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16 January 2009

S U M M O N S

MEETING: Policy and Organisation Board
DATE: 26 January 2009
TIME: 6.00 p.m.
PLACE: Committee Room 1, Town Hall, Gosport
Democratic Services contact: Chris Wrein

LINDA EDWARDS
BOROUGH SOLICITOR

MEMBERS OF THE BOARD

The Mayor (Councillor Kimber)(ex-officio)
Councillor Smith (Chairman)
Councillor Chegwyn (Vice-Chairman)

Councillor Burgess	Councillor Langdon
Councillor Gill	Councillor Philpott
Councillor Hicks	Councillor Mrs Searle
Councillor Hook	Councillor Wright

FIRE PRECAUTIONS

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

In the event of the fire alarm (single continuous sound) being activated, please leave the room 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.

IMPORTANT NOTICE:

- If you are in a wheelchair or have difficulty in walking and require access to the Committee Room on the First Floor of the Town Hall for this meeting, assistance can be provided by Town Hall staff on request

If you require any of the services detailed above please ring the Direct Line for the Democratic Services Officer listed on the Summons (first page).

NOTE:

- i. Members are requested to note that if any member wishes to speak at the Board meeting then the Borough Solicitor is required to receive not less than 24 hours prior notice in writing or electronically and such notice shall indicate the agenda item or items on which the member wishes to speak.
- ii. Please note that mobile phones should be switched off for the duration of the meeting.

AGENDA

PART A ITEMS

RECOMMENDED
MINUTE FORMAT

1. APOLOGIES FOR NON-ATTENDANCE

2. DECLARATIONS OF INTEREST

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter, any personal or personal and prejudicial interest in any item(s) being considered at this meeting.

3. MINUTES OF THE MEETING OF THE BOARD HELD ON 12 NOVEMBER 2008

To approve as a correct record the Minutes of the meeting of the Policy and Organisation Board held on 12 November 2008 (copy herewith).

4. DEPUTATIONS – STANDING ORDER 3.5

(NOTE: The Board is required to receive a deputation(s) on a matter which is before the meeting of the Board provided that notice of the intended deputation and its object shall have been received by the Borough Solicitor by 12 noon on Thursday, 22 January 2009. The total time for deputations in favour and against a proposal shall not exceed 10 minutes).

5. PUBLIC QUESTIONS – STANDING ORDER 3.6

(NOTE: The Board is required to allow a total of 15 minutes for questions from members of the public on matters within the terms of reference of the Board provided that notice of such Question(s) shall have been submitted to the Borough Solicitor by 12 noon on Thursday, 22 January 2009).

6. RISK ASSESSMENT

PART II

Presentation by the Financial Services Manager.

Contact Officer:
Julian Bowcher
Ext 5551

7. SOCIAL INCLUSION STATEMENT

PART II

To seek approval of the Gosport Borough Council Social Inclusion Statement.

Contact Officer:
Lynda Dine
Ext 5231

8. FREEDOM OF INFORMATION ACT – PUBLICATION SCHEME

PART II

To seek approval retrospectively of a revised FoI Publication

Contact Officer:
Ken Lucking

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Scheme to come into effect 1 January 2009.

Ext 5305

9. TOURISM SOUTH EAST – RENEWAL OF SERVICE LEVEL AGREEMENTS

PART II

To seek the approval of the Board for the renewal of the Service Level Agreements between the Council and Tourism South East.

Contact Officer:
David Martin
Ext 5512

10. RENAMING OF ESPLANADE

PART II

To seek the Board's approval to the renaming of the Esplanade to "Esplanade de Royan" in recognition of the 50th anniversary of the Royan Twinning.

Contact Officer:
David Martin
Ext 5512

11. ANY OTHER ITEMS

which the Chairman determines should be considered, by reason of special circumstances, as a matter of urgency.

A MEETING OF THE POLICY AND ORGANISATION BOARD

WAS HELD ON 12 NOVEMBER 2008

The Mayor (Councillor Kimber) (ex-officio); Councillors Burgess (P), Chegwyn, Gill (P), Hicks, Hook (P), Langdon, Philpott, Mrs Searle (P), Smith (Chairman) (P) and Wright (P).

It was reported that Councillors Mrs Bailey, Carr, Allen and Carter had been nominated to replace Councillors Chegwyn, Hicks, Langdon and Philpott respectively for this meeting.

37. APOLOGIES

Apologies for inability to attend the meeting were submitted on behalf of The Mayor and Councillors Chegwyn, Hicks, Langdon and Philpott.

38. DECLARATIONS OF INTEREST

Councillor Hook declared a personal interest in item 7 on the agenda (Gosport Local Plan Review: Saved Policies) specifically in relation to policies supporting economic development and regeneration, including policies for retailing and town centres.

39. MINUTES OF THE MEETING OF THE BOARD HELD ON 17 SEPTEMBER 2008

RESOLVED: That the Minutes of the Board meeting held on 17 September 2008 be approved and signed by the Chairman as a true and correct record.

40. DEPUTATIONS

There were no deputations.

41. PUBLIC QUESTIONS

There were no public questions.

PART I

42. REVIEW OF STOKES BAY FESTIVAL

Consideration was given to a report of the Chief Executive (a copy of which is affixed in the Minute Book as Appendix A) which reviewed the operation of the Stokes Bay Festival and asked Members to consider the report and its recommendations.

Members were advised that negotiations had been carried out with the police whilst the report was being compiled. The police had been minded to take action for failure to adhere to the licence conditions but confirmation had now been received from them that this was not considered to be in the public interest.

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Councillor Hook advised that a request had been made for this item to be scrutinised, having regard to recommendations contained in the report which concerned:

- the variation of the premises licence
- the responsibility for meeting the timescales resting with both the event organiser and the police
- the exclusion of parking areas in the premises licence
- specific requirements for numbers and cleansing of toilets being included in the agreement between the Council and the event organiser for the use of the land
- stewarding and organisation of the site and layout and organisation of the campsite

Members felt that the event had gone well although some of the conditions laid down had not been adhered to despite assurances from the organiser. It was important that the licensing conditions laid down for an event held on Council owned land be adhered to. It was acknowledged that Council officers were on site during the event and would have had the power to close it down should breaches of conditions have been sufficiently serious. Surprise was expressed regarding the lack of powers held by the Safety Advisory Group.

Members' attention was drawn to the fact that there were two licences i.e. the premises licence and the one for the hire of the land. Should the recommendations in the report be agreed, it should strengthen the position of the Council in enforcing the terms of the licences.

In response to a question, Members were advised that the fee for the use of the land currently operated on a flat fee basis. The Council could, if it wished, decide to change the basis of charging.

RECOMMENDED: That:

- a) a variation of the premises licence to permit alcohol sales until 22:45 and regulated entertainment until 23:00 be approved;
- b) responsibility for meeting the timescales rest with both the event organiser and the police;
- c) the agreement between the Council and the event organiser for the use of the Council's land include a clause that failure to provide documentation on time will result in cancellation of the agreement by the Council;
- d) a requirement be approved for a cadre of professional stewards to be provided to ensure public safety and evidence of personnel qualifications etc provided to this Council in advance;
- e) future conditions regarding ticketing take into account electronic ticketing procedures and a condition to disclose advance ticket sales for each day of the event to the licensing authority be included;

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- f) the premises licence not include a noise limiter condition for this type of event;
- g) the event management plan be included in the premises licence conditions with the letter agreed by the Council 14 days prior to the event and delivered by the organiser at least 7 days before the commencement of the event;
- h) the agreement between the Council and the event organiser for provisions relating to the effective pedestrian and vehicle separation and signing any future agreements be adequately specified;
- i) the agreement between the Council and the event organiser for the use of the land for provisions relating to the organisation of car parking be adequately specified;
- j) specific requirements for numbers and cleansing of toilets be included in the agreement between the Council and the event organiser for the use of the land, this provision being separate from the Premises Licence;
- k) the Premises conditions include a condition requiring technical details of any big tops, marquees, tents or similar temporary structures open to the public to be provided to the Council at least 14 days prior to the commencement of the event and that these details be provided in English. Where any of the foregoing temporary structures have a wind speed restriction on use the Premises conditions should include a condition relating to:
 - i. the provision of a calibrated anemometer to effectively measure wind speed on the licensed arena site during times that the site is open to the public; and
 - ii. the provision of a competent representative from the company supplying the relevant temporary structures to advise on the safety of those temporary structures whilst the site is open to the public having regard to the prevailing conditions;
- l) any event taking place under the premises licence be considered by the Safety Advisory Group but final approval of the details of the event be obtained from each relevant public body and the premises licence be required to reflect this; and
- m)
 - i. specific requirements for layout and organisation of any campsite be included in the agreement between the Council and the Event Organiser for the use of the Council's land; and
 - ii. the Event Organiser identify in the Event Management Plan and have available an overflow campsite with car parking facilities for campers in excess of the numbers allowed by the agreement with the Council.

Under Standing Order 6.10 (Minority Order), two Members requested that the matter be referred to full Council.

PART II

43. GOSPORT LOCAL PLAN REVIEW - SAVED POLICIES

Consideration was given to a report of the Development Services Manager which advised Members of the need to request the Secretary of State to save the Local Plan Review policies and to agree the list of policies to be saved.

RESOLVED: That the Secretary of State be requested to save the Local Plan Review policies set out in Appendix C of the Development Services Manager's report.

44. FORTON ROAD CONSERVATION AREA APPRAISAL DOCUMENT

Consideration was given to a report of the Development Services Manager which presented to the Board a final version of the Forton Road Conservation Area Appraisal following public consultation on the draft appraisal.

The Board expressed its thanks to all concerned with the production of the document.

RESOLVED: That the Forton Road Conservation Area Appraisal be approved as a supporting document to inform Development Control decisions, and policies and proposals in the Local Development Framework.

45. LAND ADJACENT TO 2 PORTSMOUTH ROAD

Consideration was given to a report of the Development Services Manager which sought the Board's approval for the sale of the freehold interest of the land shown cross hatched black and hatched black on the plan attached to the report.

RESOLVED: That:

- a) the Head of Property Services be authorised to agree terms for the sale of the Freehold interest of the land adjacent to 2 Portsmouth Road; and
- b) the Borough Solicitor be authorised to enter into such legal documentation as is necessary to effect the above decision.

46. PRESENTATION: GOSPORT SUMMER PASSPORT

A presentation was made by Jamie O'Reilly, the Council's Head of Community Safety and Luke Norbury who had worked with the Wessex Youth Offending Team at the time of the Summer Passport.

Members were advised that the scheme aimed to develop both a co-ordinated and strategic multi-agency approach to the delivery of free open access activities for young people aged 11-17 throughout the summer period within the Gosport borough. The scheme provided a diverse programme of opportunities through the facilitation of sports, leisure and arts, which were particularly developed to engage those young people at risk of offending.

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The scheme had proved to be very successful and of great benefit to the young people involved. A number of improvements for 2009 had been identified.

The Chairman congratulated all concerned on the success of the scheme.

The meeting ended at 7.00 p.m.

CHAIRMAN

AGENDA ITEM NO. 7

Board/Committee	Policy & Organisation Board
Date of Meeting	26 January 2009
Title	Social Inclusion Statement
Author	Head of Economic Prosperity
Status	For Decision

Purpose

To seek Member approval of the Gosport Borough Council Social Inclusion Statement; attached at Appendix A.

Recommendation

That Policy and Organisation Board approves the Gosport Borough Council Social Inclusion Statement, attached at Appendix A to this report.

1 Background

- 1.1 The need for the Council to have a clear statement that sets out its commitment to delivering socially inclusive services has been recognised for some time and is identified as an action in the Corporate Plan under Strategic Priority PR1 'Improved Social Inclusion'.
- 1.2 Social inclusion is an active approach to eliminating social exclusion; defined by the Social Exclusion Task Force as a "shorthand term for what can happen when people or areas have a combination of linked problems, such as unemployment, discrimination, poor skills, low incomes, poor housing, high crime and family breakdown".
- 1.3 Adopting a socially inclusive approach requires the identification and prioritisation of the needs of individuals, groups and communities to improve access to services, participation in the formal economy and involvement in community life. The Social Inclusion Statement commits to facilitating such an approach.

2 Social Inclusion Statement

- 2.1 The Social Inclusion Statement (a copy of which is attached at Appendix A) recognises the Council's dual role; which requires it to act as a community leader and service provider in its own right, whilst also contributing to partnership plans and actions.
- 2.2 The Statement provides a definition and summary of the main causes of social exclusion in the Borough. It then proposes a socially inclusive approach to tackling social exclusion; which will not only ensure that support is targeted where it is most needed but also provide wider community cohesion benefits to the Borough.

3. Implementation and Monitoring

- 3.1 The social exclusion priority issues for the Borough are detailed at Paragraph 3 of the attached Statement. These are supported by a strong evidence base and, in some cases, there are partnerships and plans in place that provide a framework for multi-agency coordination and action.
- 3.2 Internally, the Corporate Social Inclusion Group was established to provide a mechanism for coordinating social inclusion activities across the Council's Service Units. The Group is helpful in identifying gaps in provision and opportunities for cross-service improvements; which are fed into the Council's existing Corporate planning and approval processes and/or multi-agency partnerships.

4 Financial Implications

- 4.1 There are no financial implications.

5 Risk Assessment

- 5.1 By approving the Social Inclusion Statement, the Council is making clear its commitment to addressing the main causes of social exclusion in the Borough and is actively fulfilling its community leadership role by seeking to ensure that its own services are inclusive.
- 5.2 In making this commitment and by setting out the target neighbourhoods, issues and groups that should be considered as priorities for improved social inclusion, the Council increases the possibility of other agencies and partners holding it to account and requesting evidence of interventions and/or improved service delivery against these priorities.
- 5.3 However, increased interest from partners should prove helpful in shaping future services and securing the support and investment that is needed from local and sub-regional partnerships. Effective use of the Council's

performance management processes will enable regular monitoring, review and evidencing of progress towards social inclusion; which can then be shared with interested parties.

Financial Services comments:	
Legal Services comments:	No legal implications
Service Improvement Plan Implications	See CXU/EP/003
Corporate Plan	Contributes to PR1/02
Risk Assessment	See Section 5
Background Papers	
Appendices/Enclosures	Appendix A – Gosport Borough Council Social Inclusion Statement
Report Author/Lead Officer	Lynda Dine Tel: 023 9254 5231

GOSPORT BOROUGH COUNCIL
SOCIAL INCLUSION STATEMENT

1.0 INTRODUCTION

- 1.1 The Borough of Gosport has a number of natural attributes and historic assets that make it an attractive place to live; particularly for those able to take advantage of the economic and social opportunities in the area. Despite this, however, there are areas of need and individuals in situations of disadvantage who are experiencing a reduced quality of life.
- 1.2 Across the Borough there are households and families who are unable to access the services and opportunities that others take for granted. This affects their health, education, employment and social opportunities. Where people are excluded or unable to participate, there are implications for community cohesion, the sustainability of neighbourhoods and the wider socio-economic wellbeing of the Borough.
- 1.3 This Statement therefore sets out Gosport Borough Council's aspiration to achieving and maintaining improvement in the quality of life outcomes for all its residents, to a standard at least equivalent to the national average. The Council will work to ensure that all residents, whatever their circumstance, are able to access the services and opportunities they need to play a full part in the community of Gosport. We will strive to develop inclusive communities and reduce the effects of social exclusion on the most vulnerable and hard-to-reach; and, in recognising that the causes and effects of social exclusion are interdependent and complex, we will work with our partners to identify and address the underlying problems.
- 1.4 The Statement provides an explanation of what we mean by social exclusion and highlights some of the key issues contributing to exclusion in Gosport. It also outlines our approach to tackling these issues and provides a framework for action.

2.0 SOCIAL EXCLUSION

- 2.1 Social Exclusion is a term used to describe the consequences of individuals, families or groups not being able to access services and opportunities that most people take for granted. The Government has defined social exclusion as:

“ ... a shorthand term for what can happen when people or areas have a combination of linked problems, such as unemployment, discrimination, poor skills, low incomes, poor housing, high crime and family breakdown. These problems are linked and mutually reinforcing” *(www.cabinetoffice.gov.uk)*

2.2 Anyone may be vulnerable to social exclusion at some point in their life, although research has shown that where individuals or groups face multiple problems; the issues are often inter-generational and entrenched. In areas where a large proportion of individuals and households are facing multiple problems, interventions need to be appropriately targeted and sustained.

3.0 SOCIAL EXCLUSION IN GOSPORT

3.1 Gosport has a diverse population, where areas of relative wealth and prosperity are juxtaposed with communities featured amongst the top 20% most deprived in England. The Borough has experienced economic decline in recent years and, whilst new developments have provided benefit for some, a significant number of challenges remain.

3.1.1 Neighbourhoods facing Multiple Problems

The Borough has four areas ranked in the top 20% most deprived in England and these are located in neighbourhoods within the Grange, Town and Leesland Wards (*ID 2007*). In recent years, socio-economic decline has been most noticeable in the Town Ward, which contains two of the four most deprived areas; one in the top 10% and the other in the top 15% most deprived. The causes and effects of issues in each of these neighbourhoods vary with the demographics, although there are commonalities of low income and lack of achievement in education, training and skills amongst adults, children and young people. In Grange, investment in infrastructure is also needed to help improve the quality of life for residents in this neighbourhood.

3.1.2 Low income

Average earnings in Gosport are low (*ASHE 2007*) and recent data shows a declining situation, with five areas in the Borough now in the top 20% most deprived for income in England (*ID 2007*). Average pay for women in full time work fell by 7% from 2002-2007 (*ASHE 2007*); which is particularly significant given that the numbers in employment increased by over 6,000 during this period; whilst the number of men in employment remained unchanged (*APS 2007*). Evidence shows that those living and working in the Borough are generally worse off than residents that out commute with 26% of workers earning less than £7 per hour (*DWP 2007*). Approximately 10.4% of people of working age are in receipt of out-of-work benefits (*DWP 2007*).

3.1.3 Children & Young People

Income deprivation affecting children has worsened, with six super output areas in the Borough in the top 20% most deprived in the country, of which two are in the top 10% most deprived (*ID 2007*). 14% of children in Gosport live in families in receipt of out-of-work benefits (*DWP 2007*). Approximately 8% of 16-18 year olds are Not in Education Employment or Training (NEET) and unemployment amongst the 18-24 year age group has increased steadily since 2004 (*ONS 2008*).

The pregnancy rate for teenage girls aged 15-17 years is the highest in the County at 51.6 per 1000. This represents an increase of 3.9 since 2006 and places the Borough in the lowest quartile nationally. Gosport also has the highest percentage of obese children (Year 6) in the County. Secondary school attainment is lower than the County average, with the Borough ranked the worst in the County and in the top 20% worst in the country for achievement at KS2 (*DCSF/DCLG 2008*).

3.1.4 Employability & Skills

Although the percentage of the population with NVQ4 qualifications or above increased from 2003-2006, the Borough average remains well below that of the south-east average of 30.8% (*APS 2007*). There is a need to ensure progression for those with entry level qualifications and take action to address the growing number of people with no qualifications. Whilst the total number of people claiming benefits has fallen in recent years, the number claiming incapacity and disability benefits has increased (*DWP 2007*). This is accompanied by an increase in the number of men who are economically inactive (*APS 2007*).

3.1.5 Health & Wellbeing

Gosport has higher mortality rates for major killers: heart disease, stroke and cancers. Gosport also has the lowest life expectancy in the county for both men (77.2 years) and women (81.3 years). The prevalence of unhealthy lifestyles (smoking, obesity, alcohol consumption) which impact on health outcomes are also a key concern for Gosport's population.

3.1.5 Other Vulnerable and Minority Groups in Gosport

- **Older People**

The number of people over the age of 65 years is set to increase significantly in future years, with estimates suggesting a growth in the number of elderly people living alone, greater demands on carers and higher numbers of elderly people with dementia (*DOH 2008*). Alongside this is evidence of increased poverty affecting older people, with four areas in the Borough now in the top 20% most deprived in England. Approximately 12% of people over 60 years of age are in receipt of pension credit and there are over 6,300 residents over the age of 75 years, of which nearly 4,000 are women (*DWP 2007*).

- **Minority Groups**

Gosport's ethnic minority population comprises approximately 2400 residents; many of whom are believed to be part of a transient Naval community formed of recruits from countries outside of the UK (*Census 2001*). National and local research suggests that family members are more likely to be unemployed, as a result of a range of barriers not addressed by equality legislation.

- **Homeless**

Homelessness in Gosport is acknowledged to be the highest in Hampshire at 7.0 per 1,000 households, placing it in the worst quartile nationally. The newly homeless rate in 2007 was 4.7 households per 1,000 (*DCLG 2007*).

4.0 A COMMITMENT TO SOCIAL INCLUSION

- 4.1 Social inclusion is an active approach to eliminating exclusion, which requires the identification and prioritisation of the needs of individuals, groups and communities to improve: access to services; participation in the formal economy; involvement in community life; health, opportunity and hope.
- 4.2 Achieving social inclusion depends on engaging the support of partner organisations, providing leadership and ensuring that the right policy and investment decisions are made to secure and sustain improvement. To this end the Council will work with and through the structures of The Gosport Partnership to develop interventions that address the causes of exclusion in the Borough.
- 4.3 However, the Council also recognises that there are actions it can take to improve and target its own services for maximum effect. By embedding the principles of social inclusion across the organisation, services will be encouraged individually, and collectively, to produce outcomes that reduce exclusion and support community cohesion.
- 4.4 Progress towards social inclusion will be monitored and assessed, using the Council's performance management framework.

AGENDA ITEM NO. 8

Board/Committee:	POLICY AND ORGANISATION BOARD
Date of Meeting:	26 JANUARY 2009
Title:	FREEDOM OF INFORMATION ACT – PUBLICATION SCHEME
Author:	CORPORATE SERVICES MANAGER
Status:	FOR RECOMMENDATION

Purpose

To approve retrospectively a revised Fol Publication Scheme to come into effect 1 January 2009.

Recommendation

It is recommended that the Board approve the adoption of a revised Freedom of Information (Fol) Publication Scheme with effect from 1 January 2009, based on the Model Scheme approved by the Information Commissioner.

1 Background

- 1.1 Section 19 of the Fol Act requires every public authority to adopt an approved Publication Scheme. The purpose of a Publication Scheme is to make certain categories of information routinely available to the public, essentially via the Council web site. The approval of the Council's current scheme, implemented on 1 January 2005, expired on 31 December 2008.
- 1.2 The Information Commissioner's Office (ICO) has reviewed its approach to the proactive disclosure of information, with the aim of encouraging maximum disclosure but also to reduce the burden on public authorities. It has therefore approved (under Section 20 of the Act) a new model scheme which it considers is suitable for every public authority to adopt, with effect from January 2009.
- 1.3 The Council could continue with the existing Publication Scheme but the legislation and Information Commissioner expects public authorities to adopt the model scheme. By adopting the model scheme the Council is in a better position to defend any challenge to its Scheme.
- 1.4 Detailed guidance on the new ICO Model Scheme is attached as Appendix A.

2 Report

- 2.1 The main component of the Publication Scheme is the list of Classes of information that will routinely be made available. Under the **current Scheme** these are as follows:

Class 1

Title: Council and its Constitution

Description of information:

Details of the composition of the Council, its Constitution pursuant to the Local Government Act 2000, details of officers and Members and the Council's Area

Class 2

Title: Financial Matters

Description of information:

Council Tax estimates, capital programme 2003/2004 and succeeding financial years

Annual statement of Accounts 2000/2001 and succeeding financial years

Class 3

Title: Policy Framework Plans

Description of information:

The Policy Framework of the Council as defined by the Council Constitution including statutory Council strategies and policies approved by the Council.

Class 4

Title: Other Council Policies

Description of Information:

Other Council Policies from time to time not included in the Policy Framework Plans as defined by the Constitution

Class 5

Title: Council Decisions

Description of information:

Agenda's, Reports, Minutes of the Council, its Boards, Sub-Boards and Committees excluding those items falling within Schedule 12A, Part 1 of the Local Government Act 1972 as from time to time amended.

Class 6

Title: Council Performance

Description of information:

The Annual Best Value Local Performance Plan 2002 and succeeding years detailing the Council's performance in its selected service areas including comparative figures.

Annual Statement of Accounts 2000/2001 and succeeding financial years

Class 7

Title: Council Services

Description of information:

A detailed list of Council services with contacts

Class 8

Title: Council News

Description of information:

The Council's Newspaper, Council Tenants Newsletters, Press Releases issued by the Council, and Tourist/Visitor information

2.2 Under **the new Model Scheme** these have been replaced by the following.

1. **Who we are and what we do.**
Organisational information, locations and contacts, constitutional and legal governance.
2. **What we spend and how we spend it.**
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
3. **What our priorities are and how we are doing.**
Strategy and performance information, plans, assessments, inspections and reviews.
4. **How we make decisions.**
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
5. **Our policies and procedures.**
Current written protocols for delivering our functions and responsibilities.
6. **Lists and Registers.**
Information held in registers required by law and other lists and registers relating to the functions of the authority.
7. **The Services we Offer.**
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

2.3 The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure
- Information in draft form
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons

2.4 Action has already been taken to update the Council's web site to reflect the new Scheme and this was implemented on 1 January 2009.

3 Risk Assessment

3.1 There is no identifiable business risk associated with this report.

4 Conclusion

4.1 The Council's original Freedom of Information Publication Scheme expired on 31 December 2008. In accordance with advice received from the Information Commissioner it is proposed a new Scheme, based on the approved Model Scheme, is approved with immediate effect.

4.2 The Council's web site was updated on 1 January 2009 to reflect the new Scheme.

Financial Services comments:	There are no financial implications.
Legal Services comments:	None
Service Improvement Plan implications:	There are none.
Corporate Plan:	The availability of a FoI Publication Scheme contributes to the strategic priority of enhanced customer service.
Risk Assessment:	There is no business risks associated with this report.
Background papers:	None
Appendices/Enclosures:	
Appendix 'A'	Information Commissioner's Guidance on the new Model Scheme
Report author/ Lead Officer:	Ken Lucking, Corporate Services Manager

Model Publication Scheme



Model Publication Scheme

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.

- To make this publication scheme available to the public.

Classes of Information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

Model Publication Scheme

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and Registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The Services we Offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given

before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Agenda item no. 9

Board/Committee:	POLICY & ORGANISATION BOARD
Date of meeting:	MONDAY 26 JANUARY 2009
Title:	TOURISM SOUTH EAST – RENEWAL OF SERVICE LEVEL AGREEMENTS
Author:	LEISURE AND CULTURAL SERVICES MANAGER
Status:	FOR DECISION

Purpose

To seek the approval of the Board for the renewal of the Service Level Agreements between the Council and Tourism South East.

Recommendation

The Board is recommended to approve the renewal of the Service Level Agreement between the Council and Tourism South East for the period April 2009 to March 2012.

1. Background

- 1.1 The Council has two Service Level Agreements (SLA) with Tourism South East (TSE) to deliver tourism services on behalf of the Council. One Agreement is for services that would often be provided by an in-house Tourism Officer and the other is for the operation of the Tourist Information Centre (TIC).
- 1.2 The Agreements are for a period of three years and were last renewed in 2006. The current Agreements are due to expire in March 2009.
- 1.3 The Agreements provide for
 - i) the services of a Tourism Officer for the equivalent of 2.5 days per week throughout the year.
 - ii) the operation of the TIC. The funding covers all operational costs and the staff are both appointed and employed by TSE.
- 1.4 The partnership arrangement has proved to be most beneficial to the Council over the periods covered by both the current and previous agreements. The availability of an officer from TSE also brings the added benefit of a wealth of tourism experience based at the TSE offices in Eastleigh. This also achieves economies of scale and adds value to the work being done by both parties.
- 1.5 Gosport's dedicated 'Tourism Officer' has continued to develop the tourism product over the past three years through a range of activities

undertaken with a variety of partners. The partners comprise businesses and other operators within the tourism industry and these organisations work together through the auspices of the Tourism Forum. Joint activities have included advertising campaigns, exhibitions, print and publications and familiarisation visits.

- 1.6 Over the past few years, there has been a closer working relationship between tourism and economic prosperity to take advantage of the business links within the Borough. This was exemplified in 2008 with the organisation of the Gosport Big Day Out, an event that proved to be very successful in increasing the awareness of local tourism related businesses to the local community.
- 1.7 With the arrival of the Director of Economic Regeneration, Tourism and the Arts, it is anticipated that the level of tourism activity will continue to increase over the next few years as more improvements are achieved within Gosport's tourism infrastructure. Members will also be aware of the significant developments achieved in opening up Gosport's waterfront. These together with an increasing focus on maritime heritage will build upon those elements of the Borough that attract visitors to the area, whether independently or families and friends of residents.

2. Report

- 2.1 It is proposed that the Council renews the Service Level Agreements with Tourism South East for the provision of the services of a dedicated Tourism Officer and the operation of the TIC.
- 2.2 The Tourism Forum Steering Group has indicated strong support for the continuation of this partnership and is currently working on the range of initiatives that will be delivered during 2009.
- 2.3 The current strategic document, "Tourism - A Way Forward", is due to be reviewed during the coming year and will evaluate the progress made to date and identify the appropriate priorities for the period beyond 2010.

3. Financial Implications

- 3.1 The funding paid to TSE for the provision of a tourism officer service amounts to £21,930 plus a marketing budget of £10,000 to undertake active promotion through a range of activities.
- 3.2 The funding paid to TSE for the operation of the TIC is £48,220 and a further £2380 is covered by the Council for other incidental costs.

- 3.3 The usual practice is that the current year's budget is reviewed in line with inflation and the preparation of the 2009/10 budget will reflect this proposal.

4. Risk Assessment

- 4.1 There are significant benefits arising from the current partnership arrangement where the Council receives a level of service that is both affordable and is able to meet the current requirements of the Borough.
- 4.2 The provision of an in-house service to achieve a similar outcome is estimated to incur the Council in a higher level of expenditure. Given that there would be a potential reduction in easy access to TSE 'back office support', this would be considered to be a retrograde step.

5. Conclusion

- 5.1 The Council receives the services of a dedicated Tourism Officer through a Service Level Agreement with Tourism South East together with the operation of the TIC.
- 5.2 The current Agreements run for three years and are due to expire in March 2009.
- 5.3 Given the success of this arrangement and the benefits that have been achieved within the Borough, it is proposed that the Service Level Agreements are renewed for the period April 2009 to March 2012.
- 5.4 The proposal to renew the Agreements is supported by the Tourism Forum Steering Group.

Financial implications:	Section 3 refers.
Legal implications:	None for the purposes of this report.
Service Improvement Plan implications:	The proposed action is in the current Plan
Corporate Plan	In line with the Council's Strategic Priority for Culture to "Improve the Provision of Tourism Opportunities"
Risk Assessment	As outlined in Section 4
Background papers:	N/a
Appendices/Enclosures:	N/a
Report author/Lead Officer:	David Martin

AGENDA ITEM NO. 10

Board/Committee:	POLICY & ORGANISATION BOARD
Date of meeting:	MONDAY 26 JANUARY 2009
Title:	RENAMING OF ESPLANADE
Author:	LEISURE & CULTURAL SERVICES MANAGER
Status:	FOR DECISION

Purpose

To seek the Board's approval to the renaming of the Esplanade to "Esplanade de Royan" in recognition of the 50th anniversary of the Royan Twinning.

Recommendation

The Board is requested to approve the renaming of the Esplanade to "Esplanade de Royan" in recognition of the 50th anniversary of the Royan Twinning and the provision of appropriate signage and nameplates.

1. Background

- 1.1 At the meeting of the Civic & Commemorative Events Sub Board on 19 November 2008, Members resolved to support a proposal to rename the Esplanade to "Esplanade de Royan" in recognition of the 50th anniversary of the Royan Twinning.
- 1.2 The Esplanade is the walkway that runs from the area between the Ferry approach at Falklands Gardens to the Ramparts Bridge. [See Appendix A.] This walkway also forms part of the Waterfront Trail that was created as part of the Millennium project in 2000.
- 1.3 Members will also be aware that 2009 will see the 50th anniversary of the Twinning relationship that was established with Royan in 1959.

2. Report

- 2.1 The renaming of the Esplanade will require provision and installation of nameplates at specific locations.
- 2.2 In addition to this, it would seem appropriate to provide an Interpretation Board along the "Esplanade de Royan" which would provide further information relating to the twinning relationship between Gosport and Royan.

- 2.3 The Sub Board is in the process of seeking to obtain funds for various events to celebrate the Anniversary. The Twinning Committee are currently making preparations for a Rededication Service to be conducted at the location on Friday 22 May 2009.

3. Financial Implications

- 3.1 The cost of provision of nameplates and Interpretation Board is estimated at £2,000 and this could be covered from the budget for Interpretation Boards contained within the Marketing & Tourism Budget.

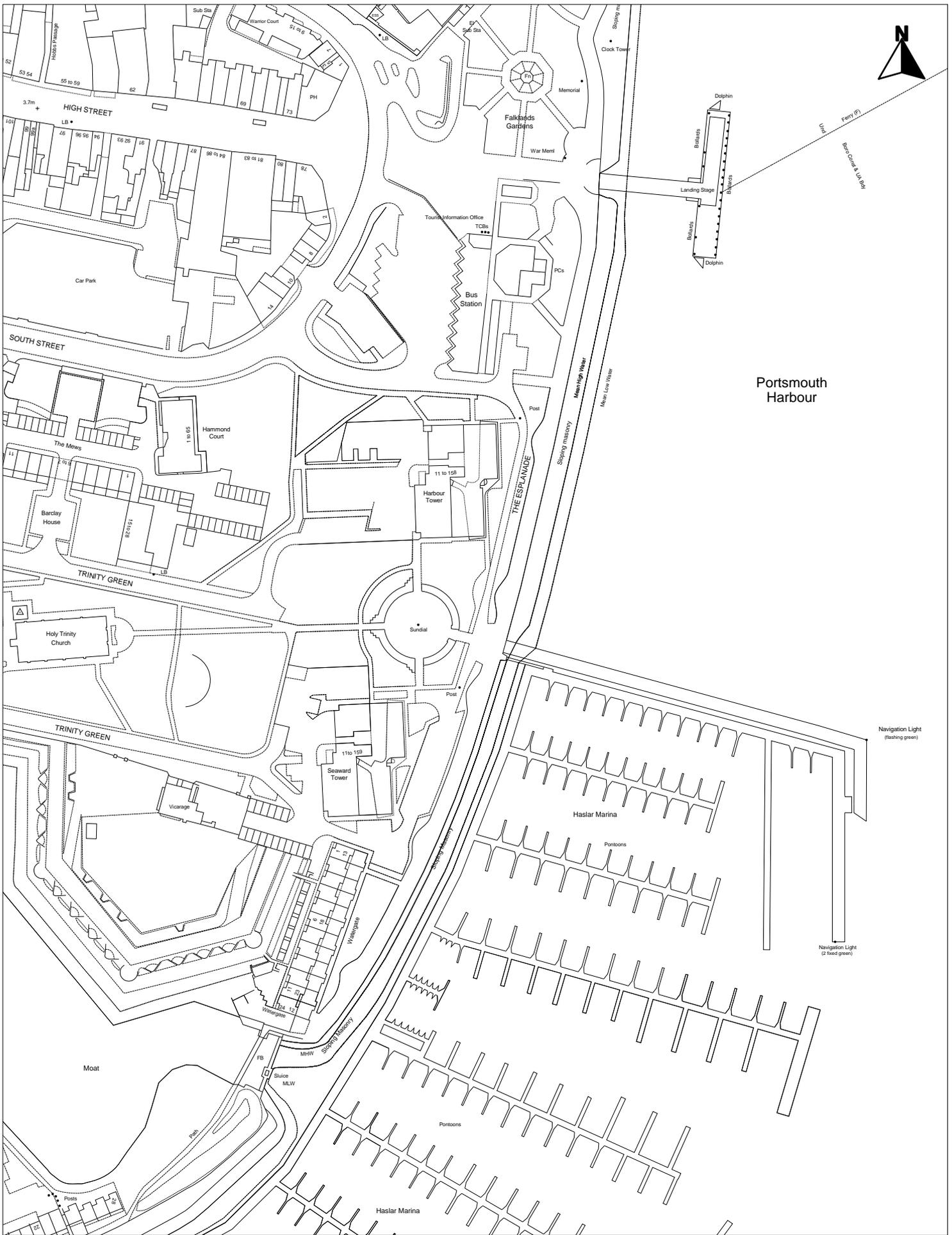
4. Risk Assessment

- 4.1 There are no specific risks identified that arise from the proposals.

5. Conclusion

- 5.1 May 2009 will see the 50th Anniversary of the Twinning relationship between Gosport and Royan.
- 5.2 The Civic & Commemorative Events Sub Board has proposed that the Esplanade be renamed "Esplanade de Royan" to commemorate this significant achievement.
- 5.3 It is proposed to install nameplates to identify the new description and an Interpretation Board to provide background information on the association between the two towns.

Financial Services comments:	See 3.1 – nameplates and interpretation board can be met from the Marketing and Tourism budget
Legal Services comments:	None for the purpose of this report.
Service Improvement Plan implications:	None for the purpose of this report.
Corporate Plan:	As above.
Risk Assessment:	None identified.
Background papers:	None.
Appendices / Enclosures:	Plan of Area.
Report Author / Lead Officer:	David Martin



**TOWN HALL, HIGH STREET, GOSPORT,
HANTS, PO12 1EB.**

DATE : 22/12/2008



If this map has been transmitted electronically, use the scale bar in preference to the written scale