter C K, Mrs Cully (P), Edgar (P), Foster-Reed (P), Henshaw, Mrs Hook (P), Hylands (P), Kimber (P), Mrs Morgan, Murphy (P) and Mrs Wright.

It was reported that, in accordance with Standing Orders, Councillors Hook and Wright had been nominated to replace Councillors Henshaw and Mrs Wright respectively for this meeting.

PART II

21. STOKES BAY PADDLING POOL

Consideration was given to a report of the Chief Executive which advised the Board of the current condition of the Stokes Bay Paddling Pool and proposed that it be replaced with a new wet and dry play area for the under 8's.

Members recognised that there had been ongoing issues with the pool and that the proposals would reduce running costs as the facility would not need to be staffed.

The facility would be free to use and could be made available at short notice. This was particularly welcome given the recent unpredictable weather. It would be complimented with a dry play area.

Members noted that the facility would be available for the 2013 season. In answer to a Member's question, it was confirmed that the facility would not need an operator and that water quality checks would be carried out by Gosport Borough Council's Environmental Health Team.

Members felt that it was important that consideration be given to the level of fencing in place at the facility, as it was an isolated site and it would be important to prevent vandalism.

It was anticipated that there would be a slight alteration in the location of the facility to ensure that there was a clear separation from the car park. It was also hoped that picnic benches could be included in the proposal.

In answer to a Member's question, the Board was advised that the costings were estimates, but that it was hoped they would cover all of the work required.

The Board was advised that the facility could be drained in the winter to prevent frozen pipes and that the water used would be fresh and recycled through the facility.

Extraordinary Community Board
10 July 2012

Members recognised that they would be unable to prevent the use of the facility by older children and that the facilities were popular around the country and were suitable for all ages. Parents would often use the facility with their children and that as a result, the facility would be self regulating in relation to users.

It was requested that the provision of a shaded area be investigated and that the Board be advised of the temperature of the water.

Members welcomed the proposal for a facility that could be used by adults and children alike and would enhance the Stokes Bay area.

RESOLVED: That the Board approve:

1. The replacement of the paddling pool at Stokes Bay with a wet and dry play area for under 8's;
2. Not to open the paddling pool for summer 2012; and
3. The Policy and Organisation Board being requested to approve an additional scheme in the 2012/13 Capital Programme for a new wet and dry play area at Stokes Bay to be funded from developer's contributions as detailed in paragraph 2.6 of the Chief Executive's report.

22. LEISURE PLAY AREAS

Consideration was given to a report of the Community and Customer Services Manager seeking support of the Board for additions to the Capital Programme and the use of developer contributions for the improvement of various play facilities in the Borough.

Ward Councillors for Town, Rowner and Holbrook wards welcomed the proposals and advised that residents in the surrounding areas would also welcome the improvements.

The Board was advised that the fitness equipment had been designed to provide a work out for the whole body.

In answer to a Member's question, clarification was given as to the location of the equipment for the Walpole Park play area. It was also confirmed that provision had been made for repairs on existing equipment.

Members' expressed concern at the proposed use of bark chippings at the Elson site as it was felt that it deteriorated easily and was unpopular with residents. The Board was advised that the pictures provided were indicative of what could be installed. Bark was already in place at Elson, but consideration could be given to alternative surfaces.

The Chairman advised the Board that he would provide Members with details of the remaining balance of developer's contributions.

Extraordinary Community Board
10 July 2012

Members recognised that it was important that improvements to facilities still took place, even in the current financial climate.

It was requested that consideration be given to the location of the equipment in Lee-on-the-Solent to ensure that it did not obstruct the view from the Coast Watch tower.

Councillor Hazel, ward Councillor for Elson addressed the Board, welcoming the proposals for the Elson park site.

The Board welcomed the provision of equipment for all ages and it was confirmed that a replacement facility would be installed on the Holbrook site on the completion of the new leisure centre.

The Board was advised that it was hoped that the installation of equipment would commence in September and be completed by Christmas. It was requested that consideration be given to ensuring that the lighting at the facilities was adequate.

RESOLVED: That the Board supports the following:

- a) Walpole Park play area, provision of fitness equipment.
- b) Elson Recreation Park play area, upgrade of existing equipment.
- c) Rowner Copse Park play area, upgrade of play equipment.
- d) Lee on Solent Skate Park, provision of Youth Shelter.

And that the Board recommends the Policy and Organisation Board to approve the amendments to the Capital Programme as detailed in paragraph 3 of the Manager's report.

23. AOB

There was none.

The meeting ended at 5.30p.m.

AGENDA ITEM NO. 7

Board/Committee:	COUNCIL
Date of Meeting:	11 JULY 2012
Title:	LOCALISM ACT 2011- CHANGES TO THE STANDARDS REGIME
Author:	MONITORING OFFICER
Status:	FOR DECISION

Purpose

To advise the Council of changes to the current standards regime and to propose a new Code of Conduct and arrangements for dealing with complaints.

Recommendation

The Council resolve:-

1. That the Code of Conduct for Members (which would apply to Co-opted Members), set out in Appendix B1 to this report, be adopted.
2. That the adoption of the Code be publicised via the Council's website.
3. That the Standards and Governance Committee be replaced by a new Standards and Governance Committee, with terms of reference as set out in Appendix B2 to this report.
4. That Standing Order 7.1 is amended to require a Member who has a discloseable pecuniary interest, in an item of business being considered at a meeting of the Council, Board or Committee to withdraw from the room during the discussion of and vote on that item as set out in Appendix B3 to this report.
5. That the arrangements for dealing with allegations of failure to comply with the Code set out in Appendix B4 to this report be adopted.
6. That authority be delegated to the Monitoring Officer to oversee the process of recruitment of an independent person, with the interview of candidates being undertaken by the Council's statutory officers who will make recommendations to Council.
7. The Council appoints a Standards and Governance Committee comprising 8 members with seats allocated as set out in paragraph 2.8 of this report.

1. Background

- 1.1 The present national standards regime came into being in 2000, as part of the Local Government Act 2000. The 2000 Act established a National Model Code of Conduct, Local Standards Committees and a Standards Board for England (subsequently retitled “Standards for England”) as the statutory regulator. The Model Code of Conduct set out expected national standards of behaviour for elected and co-opted members. Standards Committees were established to assist local authorities in maintaining good standards whilst the Standards Board for England was established to provide an over-arching framework for standards of conduct and to monitor and investigate complaints. Amendments introduced in May 2008 led to the determination of complaints against members being delegated to Local Standard Committees in all but the most serious cases.

2. Report

The Localism Act 2011

- 2.1 The Act abolishes the current standards regime governing the conduct of members. As a result, the Standards Board for England has been abolished, and the requirement for Councils to have Standards Committees and the National Model Code of Conduct abolished from a date to be appointed. In the meantime the existing Code of Conduct and the arrangements for complaints have continued to apply. The provisions enabling the Council to prepare for the new standards regime including adopting a new code of conduct and making arrangements to deal with complaints to take effect on or after 1 July 2012 came into force on 7 June 2012. The new regime itself comes into force on 1 July 2012.
- 2.2 Standards and Governance Committee at its meeting on 21 June 2012 considered the report at Appendix A which details the new statutory requirements in relation to Conduct, Interests and Complaints.
- 2.3 Standards and Governance Committee accepted all the recommendations in the report but recommended that 2 additional matters were included in the Code of Conduct.
- Code of Conduct
- 2.4 Firstly they considered that a definition of bullying should be included and this has been included in paragraph 1.4 of the Code of Conduct attached to this report as Appendix B1
- 2.5 Secondly there was concern that it was not clear that members were under an obligation to notify any changes to their disclosable pecuniary interests to the Monitoring Officer other than where they

are disclosed at a meeting (paragraph 3.7). This issue has now been addressed in Section 3 of the Code of Conduct at Appendix B1. Standards and Governance accepted that the Council should continue to include in its standing orders the requirement to leave the room when an item they have a disclosable pecuniary interest in is discussed and Appendix B3 sets out the new wording.

New Standards and Governance Committee

- 2.6 The Council has a choice whether or not to have a Standards Committee and it is proposed that the Council should continue to have a committee dealing with standards, governance and audit matters. The terms of reference for this committee are set out at Appendix B2.
- 2.7 This committee will now operate under the same provisions as all other Boards of the Council including the rules on political balance. The Council had previously agreed that the Leader of the Council should not be a member of the Standards and Governance Committee and this is reflected in Appendix B4.
- 2.8 It is proposed that the 8 seats on this committee are allocated as follows;-

6 Conservative; 1 Labour; 1 Liberal Democrat

Complaints

- 2.9 The Council is now able to decide its own arrangements and sanctions for dealing with allegations of breaches of the Code of Conduct. The Standards and Governance Committee approved the proposed arrangements set out at Appendix B4.

Independent Person

- 2.10 As the report to Standards and Governance sets out the role of the Independent Person is different to that of the previous Independent Members of the Committee. There are other provisions as to the recruitment process contained in the Act.

3. Risk Assessment

- 3.1 The Council must comply with the Act and the proposals in this report satisfy the requirements of the Act.

4. Conclusion

- 4.1 The report outlines the implications of the Localism Act 2011 for the Council in respect of the standards regime and proposes a set of

arrangements to ensure compliance.

Financial Services comments:	None
Legal Services comments:	Contained in the report
Crime and Disorder:	None
Equality and Diversity:	The proposed code of conduct makes specific reference to the need to treat others with respect and to comply with equalities legislation
Service Improvement Plan implications:	None
Corporate Plan:	None
Risk Assessment:	See Section 3
Background papers:	Localism Act, Report To Standards and Governance Committee 21 June 2012
Appendices/Enclosures:	
Appendix 'A'	Report to Standards and Governance Committee 21 June 2012
Appendix ' B1'	Code of Conduct
Appendix ' B2'	Terms of Reference for the New Standards and Governance Committee
Appendix ' B3'	Amendment to Standing Orders
Appendix ' B4'	Arrangements for Dealing with Allegations of Breaches of the Code of Conduct for Members
Report author/ Lead Officer:	Linda Edwards

APPENDIX A

Board/Committee:	STANDARDS AND GOVERNANCE COMMITTEE
Date of Meeting:	21 JUNE 2012
Title:	LOCALISM ACT 2011- CHANGES TO THE STANDARDS REGIME
Author:	MONITORING OFFICER
Status:	FOR RECOMMENDATION TO COUNCIL

Purpose

To advise the Standards and Governance Committee of the timetable for the changes to the current standards regime and to propose a new Code of Conduct and arrangements for dealing with complaints, for recommendation to Council

Recommendation

The Standards and Governance Committee recommend to full Council

1. That the Code of Conduct for Members (which would apply to Co-opted Members), set out in Appendix 1 to this report, be adopted.
2. That the adoption of the Code be publicised via the Council's website.
3. That the Standards and Governance Committee be replaced by a new Standards and Governance Committee, with terms of reference as set out in Appendix 3 to this report.
4. That Standing Order 7.1 be amended to require a Member who has a discloseable pecuniary interest, in an item of business being considered at a meeting of the Council Board or Committee to withdraw from the room during the discussion of and vote on that item as set out in Appendix 2 to this report.
5. That the arrangements for dealing with allegations of failure to comply with the Code set out in Appendix 4 to this report be adopted.
6. That authority be delegated to the Monitoring Officer to oversee the process of recruitment of an independent person, with the interview of candidates being undertaken by the Council's statutory officers who will make recommendations to Council.

1. Background

- 1.1 The present national standards regime came into being in 2000, as part of the Local Government Act 2000. The 2000 Act established a National Model Code of Conduct, Local Standards Committees and a

Standards Board for England (subsequently retitled “Standards for England”) as the statutory regulator. The Model Code of Conduct set out expected national standards of behaviour for elected and co-opted members. Standards Committees were established to assist local authorities in maintaining good standards whilst the Standards Board for England was established to provide an over-arching framework for standards of conduct and to monitor and investigate complaints. Amendments introduced in May 2008 led to the determination of complaints against members being delegated to Local Standard Committees in all but the most serious cases.

2. Report

The Localism Act 2011

- 2.1 The Act abolishes the current standards regime governing the conduct of members. As a result, the Standards Board for England has been abolished, and the requirement for Councils to have Standards Committees and the National Model Code of Conduct abolished from a date to be appointed. In the meantime the existing Code of Conduct and the arrangements for complaints have continued to apply. The provisions enabling the Council to prepare for the new standards regime including adopting a new code of conduct and making arrangements to deal with complaints to take effect on or after 1 July 2012 came into force on 7 June 2012. The new regime itself comes into force on 1 July 2012.
- 2.2 Code of Conduct – The Act provides that the Council has a duty to promote and maintain high standards of conduct by members and co-opted members. The Council must, in particular, adopt a code dealing with the conduct that is expected of members and co-opted members of the Council when they are acting in that capacity which must be consistent with the Seven Principles of Public Life enunciated by the Nolan Committee:- selflessness, integrity, objectivity, openness, accountability, honesty and leadership. The Code to be adopted can be a revision of the existing code or a totally new Code.
- 2.3 Register of Interests – The Register of Interests must remain and shall include the registration of discloseable pecuniary interests (to be defined further in regulations). The Code of Conduct must include the provision the Council considers appropriate in respect of the registration in its register, and disclosure, of pecuniary interests and non-pecuniary interests. The Register must be available for inspection and be published on the Council’s website. The registration of discloseable pecuniary interests must be made within 28 days of taking office. Those interests to be declared are those of the member and, if they have one, their spouse/ partner.
- 2.4 The Act imposes a criminal offence for the non disclosure of a

pecuniary interest, for participating in any discussion or vote on the matter in which the member/co-opted member has a pecuniary interest or for taking any steps in relation to the matter to be considered, without reasonable excuse. The Act makes it a criminal offence to provide knowingly or recklessly false or misleading information in relation to the disclosure of a pecuniary interest. A person found guilty could be fined up to £5,000 and disqualified for up to five years from being a Councillor. A decision to prosecute would be a matter for the Director of Public Prosecutions.

- 2.5 Allegations of a failure to comply with the Council's Code of Conduct – The Council must put in place arrangements to deal with allegations that members have breached the Code, for investigating allegations and for making decisions regarding the allegations. The Act does not prescribe what those arrangements should be, but leaves it open to appoint standards committee or some other approach.
- 2.6 Independent Person – The Council must also appoint at least one “independent person” whose view must be sought before reaching a decision on an allegation it has decided to investigate. The “independent person” cannot be a member or co-opted member or officer of the Council, or have been such within the last five years, relatives or close friends of the above are also not eligible save that the Council may appoint, before 1 July 2013, a person who was a member of a standards committee at any time in the 5 years ending on 30 June 2012 provided they were not a member on 1 July 2012. There are also other provisions regarding who may qualify as an independent person and the recruitment process. The independent person may also be consulted by the Member who is the subject of an allegation that they have breached the Code of Conduct.
- 2.7 Publicity – The Council must publicise the adoption, revision or replacement of its Code of Conduct in such manner as it considers is likely to bring its decision to the attention of the people who live in its area.
- 2.8 Sanctions – If a complaint is upheld, sanctions available might include, for a minor matter, a formal letter or a requirement that the member makes a formal apology. Where there has been a more serious breach of the Code formal censure may be required

3. Next Steps

- 3.1 To accord with the requirements of the Act the Council needs to:-
 - a) review, adopt, revise or replace its Code of Conduct;
 - b) review and amend the process for dealing with and investigating allegations against members including the sanctions available when a member is found to be in breach of the Code;

- c) consider whether or not it wants to retain a Standards committee to fulfil its duty to promote high standards of conduct and to administer complaints made under the Code of Conduct;
- d) put in place the arrangements for involvement of an Independent Person; and
- e) review meeting procedures to deal with the involvement of members when they have a pecuniary interest and publish those interests.

3.2 Code of Conduct

- 3.2.1 Members have become familiar with the provisions of the National Model Code of Conduct and it is proposed that the Code which is based on it should be adopted, subject to this being modified where necessary to meet the requirements of the Act.
- 3.2.2 The draft Code in Appendix 1 meets these requirements. Further, it is based on two of the “model” codes that have been produced, one by the Local Government Association, and one by the Association of Council Secretaries and Solicitors. This means that it is more likely to be in similar form to the codes adopted by other authorities in Hampshire which would assist twin hatted Members.
- 3.2.3 The Act requires that the Council publicises the adoption of its Code (see paragraph 3.1 (e) above) in such manner as it considers is likely to bring it to the attention of persons living in its area. It is proposed that this is via publication on the Council’s website.

3.3 Standards Committee

- 3.3.1 This current Committee has a wider role than just standards of conduct and it is proposed that the Council should continue to have a Standards and Governance committee which will function and be subject to the same statutory requirements as the rest of the Council’s Boards and will need to be politically balanced. There would be no independent members. The proposed terms of reference for the new Standards and Governance Committee are in Appendix 2.

3.4 Disclosure of Interests

- 3.4.1 Draft regulations specifying pecuniary interests which must be disclosed on the Register of Interests kept by the Monitoring Officer have recently been published and the Monitoring Officer will be advising members of the new requirements in advance of 1 July 2012.
- 3.4.2 The Act provides that, where a Member has a disclosable pecuniary interest at a meeting, they cannot participate in discussion or voting on that item. However, it is at the discretion of the Council as to

whether provision is to be made in standing orders for the Member to also be required to leave the room for that item.

- 3.4.3 Standing Orders already include such a provision which helps protect the Member against any allegations that they are improperly exerting influence through observation of the discussion and vote and it is proposed that this is retained and amended as shown in Appendix 3.

3.5 Handling of Complaints

- 3.5.1 The Council is now able to decide its own arrangements for dealing with allegations that a Member has failed to comply with the Code of Conduct and proposed arrangements are set out in Appendix 4.

3.6 Involvement of Independent Person

- 3.6.1 As indicated above, the Act requires that the Authority appoint at least one independent person whose views are to be sought, and taken into account, before making a decision on an allegation being investigated. There are certain restrictions on who may be appointed, and there must be an advertised recruitment process, with the appointment approved by a majority of Members.
- 3.6.2 The proposal is to delegate authority to the Monitoring Officer to oversee the recruitment process, and for the Council's 3 Statutory Officers to interview candidates and make a recommendation to Council for appointment.

4. Risk Assessment

- 4.1 The Council must comply with the Act and the proposals in this report satisfy the requirements of the Act.

5. Conclusion

- 5.1 The report outlines the implications of the Localism Act 2011 for the Council in respect of the standards regime and proposes a set of arrangements to ensure compliance.

Financial Services comments:	None
Legal Services comments:	Contained in the report
Crime and Disorder:	None
Equality and Diversity:	The proposed code of conduct makes specific reference to the need to treat others with respect and to comply with equalities legislation
Service Improvement Plan implications:	None
Corporate Plan:	None
Risk Assessment:	See Section 4

Background papers:	Localism Act 2012
Appendices/Enclosures:	
Appendix '1'	Code of Conduct for Members
Appendix '2'	Retained Standing Orders
Appendix '3'	Proposed Terms of Reference for the New Standards and Governance Committee
Appendix '4'	Arrangements for Dealing with Allegations of Breaches of the Code of Conduct for Members
Report author/ Lead Officer:	Linda Edwards

CODE OF CONDUCT

This Code of Conduct is adopted pursuant to the Council's statutory duty to promote and maintain high standards of Conduct by Members and co-opted ¹ members of the Council.

It was formally adopted by Gosport Borough Council as the Code of Conduct for members on

By law all members and co-opted members are required to follow their Council's Code of Conduct when acting in their capacity as a Councillor.

This Code is not intended to be an exhaustive list of all the obligations placed on members of the Council. It is your responsibility to comply with the following provisions of this Code as well as other legal obligations beyond the scope of this Code.

This Code is based on and consistent with the following principles:

SELFLESSNESS

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits.

INTEGRITY

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

OBJECTIVITY

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

ACCOUNTABILITY

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

OPENNESS

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their

¹ A "co-opted member" for the purpose of this code is, as defined in the Localism Act 2011 Section 27 (4) "a person who is not a member of the Council but who
a) is a member of any committee or sub-committee of the Council, or
b) is a member of, and represents the Council on, any joint committee or joint sub-committee of the Council;
and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub committee".

decisions and restrict information only when the wider public interest clearly demands.

1 A "co-opted member" for the purpose of this code is, as defined in the Localism Act 2011 Section 27 (4) "a person who is not a member of the Council but who
a) is a member of any committee or sub-committee of the Council, or
b) is a member of, and represents the Council on, any joint committee or joint sub-committee of the Council;
and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub committee".

HONESTY

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

LEADERSHIP

Holders of public office should promote and support these principles by leadership and example

PART 1: GENERAL OBLIGATIONS FOR MEMBERS AND CO-OPTED MEMBERS

When acting in your role as a Member or Co-opted Member:-

- 1.1 Do treat others with respect;
- 1.2 Do ensure you are aware of and comply with the requirements which the Bribery act 2010 places on you in your role as a Councillor and on the Council as a whole;
- 1.3 Do not do anything which may cause your authority to breach equalities legislation;
- 1.4 Do not bully any person²;
- 1.5 Do not do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your authority;
- 1.6 Do not disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where –
 - (i) You have the consent of a person authorised to give it;
 - (ii) You are required by law to do so;
 - (iii) The disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any person; or
 - (iv) The disclosure is –
 - (aa) reasonable and in the public interest; and

² Bullying is behaviour exercised by a person in a position of power or authority which intimidates, frightens or creates insecurity in the perception of another.

- (bb) made in good faith and in compliance with the reasonable requirements of the authority;
- 1.7 Do not prevent another person from gaining access to information to which that person is entitled by law.

When making decisions as a Member or Co-opted Member of the Council:-

- 2.1 Do have regard to any relevant advice provided to you by the Council's chief Finance Officer and Monitoring Officer where such advice is offered pursuant to their statutory duties;
- 2.2 Do give reasons for the decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by the Council.

When using or authorising the use by others of the resources of the Council:-

- 3.1 Do act in accordance with the Council's reasonable requirements including the requirements of the Council's [set out IT policies and any others];
- 3.2 Do make sure that such resources are not used improperly for political purposes (including party political purposes);
- 3.3 Do have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

PART 2: REGISTERING AND DECLARING INTERESTS

- 3.4 You must, within 28 days of taking office as a Member or Co-opted Member, notify the Council's Monitoring Officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners.
- 3.5 You must disclose the interest at any meeting of the Council at which you are present, where you have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'. If the interest is a sensitive interest then you must disclose merely the fact that you have a disclosable pecuniary interest on the matter concerned.
- 3.6 Following any disclosure of an interest not on the Council's register or the subject of pending notification, you must notify the Monitoring Officer of the interest within 28 days beginning with the date of disclosure.

- 3.7 You must within 28 days of becoming aware of any new or changes to your disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners notify the Monitoring Officer the new or changes to your disclosable pecuniary interest.
- 3.8 Unless a dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.

Annex to Code of Conduct

PROCEDURE FOR APPLYING FOR A DISPENSATION FROM THE PROVISIONS RELATING TO DISCLOSABLE PECUNIARY INTERESTS.

1. You must make your request in writing and send it to the Monitoring Officer at the Town Hall.
2. In your request you must include:-
 - 1) Details of the disclosable pecuniary interest.
 - 2) Whether you are seeking a dispensation in relation to a particular item of business or generally.
 - 3) Whether you are seeking a dispensation from either or both of the restrictions in Section 31(4) of the Localism Act 2011.
 - 4) The reasons for your request.
 - 5) The period of time you are seeking for your dispensation to operate (which must not exceed 4 years).

STANDARDS AND GOVERNANCE COMMITTEE

Membership, 8 Councillors

Terms of Reference

1. To promote and maintain high standards of conduct within the Council, both for Councillors, Co-opted Members and officers through advice, guidance, training and monitoring of the Local Code of Conduct.
2. To promote transparency and probity throughout all functions of the Council ensuring that Councillors and officers strive to publicly, as well as privately, demonstrate the highest standards of conduct.
3. To monitor the effectiveness and development of the Local Code of Conduct and to make recommendations on the adoption and review of the Local Code of Conduct as necessary to Council.
4. To arrange training for Councillors, Co-opted Members and officers on matters relating to the Local Code of Conduct and governance including standards, ethics and probity.
5. To have an oversight of the Council's method for establishing and recording Members' and Co-opted Members disclosable pecuniary interests and to determine applications for dispensations under Section 33 of the Localism Act 2011.
6. To support the Monitoring Officer in their statutory role.
7. To have an oversight of the Constitution, the operation of and amendments to the Constitution particularly in relation to codes of conduct.
8. To adopt or amend any protocols on conduct made pursuant to the Constitution.
9. In accordance with the Council's arrangements to appoint sub-committees to determine allegations of breach of the Code of Conduct.

10. To support the Chief Financial Officer in their statutory role in connection with the financial probity.
11. To consider the Head of Internal Audit's annual report and opinion, and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the Council's corporate governance arrangements.
12. To consider the external auditor's annual letter, relevant reports, and the reports to those charged with governance.
13. To consider specific reports as agreed with the external auditor.
14. To liaise with the Audit Commission over the appointment of the Council's external audit.
15. To monitor the effective development and operation of risk management and corporate governance in the Council.
16. To review any issue referred to it by Council or the Chief Executive.
17. To review complaints under the Council's Complaints procedure and those investigated by the Ombudsman.
18. To have an oversight of the Council's "Whistle-blowing" policy, Anti-fraud and Anti-corruption policies.
19. To oversee the production of the Council's Statement of Internal Control and to recommend to Council its adoption.
20. To consider in relation to Internal Audit:
 - Summary of specific Internal Audit reports (as requested)
 - Reports dealing with the management and performance of the Internal Audit service.
21. To comment on the scope and depth of external audit work and to ensure it gives value for money.

Assessment Sub-Committee

Membership, 3 Members of the Standards and Governance Committee

Delegated Powers

1. The determination of allegations of failure to comply with the Council's Code of Conduct, in accordance with the Council's arrangements for dealing with such allegations.

Amendment to Standing Orders

7.0 MISCELLANEOUS MATTERS

Delete existing 7.1 and replace with

7.1 Members' Interests

7.1.1 If any Member (which includes a co-opted member) of the Council or any Board or Committee has any disclosable pecuniary interest within the meaning of the Code of Conduct in any contract, proposed contract or other matter, that Member shall, while the contract, proposed contract or any other matter is being considered by the Council or any Board or any Committee, declare that interest and withdraw from the meeting.

7.1.2 Any Member shall not be required to withdraw from the meeting pursuant to Standing Order 7.1.1 if the Standards and Governance Committee has granted a dispensation to the Member.

Arrangements for Dealing with Allegations of Breaches of the Code of Conduct for Members

1. Context

- 1.1 These arrangements set out how you may make a complaint that an elected or co-opted member of Gosport Borough Council (“the Council”) has failed to comply with the Council’s code of Conduct, and sets out how the Council will deal with allegations of a failure to comply with the Council’s Code of Conduct as required by Section 29(6) and (7) of the Localism Act 2011.
- 1.2 Such arrangements must provide for the Council to appoint at least one Independent Person (‘IP’), whose views must be sought by the Council before it takes a decision on an allegation which it has decided shall be investigated, and whose views can be sought by the Council at any other stage, or by a member or co-opted member against whom an allegation has been made.

2. Code of Conduct

- 2.1 The Council has adopted a Code of Conduct for members, which are attached as Appendix 1 to these arrangements and which is available for inspection on the Council’s website and at the Town Hall.

3. Making a Complaint

- 3.1 If you wish to make a complaint, please write or email to –

The Monitoring Officer
Gosport Borough Council
Town Hall
High Street
Gosport
Hampshire
PO12 1EB
Email:

- 3.2 The Monitoring Officer is a senior officer of the Council who has statutory responsibility for maintaining the register of members’ interests and who is responsible for administering the system in respect of complaints of member misconduct.

- 3.3 In order to ensure that we have all the information which we need to be able to process a complaint, please complete and send us the model complaint form, which can be downloaded from the Council's website, www.gosport.gov.uk, and is available on request from Reception at the Town Hall.
- 3.4 Please provide us with your name and a contact address or email address, so that we can acknowledge receipt of your complaint and keep you informed of its progress. If you want to keep your name and address confidential, please indicate this in the space provided on the complaint form. The Council does not investigate anonymous complaints.
- 3.5 The Monitoring Officer will acknowledge receipt of your complaint within 5 working days of receiving it, and will keep you informed of the progress of your complaint.

4. Will Your Complaint be Investigated

- 4.1 The Monitoring Officer will review every complaint received and may dismiss it without further action if:
 - (a) The person complained about is no longer a Member of Gosport Borough Council or
 - (b) The Monitoring Officer considers the complaint does not relate to behaviour in the Member's official capacity as a Councillor; or
 - (c) The matter being complained about happened more than 12 months before the complaint was received; or
 - (d) The matter being complained about came to the complainant's notice more than 6 months before the complaint was received; or
 - (e) The complaint was made anonymously.

The Monitoring Officer will inform the complainant and the Member of their decision and the reason for it.

This decision will normally be made within 20 working days of receipt of your complaint.

- 4.2 If the Monitoring Officer does not dismiss the complaint on one of the above grounds, they will acknowledge it and inform the complainant of the procedure to be followed.
- 4.3 Where the Monitoring Officer requires additional information in order to come to a decision, they may come back to you for such information, and may also request information from the Member against whom your complaint is direct.
- 4.4 The Monitoring Officer will (except in exceptional circumstances where they consider that it is in the public interest not to do so) send the Member complained about a copy of the complaint, and invite the Member to submit initial written comments within 10 working days.
- 4.5 The Monitoring Officer may also ask the Member any specific questions the Monitoring Officer considers will assist the initial assessment of the complaint.
- 4.6 In appropriate cases, the Monitoring Officer may seek to resolve the complaint informally, without the need for a formal investigation. Such informal resolution may involve the Member accepting that their conduct was unacceptable and offering an apology, or other remedial action by the Council. Where the Member or the Council makes a reasonable offer of local resolution, but you are not willing to accept that offer, the Monitoring Officer will take account of this in deciding whether the complaint merits formal investigation.
- 4.7 If your complaint identifies criminal conduct or breach of other regulation by any person, the Monitoring Officer or any other officer will refer the complaint to the Police or other regulatory agencies. If you consider there has been criminal conduct then you may go directly to the Police or other regulatory agency.

5. Initial Assessment of the Complaint

- 5.1 Initial assessment of the complaint will, if practicable, take place within 20 working days of receipt of the Member's written comments under section 4 above.
- 5.2 The decision on the initial assessment will be made by the Assessment Sub-Committee or the Monitoring Team. The Assessment Sub-Committee comprises 3 members of the Council's Standards and Governance Committee who are appointed to consider the specific complaint.

- 5.3 Complaints from Councillors, Council employees, contractors appointed by the Council, complaints about Chairmen of the Council's Boards, the Mayor or Group Leaders will, subject to the provisions of 4.1, be referred to the Assessment Sub-Committee for initial assessment.
- 5.4 The Monitoring Team comprises the Monitoring Officer the Chief Executive and if the Member requests the involvement of the Independent Person or the Monitoring Officer considers this appropriate the Independent Person. The Monitoring Team will deal with all complaints other than those referred to in Paragraph 5.3 above, save where they consider that such a complaint should be referred to the Assessment Sub-Committee for initial assessment.
- 5.5 If the Monitoring Officer considers that it is not appropriate for them to act, the Deputy Monitoring Officer will take their place. If the Chief Executive considers that it is not appropriate for them to act. The Council's Section 151 Officer will take their place.
- 5.6 Before the Assessment Sub-Committee or Monitoring Team considers the complaint, the Monitoring Officer will send members of the Assessment Sub-Committee or Monitoring Team
- (a) A copy of the complaint.
 - (b) A copy of the Member's comments in response to the complaint.
 - (c) Any other information in the Monitoring Officer's possession that they considers relevant.
- 5.7 The Assessment Sub-Committee or Monitoring Team's decision on the initial assessment, with reasons and the views of the IP (if involved) will be given in writing to the Member and the complainant within five working days.
- 5.8 There will be no right of appeal.
- 5.9 The decision will be available for public inspection.

6. Decision Options at Initial Assessment

- 6.1 The Assessment Sub-Committee or Monitoring Team may decide:
- (a) To take no action (see 6.2 below); or

- (b) To attempt to resolve the matter informally between the complainant and Member, either in writing, by face-to-face meeting, or by any other method they consider appropriate. In this case there will be no formal decision as to whether or not there was a breach of the Code of Conduct. If an attempt to resolve the matter in this way is not achieved to the satisfaction of the Member and the complainant, options (a) and (c) will remain open; or
- (c) To arrange for a formal investigation to be undertaken, including interview of appropriate witnesses, and to seek the view of the investigator (see Paragraph 7.1) as to whether there has been a breach of the Code of Conduct. If the investigator considers there has been a breach of the Code, a hearing will be arranged. If the investigator considers that there has not been a breach of the Code, the Monitoring Officer will issue a formal finding to that effect.

6.2 No action will be taken where any of the following apply:

- (a) The Monitoring Team or Assessment Sub-Committee considers that there is no prima facie evidence that the Code has been breached;
- (b) Taking into account the nature of the allegation, the Monitoring Team or Assessment Sub-Committee considers that using public funds to examine the matter further would be disproportionate;
- (c) The Monitoring Team or Assessment Sub-Committee considers that the complaint appears to be vexatious, politically motivated, tit-for-tat or made by a persistent complainant;
- (d) The conduct complained about has already been the subject of investigation or enquiry by another public body;
- (e) The same, or substantially the same, issue has been the subject of a previous Code of Conduct allegation, and the Monitoring Team or Assessment Sub-Committee considers that there is nothing further to be gained;
- (f) The Monitoring Team or Assessment Sub-Committee considers that there is not enough information to take the matter further.

- (g) The complainant has requested that their identity as complainant be withheld from the Member, and the Monitoring Team or Assessment Sub-Committee considers that the matter cannot reasonably be taken further in these circumstances;
- (h) The Member has already apologised for the action that was the subject of the complaint, and the Monitoring Team or Assessment Sub-Committee considers that this is sufficient to dispose of the complaint;
- (i) The Monitoring Team or Assessment Sub-Committee considers that the complaint is essentially against the action of the Council as a whole and cannot properly be directed against an individual Member(s).

7. How is the Investigation Conducted?

- 7.1 If the Monitoring Team or Assessment Sub-Committee decides that a complaint merits formal investigation, the Monitoring Officer will appoint an Investigating Officer, who may be another officer of the authority, an officer of another authority or an external investigator. The Investigating Officer will decide whether they need to meet or speak to you to understand the nature of your complaint and so that you can explain your understanding of events and suggest what documents the Investigating Officer needs to see, and who the Investigating officer needs to interview.
- 7.2 The Investigating Officer would normally write to the Member against whom you have complained and ask the Member to provide their explanation of events, and to identify what documents they need to see and who they needs to interview. In exceptional cases, where it is appropriate to keep your identify confidential or disclosure of details of the complaint to the Member might prejudice the investigation, the Monitoring Officer can delete your name and address from the papers given to the Member, or delay notifying the Member until the investigation has progressed sufficiently.
- 7.3 At the end of their investigation, the Investigating Officer will produce a draft report and will send copies of that draft report, in confidence, to you and to the Member concerned, to give you both an opportunity to identify any matter in that draft report which you disagree with or which you consider requires more consideration.

- 7.4 Having received and taken account of any comments which you may make on the draft report, the Investigating Officer will send their final report to the Monitoring Officer.
- 7.5 If the Investigating Officer concludes that there is no evidence of a failure to comply with the Code of Conduct the Monitoring Officer will write to the complainant and Member and advise that no further action will be taken and a copy of the Investigating Officer's final report will be sent to you and the Member.
- 7.6 If the Investigating Officer concludes that there is evidence of a failure to comply with the Code of Conduct the matter will be sent to the Standards and Governance Committee for a hearing.

8. Procedure for Hearings

General:

- 8.1 Hearings will where possible be held within two months of receipt by the Monitoring Officer of the Investigator's final report.
- 8.2 The hearing will be before the Standards and Governance Committee.
- 8.3 The Independent Person (IP) appointed under Section 28 of the Localism Act 2011 will also be present. Their views will be requested and taken into account by the Standards and Governance Committee, but by law they cannot vote.
- 8.4 The Monitoring Officer or Deputy Monitoring Officer will be present as legal advisor to the Standards and Governance Committee.
- 8.5 The Investigating Officer's report should normally provide the Standards and Governance Committee with all the available information, but they may call such witnesses as they consider necessary. Both the Member and complainant will be invited to attend.
- 8.6 The Member may present their own case or be represented.
- 8.7 Written statements from all witnesses called by the Investigating Officer or the Member must be lodged with the Monitoring Officer no later than 10 working days before the hearing. Character witnesses who cannot provide evidence on the matter complained about will not be permitted.

- 8.8 The cost of any attendance or representation must be borne by the party concerned.
- 8.9 All written evidence will be circulated to the members of the Standards and Governance Committee, the IP, the Member and the complainant at least five working days before the hearing.
- 8.10 Written statements will not be read out at the hearing as it will be assumed all those present are already familiar with their contents.
- 8.11 The legal advisor can speak at any time to advise the Standards and Governance Committee on technical matters or ask questions of any party.
- 8.12 Order of Proceedings:
- (a) The Investigating Officer presents their case and calls witnesses (if any).
 - (b) The Member can ask the Investigating Officer and any witnesses questions.
 - (c) The Panel and IP can ask the Investigating Officer and any witnesses questions.
 - (d) The Member can address the Panel and call witnesses (if any).
 - (e) The Investigating Officer can ask the Member and witnesses questions.
 - (f) The Panel and IP can ask the Member and witnesses questions.
 - (g) The Investigating Officer can make a closing statement.
 - (h) The IP will be invited to give their advice on the matter.
 - (i) The Member can make a closing statement.
 - (j) All those present except the Standards and Governance Committee and the Clerk will leave the room while the Standards and Governance Committee makes its decision. The Committee may ask the legal advisor to attend to give advice.

- (k) The Standards and Governance Committee will announce its decision as to whether there has been a breach of the Code of Conduct taking in open session.
 - (l) The Member will be invited to make representation on what action should be taken.
 - (m) The Standards and Governance Committee may retire to consider what action should be taken and will announce its decision in open session.
- 8.13 A written report of the hearing and decision, with reasons, will be prepared, usually within 7 working days. A copy will be sent to the Member and Complainant.
- 8.14 The written report will be available for public inspection.

9. What is the Standards and Governance Committee?

- 9.1 The Standards and Governance Committee is a politically balanced Committee of the Council. It is comprised of eight members of the Council. It is appointed on the nomination of party group leaders in proportion to the strengths of each party group on the Council. The Leader of the Council may not be appointed to the Standards and Governance Committee.
- 9.2 The decision of the Committee shall be by a simple majority of those present able to vote.
- 9.3 The Independent Persons are invited to attend all meetings of the Committee and their views are sought and taken into consideration before the Committee takes any decision on whether the Member's conduct constitutes a failure to comply with the Code of Conduct and as to any action to be taken following a finding of failure to comply with the Code of Conduct. The Independent Persons do not, however, have voting rights on the Committee. Their role is an advisory one and they are appointed in accordance with the provisions of the Localism Act 2011.
- 9.4 The Committee will be subject to the same rules regarding public access to meetings as other Committees of the Council. Public notice of the meeting will be given. Copies of the Agenda and any report will be open to inspection by members of the public and the press, unless in the case of reports they disclose confidential or exempt information.

- 9.5 Meetings of the Committee will be open to the press and the public except where the Committee decides to resolve to exclude the press and public on the grounds of potential disclosure of exempt or confidential information.
- 9.6 There is no general protection against defamation arising against any party involved in any complaint brought before the Standards and Governance Committee.
- 9.7 The Standards and Governance Committee on the advice of the legal advisor may depart from these arrangements in relation to hearings where it is necessary to do so in order to secure the effective and fair consideration of any matter.

10. What Action can the Standards and Governance Committee Take Where a Member has failed to comply with the Code of Conduct?

The Council has delegated to the Standards and Governance Committee such of its powers to take action in respect of individual members as may be necessary to promote and maintain high standards of conduct.

Accordingly the Standards and Governance Committee may decide –

- 10.1 No action needs to be taken;
- 10.2 Censure or reprimand the Member;
- 10.3 Report its findings to Council for information;
- 10.4 Recommend to the Member's group Leader that the member removed from any or all Boards and Committees of the Council;
- 10.5 Recommend to Council that the Member be removed from any offices held on behalf of the Council for example appointments to outside bodies;
- 10.6 If the Member agrees instruct the Monitoring Officer to arrange training for the Member.
- 10.7 Restrict or remove the use of Council resources or facilities for a specified period by the Member provided this does not prevent the Member from carrying out their duties as an elected Councillor.

11. Appeals

There is no right of appeal for the complainant or for the Member against a decision of the Monitoring Officer, Monitoring Team or the Standards and Governance Committee.

If you feel the Council has failed to deal with your complaint properly you may make a complaint to the Local Government Ombudsman.

GOSPORT BOROUGH COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE

DATE: 4th JULY 2012

ITEM FOR DISCUSSION

TITLE: SUPPLEMENTARY REPORT ON GOSPORT MEDICAL EMERGENCY AND ACCIDENT SERVICES WITH PARTICULAR REFERENCE TO SOUTH EAST HAMPSHIRE RESOURCE CENTRE PROPOSALS AND THEIR IMPLICATIONS IN GOSPORT

AUTHOR: GOSPORT MEDICAL EMERGENCY AND ACCIDENT SERVICES SCRUTINY WORKING GROUP

MEMBERS: Councillors Forder, Scard, Kimber, Gill, Mrs Searle and Dr Bob Pennells (Medical Advisor)

OFFICER: Carly Walters

REASONS FOR THE SCRUTINY

The decision to undertake the scrutiny was taken at a meeting of the Overview and Scrutiny Committee held on 16 May, 2012.

After completing its previous report the Committee had become aware of the resource centre proposals through local press coverage and letters to Members from South Central Ambulance Service. These proposals have significant implications for the ambulance station located in Gosport. Members considered it important that they understood and tested the reasons for the proposal given its potential sensitivity with the public.

PROGRESS OF THE SCRUTINY

There was one formal meeting of the Working Group (see appendix 1)

MAIN FINDINGS

1. There are acute limitations to the current Gosport Ambulance Station. In particular, it is not large enough to accommodate modern style ambulances.
2. Provision based on static ambulance stations is no longer efficient. The Ambulance Service now employs a mobile "hub and spoke" model in which ambulances and crews have a shift commencement location

and base but are then mobile across S.E. Hampshire utilising standby points strategically located. This will mean speedier response times with ambulances positioned appropriately to meet demand.

3. At the heart of the “hub and spoke” model will be a large central facility which will improve the garaging, maintenance and reequipping of ambulances. A favoured location for this would be at North Harbour. There will also be serviced and unserviced standby points.
4. Gosport would benefit from a minimum of one serviced standby point. When this is introduced (but not before) the current ambulance station will be disposed of.
5. There will be no diminution of the ambulance cover for Gosport as a result of the proposals and, in particular, rapid response cars will continue to be situated on the peninsular at all times of the day.

CONCLUSION

From the evidence available to it the Overview and Scrutiny Committee has concluded that the proposals are supportive of the efficient deployment of resources.

The Committee consider it wise to keep these developments under review.

RECOMMENDATION

That the Council take note of the report.

Supporting Information

Appendices:

1. Notes of the meeting of the Working Group held on 19 June 2012

**NOTES OF THE MEETING OF THE GOSPORT AMBULANCE STATION
SCRUTINY WORKING GROUP**

HELD ON 19 JUNE 2012 AT 2.30PM IN THE COUNCIL CHAMBER

Members of Working Group (all in attendance): Councillors Forder (RF), Scard (AS), Kimber (DK) and Mrs Searle (DS)

Officers: Carly Walters (CW) (notes)

Also in attendance:

Dr Bob Pennells (BP) – Adviser

South Central Ambulance Service NHS Foundation Trust (SCAS):

Head of Operations (HO)

Area Manager for Portsmouth and South East Hampshire (AM)

3pm – 4pm: Meeting with the Head of Operations and Area Manager for the South Central Ambulance Service (SCAS)

- 1 RF welcomed the AM and HO to the meeting.
- 2 The AM explained that SCAS had looked to rationalise its estate portfolio for some time and wished to create a more efficient service. The properties were out of date and no longer fit for purpose. The AM used the example that ambulances in Gosport could no longer fit in the garages as they were too tall. SCAS reviewed its estate strategy for the Portsmouth and South East Hampshire area, which was ratified by the Trust board in March 2012 with the view to progress the project in 12 – 18 months.
- 3 AS asked why ambulances had increased in size. The AM explained that the new ambulances were designed in line with European guidelines, some of which included internal headroom, and as such had increased in size.
- 4 The main emphasis was that a central ‘hub’ would not affect the ambulance service provided in Gosport. Stand by points were already used in the area and that would continue. The delivery of the service to the patients would remain the same and from the same or at least similar locations.
- 5 The AM explained that the ambulance service used to provide a traditional ‘static’ provision based at ambulance stations, where they waited for calls and responded accordingly. However SCAS now employed a ‘mobile’ service through a ‘hub and spoke’ delivery model which required a base location and a series of standby locations throughout the area which placed crews and cars in locations closer to the patients, the proposal would further enhance the use of this

system.

- 6** The AM advised the WG that there were 12 teams for the South East Hampshire area. Each team was made up of staff from each of the current locations who started and finished at similar times along with their Team Leaders and Clinical Mentors.
- 7** Currently Gosport Teams commenced and concluded their days at the Gosport Ambulance Station, but would be positioned throughout the peninsular during the day. The new model would mean that all crews in the South East Hampshire area, apart from Petersfield, would start and finish their shifts in the central 'hub' proposed in the North Harbour area of Cosham. Other than rapid response crews where it was proposed that they remain on the peninsula, if suitable accommodation could be sourced.
- 8** It was argued that the stand by points provided speedier responses and meant that resources were positioned more appropriately to meet demand.
- 9** AS asked whether rapid response cars were always positioned on the peninsular. The AM confirmed that rapid response cars were always situated on the peninsular at all times of the day. He explained that there were:

 - 4 crews operating in Gosport and Fareham during the day;
 - 2 crews operating in Gosport and Fareham during the late shift up to 2am; and
 - 1 crew operating in Gosport and Fareham between 2am – 6am.
- 10** Compared to nationally, SCAS had a low ratio of rapid response units to ambulances, operating approximately 20% cars, as opposed to somewhere like London who ran nearer 30%.
- 11** The AM confirmed that the ambulances had been authorised to use the new road in Gosport used by the rapid transit buses.
- 12** The AM explained the benefits for patients, which were outlined in slide 5 of the PowerPoint presentation. The AM explained the benefits for staff, which were outlined in slide 6 of the PowerPoint presentation.
- 13** The HO advised the WG that there were 15 ambulance stations throughout Hampshire. The new 'hub' station would combine 4 stations into 1, reducing the overall number of stations to 12. The HO advised that if the 'hub and spoke' method was applied across Hampshire then there would only be a need for 4/5 'hub' stations. He also advised the WG that this was a system already utilised in other organisations across the country and in the north of SCAS.
- 14** The WG were advised that there would be 6-8 serviced standby points throughout South East Hampshire, with at least 1 in Gosport,

complimented by other unserviced points. A serviced stand by point would provide facilities for crews to have a comfort break where an unserviced was generally roadside.

- 15 The WG were reassured that the current Gosport Ambulance Station would not be disposed of until a new serviced stand by point was acquired.
- 16 DK asked whether further housing and town developments had been considered in SCAS' restructure. The AM advised the WG that it was consulted by Councils during the planning stages of developments and worked with them on predicted requirements. In addition SCAS had new prediction software which would assist in planning and distributing resources.
- 17 The AM outlined why Cosham was the preferred location for the 'hub', as detailed in slide 8.
- 18 The WG discussed response times and coverage areas as detailed in slides 9 and 10 respectively.
- 19 The HO explained that a similar restructure had taken place in Southampton, where their 'hub' had been located in Nursling.
- 20 The AM and HO concluded their presentation, as detailed in slides 11 and 12.
- 21 The HO confirmed that lessons learned through the restructure of ambulance stations in Southampton had been put into practice for the South East Hampshire restructuring.
- 22 The HO acknowledged that SCAS needed to engage with the public and emphasise that the restructuring was a positive development for the ambulance service in South East Hampshire.
- 23 DK asked whether all patients dealt with by the Gosport Ambulance crews were taken to QA Hospital. The AM advised the WG that patients were taken to what ever centre would best treat the patients' care needs, whether that would be the MIU or QA Hospital or even their own GP.
- 24 RF thanked the AM and HO for attending the meeting and informed them that the WG endorsed the restructuring. The AM and HO thanked the WG for the opportunity to talk to them and offered to speak to any other Council, Committees or Boards if necessary. Equally, they expressed that any support in the identification of possible sites for standby locations would be welcome.

4pm – 5pm: Wash up from meeting with the Head of Operations and Area Manager for the South Central Ambulance Service

- 25** The WG agreed that they were happy with the proposed restructure to the South East Hampshire Ambulance Service, as stated by SCAS. They acknowledged that there would be no changes in the service delivery to patients and that the new facility would be fit for purpose and improve the efficiency of the ambulance service.
- 26** The WG agreed the following course of action:
- CW would write up the minutes of the meeting;
 - The minutes would be approved by the AM and HO;
 - RF would write a supplementary report of the Gosport Medical Scrutiny WG outlining the findings from the meeting. That, along with the minutes from the meeting, would be presented at the next Overview and Scrutiny Committee meeting due to be held on 4th July 2012;
 - CW would arrange for the Press and Publicity Officer to produce a press release regarding the restructure and the WG's approval;
 - CW would ask the Borough Solicitor whether the report could be brought to the following Council meeting for information, due to be held on 11th July 2012; and
 - CW would ask for the recommendation in the supplementary report to be added to the home page of the GBC website.

Meeting concluded: 4.30pm



South Central Ambulance Service NHS Foundation Trust

**South East Hampshire
Resource Centre Proposal
2012/13**

Stakeholder Briefing



Rationale For Change

- South Central Ambulance Service NHS Foundation Trust (SCAS) has been reviewing its estate strategy in the Portsmouth and South East Hampshire area and can confirm that this development was ratified by the Trust Board in March 2012 with a view to progress the project over the next 12-18 months.
- This development will not impact on the way in which the service is delivered, patients requiring our service will continue to access in the same way and we will continue to respond accordingly.
- The current Ambulance stations within the area do not meet our requirements and would need extensive refurbishment and building works. Some station garages are not large enough to accommodate the modern ambulances we use.



Rationale For Change

- Rather than the traditional emergency 'Static' ambulance provision based at ambulance stations, SCAS employs a mobile, 'Hub and Spoke' service delivery model in which ambulances and crews have a shift commencement location and base for personal items and equipment. However, once the shift commences, these crews are mobile across the whole South East Hampshire area utilising specified locations (standby points) which are pre-determined as being strategically closer to the patient.
- To further compliment this way of working we have adjusted our rosters to ensure that we have sufficient ambulance resources during peak times and allows greater flexibility in the resource movement across the area



Benefits to Patients

- **Speedier response from standby points located around South East Hampshire.**
- **Ambulances positioned more appropriately to meet demand.**
- **Demand changes by time of day and day of week so we can flex our resources through standby points to meet this changing demand profile.**



Benefits to Patients

- **Efficiencies gained through Unit Hour availability providing additional operational resources. (vehicle maintenance & staff allocation)**
- **Consistencies in practices throughout South East Hampshire with staff being educated locally on alternative care pathways and local services.**
- **Reliable fleet as they will all be garaged**



Benefits for Staff

- **Much improved purpose built facilities**
- **Make Ready service on site to provide a clean and kitted vehicle for every shift**
- **Teams all starting at one location. Team Leaders and Clinical Mentors work with team enhancing Team Working ethos**
- **Education facilities at new site. Providing local delivery on SCAS protocols but also local variations for SE Hampshire.**
- **On site Fleet repair facility.**



Proactive Standby Points

- **Areas of Higher Demand will have a dedicated standby point**
- **Across South East Hampshire there are currently 15 unserviced standby points and 4 Ambulance stations (excl Petersfield).**
- **The project will be looking to provide a minimum of 6 to 8 serviced standby points with full facilities.**
 - The appropriateness of the current unserviced points will be reviewed
 - A standby point with full facilities must provide staff with a rest area, refreshment facilities and WC
 - These new locations may be shared facilities.
- **We will not be disposing of any existing locations until we have an agreed replacement facility.**



Preferred Location

Why is North Harbour our preferred location?

- **Improved road network and accessibility to all areas**
- **Improved efficiencies for all logistics.**
- **Proximity to QAH as our major receiving hospital.**
- **Accessibility for all staff in SE Hampshire**
- **Other locations would impact on response times and affect our use of our transient resources.**
- **Other areas considered were Anchorage Park in Portsmouth, Whitely in Fareham.**



Current Response Map for SE Hampshire from existing stations and standby points



Existing stations and standbys 6 mins

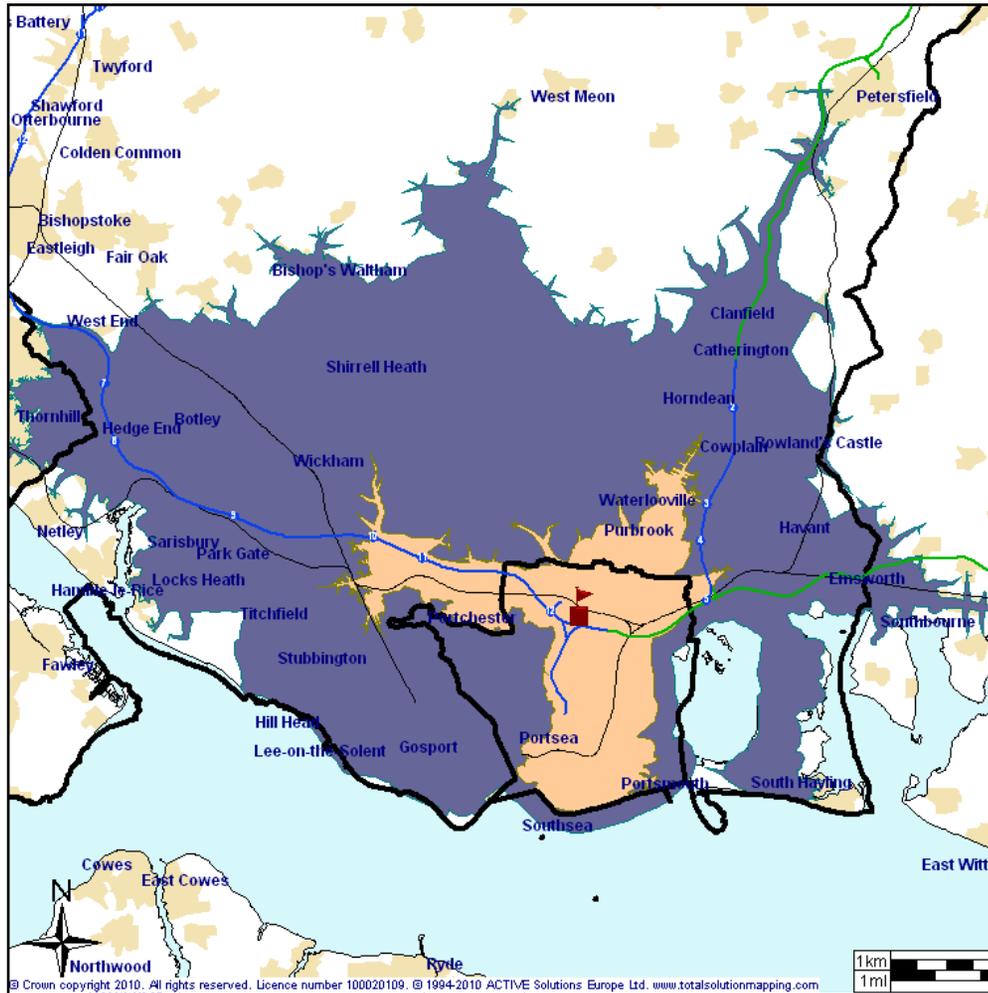
Key	Description
Yellow	6 minutes standbys
Light Blue	6 minutes stations

The shaded areas are illustrating our current response times (6 mins) from existing stations and standby points.

The project will ensure we improve response times to the areas that we experience difficulties to achieve within 6 minutes. We already utilise community response groups and Co Responders in some of these areas to support our response.



Coverage area from proposed new location



Key	Description
	New PM Station
	19 minutes
	8 minutes

Motorway – 70mph
 A Road – 50mph
 B Road – 30mph
 Minor Road – 20mph

The location at North Harbour provides excellent road network links to SE Hampshire as illustrated on this map.

The 19 minutes target is achievable across the majority of SE Hampshire



South East Hampshire Resource Centre Conclusion

- **The Service delivery to our patients will not change by us moving to a single site**
- **We will continue to use both serviced and unserviced standby points across SE Hampshire to ensure a timely response to our patients.**
- **Additional standby points will improve our response to patients**
- **We will provide a facility fit for now and the future, which will improve the efficiency of delivering a modern day Ambulance Service**



South East Hampshire Resource Centre

Conclusion

- **The new facility will support the needs of our workforce and their development**
- **Centralising the equipment, Make Ready and Fleet service will provide an enhanced cost effective solution to support the front line service**
- **In preparation for this move we have introduced new rosters to facilitate the Team Working Ethos.**
- **Having the resources start and finish in one location will enable us to flex our resources in line with demand in any given area.**