



Notice is hereby given that a **MEETING** of the **COUNCIL OF THE BOROUGH OF GOSPORT** will be held in the **TOWN HALL, GOSPORT** on **MONDAY** the **FOURTEENTH DAY** of **JULY 2008** 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 Meetings of the Council held on 14 and 15 May 2008 (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 THURSDAY 10 JULY 2008 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 THURSDAY, 10 JULY 2008).

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 FRIDAY, 11 JULY 2008).

6. Consideration of recommendations by the Boards of the Council:-

BOARD

DATE

Policy & Organisation Board

25 June 2008

7. Notice of Motion

In accordance with Standing Order 3.3 the following Notices of Motion have been received:

(a) Councillor Hook –

“That the Council suspend Standing Orders 4.6 and 4.14 for the purpose of considering the following motion on Mr Peter Chegwyn’s proposed Stokes Bay Festival.”

(b) Councillor Hook –

“That the Council moves to Committee under Standing Order 4.15.1 for the purpose of considering the motion on Mr Peter Chegwyn’s Stokes Bay Festival.”

(c) Councillor Hook –

Motion on Mr Peter Chegwyn’s proposed Stokes Bay Festival:

“That the Council reaffirm the decision taken by the Emergency Sub-Board on 18 February 2008 to allow Mr Peter Chegwyn to hold a festival at Stokes Bay and reconsider the terms of the decision.”

8. To receive the following Part II minutes of the Boards of the Council:

- Policy and Organisation Board: 25 June 2008
- Community and Environment Board: 16 June 2008
- Housing Board: 18 June 2008

9. Climate Change Strategy

To consider the report of the Environmental Services Manager (copy herewith).

10. Gender Equality Scheme 2008 – 2011

To consider the report of the Chief Executive (copy herewith).

11. HM Submarine Affray Disaster Relief Fund

To consider the report of the Borough Solicitor (copy herewith).

12. Project Integra Management Board

To confirm the appointments of Councillors Mrs Salter and Gill as the Council’s representative and Standing Deputy respectively on the Project Integra Management Board.

**IAN LYCETT
CHIEF EXECUTIVE**

**TOWN HALL
GOSPORT**

04 July 2008

**NOTE: (1) MEMBERS ARE REQUESTED TO NOTE THAT 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**

THE ANNUAL MEETING of the **COUNCIL OF THE BOROUGH OF GOSPORT** was held in the Ballroom of the **THORNGATE HALLS, BURY ROAD, GOSPORT** on **WEDNESDAY**, the **FOURTEENTH** day of **MAY 2008** at **11.00AM**.

Attendance:

The Mayor (Councillor Gill) (P) (in the Chair);

The Deputy Mayor (Councillor Kimber) (P);

Councillors Allen (P), Mrs Bailey (P), Ms Ballard (P), Beavis (P), Bradley (P), Burgess (P), Carr (P), Carter (P), Champion, Chegwyn (P), Mrs Cully (P), Cully, Dickson (P), Edgar (P), Edwards (P), Mrs Forder (P), Forder (P), Foster-Reed, Geddes, Hicks, Hook (P), Langdon (P), Mrs Mudie, Murphy (P), Philpott (P), Mrs Salter (P), Salter (P), Mrs Searle (P), Smith (P), Ward (P), Miss West (P) and Wright (P).

Also in attendance: Honorary Freeman Ashby and Mrs Simpson, Honorary Aldermen Flory, Foster, Hayward, O'Neill, Rushton, Searle and Mrs Snaith.

APOLOGIES

Apologies for inability to attend the meeting were submitted on behalf of Councillors Champion, Cully and Geddes and Honorary Aldermen Mrs Bailey and Lucas.

INTRODUCTION OF NEWLY ELECTED COUNCILLORS

Councillors Forder, Edwards, Salter, Mrs Bailey, Bradley, Miss West, Beavis, Mrs Forder and Murphy were introduced by the Chief Executive and welcomed by the Mayor.

The Councillors replied briefly.

ELECTION OF MAYOR

PROPOSED BY COUNCILLOR BURGESS
SECONDED BY COUNCILLOR HOOK

That Councillor Derek Ronald Kimber be elected Mayor of the Borough of Gosport for the Municipal Year ending May 2009.

CARRIED UNANIMOUSLY

The Retiring Mayor thereupon vacated the Chair, which was taken by the newly elected Mayor, who made the statutory Declaration of Acceptance of Office.

REPLY BY HIS WORSHIP THE MAYOR

The new Mayor replied to the Council's resolution and returned thanks for his election.

ELECTION OF DEPUTY MAYOR

PROPOSED BY COUNCILLOR MRS CULLY
SECONDED BY COUNCILLOR WRIGHT

That Councillor Mrs Diane Searle be elected Deputy Mayor of the Borough of Gosport for the Municipal Year ending May 2009.

CARRIED UNANIMOUSLY

The Deputy Mayor made the statutory Declaration of Acceptance of Office and returned thanks for her election.

GOSPORT CITIZEN AND YOUNG CITIZEN OF THE YEAR AWARDS

The Mayor awarded a Citizen of the Year Certificate and medallion to Mr J Witham for his eminent services to the Borough. The Mayor also awarded a Young Citizen of the Year Certificate and medallion to Lydia Parsonage.

ADJOURNMENT OF COUNCIL

PROPOSED BY THE MAYOR
SECONDED BY THE DEPUTY MAYOR

That the Council do now adjourn until 6.00pm on Thursday, 15 May 2008 at the Town Hall, Gosport.

CARRIED

The meeting ended at 12.40pm

THE ADJOURNED ANNUAL MEETING of the COUNCIL OF THE BOROUGH OF GOSPORT was held in the Council Chamber at the **TOWN HALL, GOSPORT on THURSDAY, the FIFTEENTH day of MAY 2008 at 6.00PM.**

Attendance:

The Mayor (Councillor Kimber) (P) (in the Chair);

The Deputy Mayor (Councillor Mrs Searle) (P);

Councillors Allen (P), Mrs Bailey (P), Ms Ballard (P), Beavis (P), Bradley (P), Burgess (P), Carr (P), Carter (P), Champion (P), Chegwyn (P), Mrs Cully (P), Cully (P), Dickson (P), Edgar (P), Edwards (P), Mrs Forder (P), Forder (P), Foster-Reed (P), Geddes (P), Gill (P), Hicks (P), Hook (P), Langdon (P), Mrs Mudie (P), Murphy (P), Philpott (P), Mrs Salter (P), Salter (P), Smith (P), Ward (P), Miss West (P) and Wright (P).

Also in attendance: Honorary Freeman Ashby and Honorary Aldermen O'Neill and Searle.

APOLOGIES

Apologies for inability to attend the meeting were submitted on behalf of Honorary Aldermen Mrs Bailey, Foster, Hayward and Lucas.

INTRODUCTION OF NEWLY ELECTED COUNCILLOR

The Mayor welcomed Councillor Geddes to the meeting.

The Councillor replied briefly.

MINUTES

COUNCIL RESOLVED: That the Minutes of the Ordinary and Extraordinary meetings of the Council held on 02 April and 08 May 2008 be confirmed and signed.

REPORT OF RETURNING OFFICER ON THE ELECTIONS HELD ON 01 MAY 2008

The following report of the Returning Officer on the elections held on 01 May 2008 was received –

GOSPORT BOROUGH COUNCIL

RETURNING OFFICER'S REPORT ON BOROUGH COUNCIL ELECTIONS

01 MAY 2008

1. I have to report that, whereas the number of Candidates validly nominated in the election of Councillors for each of the Alverstoke, Anglesey, Bridgemary North, Bridgemary South, Brockhurst, Christchurch, Elson, Forton, Grange, Hardway, Lee East, Lee West, Leesland, Peel Common, Privett, Rowner and Holbrook and Town Wards of the Borough exceeded the number of Councillors to be elected for the respective Wards, a poll was taken on the 01st day of May 2008, and the votes cast for the respective Candidates at each such election were as follows:-

WARD	NAMES OF CANDIDATES	VOTES GIVEN FOR EACH CANDIDATE
ALVERSTOKE	Jennifer Bevan HALL	127
	Mark William Paul HOOK	1175
	Graham Ernest PAYNE	200
	Judith SMITH	165
ANGLESEY	Robert Wesley FORDER	711
	Graham John HEWITT	72
	Brian TAYLOR	664
BRIDGEMARY NORTH	Keith Leslie EDWARDS	594
	Kenneth Patrick John SEARLE	544
BRIDGEMARY SOUTH	Michael Stuart GEDDES	625
	Jill Madeleine WRIGHT	529
BROCKHURST	Ivor Roger FOSTER	476
	Michael Anthony O'GORMAN	81
	Michael William SALTER	571
	Jane STAFFIERI	74
CHRISTCHURCH	Catherine Elizabeth ANDREWS	68
	Heather Gillian CARR	487
	Richard James DICKSON	501
	Veronika FORSTER	55
	Paul NOAKES	61

WARD	NAMES OF CANDIDATES	VOTES GIVEN FOR EACH CANDIDATE
ELSON	Andrea Lisa BAILEY	582
	Francis John BRIDGEWATER	103
	Lynn Maree HOOK	510
	Michael John MADGWICK	61
FORTON	Mervin John BRADLEY	448
	Keith Cyril FARR	396
	Peter David GREENWOOD	250
GRANGE	Alan Edward James DURRANT	59
	Iain Ross MACLENNAN	25
	George MORBY	216
	Kim WEST	359
HARDWAY	Jess Dylan CULLY	182
	Darren John FELS	73
	Peter Charles LANGDON	792
	Andrea Claire Harte SMITH	472
LEE EAST	Peter BELL	74
	Howard Graham BURGESS	1182
	Paul Gabriel KEELEY	373
LEE WEST	John William BEAVIS	1691
	Jill WHITCHER	194
LEESLAND	George MCALEESE	555
	Vivienne Ann O'GORMAN	94
	David George William Gilbert SMITH	604
PEEL COMMON	John Alan BOWLES	291
	Joseph William O'GORMAN	136
	Stephen PHILPOTT	913
PRIVETT	Ingeborg FORDER	734
	Colin Dudley JACOBS	677
	John Roy MADGWICK	68
ROWNER & HOLBROOK	Michael Anthony Vincent Peter EDWARDS	215
	Marcus Thomas MURPHY	345
	Robert Henry SHAW	131
	John TRAIN	183
TOWN	Adam Dickson Ewens BURNS	427
	Harry Cecil HAINES	43
	Christine Mary HARRIS	94
	Diane SEARLE	492
	Cyril Richard John SIMPSON	240

2. The undermentioned Candidates who received the greatest number of votes were therefore elected Councillors for a four-year period.

WARD	COUNCILLOR
ALVERSTOKE	Mark William Paul HOOK
ANGLESEY	Robert Wesley FORDER
BRIDGEMARY NORTH	Keith Leslie EDWARDS
BRIDGEMARY SOUTH	Michael Stuart GEDDES
BROCKHURST	Michael William SALTER
CHRISTCHURCH	Richard James DICKSON
ELSON	Andrea Lisa BAILEY
FORTON	Mervin John BRADLEY
GRANGE	Kim WEST
HARDWAY	Peter Charles LANGDON
LEE EAST	Howard Graham BURGESS
LEE WEST	John William BEAVIS
LEESLAND	David George William Gilbert SMITH
PEEL COMMON	Stephen PHILPOTT
PRIVETT	Ingeborg FORDER
ROWNER & HOLBROOK	Marcus Thomas MURPHY
TOWN	Diane SEARLE

STANDING ORDER 4.15.1

The Mayor reported that a notice had been received requesting that Standing Order 4.15.1 be moved to enable the Borough Solicitor to present her reports on the Review of Independent Members on the Standards and Governance Committee and Review of Council Boards, Sub-Boards and Committees and Determination of Allocation of Seats.

COUNCIL RESOLVED: That Standing Order 4.15.1 be moved to enable the Borough Solicitor to present her reports on the Review of Independent Members on the Standards and Governance Committee and Review of Council Boards, Sub-Boards and Committees and Determination of Allocation of Seats.

REVIEW OF INDEPENDENT MEMBERS ON THE STANDARDS AND GOVERNANCE COMMITTEE

The Borough Solicitor introduced her report on the above. The purpose of the report was to advise Members of the new arrangements transferring responsibility for assessment and hearing of complaints about Members Conduct to Local Standards Committees from the Standards Board for England and to

propose the recruitment of 3 Independent Members. In respect of the current Independent Member, Mr Perry, he was recruited by advertisement and had indicated that he would wish to continue to be an independent member of the Committee. It was proposed that he is appointed for four years.

MOTION: That the Council agrees:

- (i) to increase the size of the Standards and Governance Committee to 9 comprising 3 Independent Members and 6 Councillors;
- (ii) the procedure for recruiting Independent Members as set out in Section 2 of this report;
- (iii) that Mr Perry is appointed as an Independent Member of the Standards and Governance Committee for a period of 4 years; and
- (iv) that the Monitoring Officer is authorised to commence the procedure for recruiting the Independent Members (two vacancies if recommendation (i) above is accepted).

AMENDMENT: That the Motion be approved and adopted subject to the deletion of (i) and its replacement with new (i) as follows:

“(i) to increase the size of the Standards and Governance Committee to 8 comprising 2 Independent Members and 6 Councillors.”

Amend (iv) to read “one vacancy” instead of “two vacancies.”

The Amendment was put to the meeting and declared CARRIED.

SECOND AMENDMENT: That the Motion be approved and adopted subject to:

(ii) That this part of the recommendation is altered so that Group Leaders or named deputies are included in the interview procedure.

The Second Amendment was put to the vote and unanimously declared CARRIED.

COUNCIL RESOLVED: That the Substantive Motion as amended be approved and adopted.

REVIEW OF COUNCIL BOARDS, SUB-BOARDS AND COMMITTEES AND DETERMINATION OF ALLOCATION OF SEATS

The Borough Solicitor had submitted a report to Members of the Council in connection with the above.

The report advised the Council of the balance of the seats on the Council and the position with regard to Political Groups and the review undertaken by the Borough Solicitor in accordance with the “Proportionality Rules” of the balance of seats on the Boards, Sub-Boards and Committees of the Council. The Council had five Boards and one Overview and Scrutiny Committee; there were 64 seats to be allocated in accordance with the proportionality rules. However as the tables in the report indicated it was not possible to allocate the 64 seats in exact proportion as each Political Group had on the Council. A similar situation also applied to the 48 seats for the eight Sub-Boards.

The proportionality rules did not apply to the Standards and Governance Committee. However, the Council had previously agreed that in addition to the independent members, each Political Group should have two seats.

RECOMMENDED: That the Council approve:

- (i) the allocation of seats on the Boards and Committee as set out in paragraph 3.1 of the report;
- (ii) the allocation of seats on the Sub-Boards as set out in paragraph 4.2 of the report; and
- (iii) the allocation of seats on the Standards and Governance Committee as set out in paragraph 5.2 of the report.

MOTION: That the recommendations contained in the Borough Solicitor’s report be approved and adopted.

AMENDMENT: That the recommendations contained in the Borough Solicitor’s report be approved and adopted subject to:

Paragraph 2.3: changing “64 seats” to “62 seats”

Replacing existing Paragraph 3.1 with new Paragraph 3.1 as follows:

3.1 The proposed allocation of seats is as follows:

Number of seats	Conservative 29	Labour 7	Liberal Democrats 26
	Conservative	Labour	Liberal Democrats
Policy & Organisation	4	2	4
Community & Environment	5	1	4
Housing	5	1	4
Regulatory	5	1	4
Licensing	4	1	5
Overview & Scrutiny	6	1	5

Paragraph 4.1:

Add at end of wording:

It is proposed to create two new Sub-Boards:

(a) An Economic Development Sub-Board with Terms of Reference to include the promotion of Economic Development and Tourism Development policies

(b) An Environmental Improvements Sub-Board with Terms of Reference as per the former Environmental Improvement Panel of the Housing Board

It is further proposed to reduce the membership of the Emergency Sub-Board from 6 to 3 giving a total of 56 seats on Sub-Boards as per Paragraph 4.2 below and reduce Personnel Sub-Board from 6 to 5

Deleting existing Paragraph 4.2 and replacing with new Paragraph 4.2:

4.2 The proposed allocation of seats on Sub-Boards is as follows:

	Conservative	Labour	Liberal Democrats
Number of Seats	26	7	23
	Conservative	Labour	Liberal Democrats
Economic Development	3	1	4
Personnel	2	1	2
Gosport Coastline	3	1	2
Civic & Commemorative			
Events	5	0	3
Emergency	1	1	1
Grants	2	1	3
Priddy's Hard Heritage			
Area	3	1	2
Transportation &			
Planning	3	0	3
Community Events	2	0	2
Environmental			
Improvements	2	1	1

The Amendment was put to the vote and declared CARRIED.

COUNCIL RESOLVED: That the Substantive Motion as amended be approved and adopted.

APPOINTMENT OF CHAIRMAN OF POLICY AND ORGANISATION BOARD

COUNCIL RESOLVED: That Councillor Smith be appointed Chairman of the Policy and Organisation Board for the 2008/09 Municipal Year.

STANDING ORDER 4.5.1 (e)

Prior to considering agenda items (A), (B) and (C) below Standing Order 4.5.1 (e) was proposed to allow the Council meeting to be adjourned so that the Boards and Overview and Scrutiny Committee members once appointed, could elect their Chairmen and Vice-Chairmen. The Policy and Organisation Board would only be required to elect a Vice-Chairman.

COUNCIL RESOLVED: That Standing Order 4.5.1(e) be moved to enable the Council meeting to be adjourned so that the Boards (with the exception of the Policy and Organisation Board) and Overview and Scrutiny Committee could elect their Chairmen and Vice-Chairmen.

- (A) APPOINTMENT OF BOARDS, NOMINATED DEPUTIES FOR THE REGULATORY AND LICENSING BOARDS, OVERVIEW AND SCRUTINY COMMITTEE AND STANDARDS AND GOVERNANCE COMMITTEE**
- (B) APPOINTMENT OF SUB-BOARDS, WORKING GROUPS AND BOARD OUTSIDE BODIES**
- (C) APPOINTMENT OF COUNCIL OUTSIDE BODIES**

As provisional comprehensive lists of members for (A), (B) and (C) above were not available prior to the Council meeting the Borough Solicitor advised that she would go through each section consecutively so that Group Leaders could accordingly submit their appointments. Councillors also had before them an addendum report for agenda item (C). This requested Council to re-affirm its agreement to Group Leaders re-appointing Councillors to the Haslar Task Force. The addendum also reported that the Council had been advised not to make a nomination to the Gosport Community Association Executive Committee.

The Group Leaders accordingly submitted appointments for Boards, Nominated Deputies for the Regulatory and Licensing Boards, Overview and Scrutiny Committee and Standards and Governance Committee.

COUNCIL RESOLVED: That the provisional list of appointments to vacancies listed at (A) above (a copy of which is attached hereto as Appendix "C1") for the Municipal Year 2008/09 be approved and adopted.

ADJOURNMENT

At this point the Council meeting adjourned in order to allow the five Boards and Overview and Scrutiny Committee to meet and elect their Chairmen and Vice-Chairmen. As stated previously the Policy and Organisation Board only needed to elect a Vice-Chairman.

At the conclusion of the meeting of the Licensing Board in the Council Chamber brief reference was made to a Chairman's urgent item for the Board to consider.

At this point Councillor Chegwyn who was in the Council Chamber declared a personal and prejudicial interest and withdrew from the Council Chamber.

The Licensing Board subsequently decided to adjourn until after the Adjourned Annual Council meeting in order to consider the Chairman's urgent item.

As tied votes were recorded for the election of Chairman and Vice-Chairman at the Community and Environment Board, Housing Board, Regulatory Board and Overview and Scrutiny Committee meetings these appointments were referred to the Council meeting for final determination.

APPOINTMENT OF BOARD AND COMMITTEE CHAIRMEN AND VICE-CHAIRMEN

Nominations for the respective Chairmen and Vice-Chairmen for the Community and Environment Board, Housing Board, Regulatory Board and Overview and Scrutiny Committee were accordingly put to the vote.

COUNCIL RESOLVED: That the following Chairmen and Vice-Chairmen be appointed for the Municipal Year 2008-09.

Community and Environment Board

Councillor Chegwyn	(Chairman)
Councillor Smith	(Vice-Chairman)

Housing Board

Councillor Gill	(Chairman)
Councillor Bradley	(Vice-Chairman)

Regulatory Board

Councillor Hicks	(Chairman)
Councillor Carr	(Vice-Chairman)

Overview and Scrutiny Committee

Councillor Forder (Chairman)
Councillor Mrs Salter (Vice-Chairman)

The Group Leaders accordingly submitted appointments for Sub-Boards, Working Groups and Board Outside Bodies.

Gosport Borough Football Club: Two nominations for one vacancy were put to the vote and the nomination for Councillor Hicks was declared CARRIED.

Hampshire Action Team (HAT) (Fareham and Gosport): Four nominations for two vacancies were put to the vote and the nominations for Councillors Mrs Forder and Forder were declared CARRIED.

HCC Transport for South Hampshire Joint Committee: Two nominations for one vacancy were put to the vote and the nomination for Councillor Salter was declared CARRIED.

SureStart: Two nominations for one vacancy were put to the vote and the nomination for Councillor Mrs Mudie was declared CARRIED.

Tourism South East: Two nominations for one vacancy were put to the vote and the nomination for Councillor Chegwyn was declared CARRIED.

Car Park Charges Working Group: No nominations were put forward for this Working Group and in the circumstances a Motion was CARRIED to abolish the Working Group.

Gosport Peninsula Access HAT Working Group: Four nominations for two vacancies were put to the vote and the nominations for Councillors Salter and Smith were declared CARRIED.

Royal Navy Submarine Museum: Two nominations for one vacancy were put to the vote and the nomination for Councillor Salter was declared CARRIED.

Solent Sea Rescue Organisation: Two nominations for one vacancy were put to the vote and the nomination for Councillor Foster-Reed was declared CARRIED.

COUNCIL RESOLVED: That the provisional list of appointments to vacancies listed at (B) above (a copy of which is attached hereto as Appendix "C1") for the Municipal Year 2008/09 be approved and adopted.

The Group Leaders accordingly submitted appointments for Council Outside Bodies.

Gosport Festival Working Group: A fourth nomination for the Working Group was put to the vote and declared TIED. Whereupon the Mayor used his casting vote to retain the three Councillor membership for the Working Group.

Haslar Task Force: It was proposed that the Council should not re-appoint the three political group representatives to the Haslar Task Force but should still support the continuance of the Haslar Task Force and Councillor Edgar as the Haslar Task Force Spokesperson. The three Group Leaders and Councillor Edgar to undertake a review of the future role of the Haslar Task Force and its membership and prepare a report for the Policy and Organisation Board and the first Council meeting.

A Motion was put to the meeting not to re-affirm the re-appointment of Councillors to the Haslar Task Force at the moment. The Motion was accordingly put to the vote and declared CARRIED.

(NOTE: Councillor Gill requested that his abstention in the above vote be recorded.)

Council of Governors of the Portsmouth Hospitals NHS Trust: Two nominations for one vacancy were put to the vote and the nomination for Councillor Salter was declared CARRIED.

HEDCA General Management Committee: Two nominations for one vacancy were put to the vote and the nomination for Councillor Ms Ballard was declared CARRIED.

COUNCIL RESOLVED: That the provisional list of appointments to vacancies listed at (C) above (a copy of which is attached hereto as Appendix "C1") for the Municipal Year 2008/09 be approved and adopted.

The meeting ended at 8.12pm

PROVISIONAL BOARD/COMMITTEE MEMBERSHIP FOR 2008/2009 MUNICIPAL YEAR

POLICY & ORGANISATION BOARD

Councillor Burgess
Councillor Chegwyn
Councillor Cully
Councillor Gill
Councillor Hicks
Councillor Hook
Councillor Langdon
Councillor Philpott
Councillor Smith
Councillor Wright

COMMUNITY & ENVIRONMENT BOARD

Councillor Beavis
Councillor Burgess
Councillor Chegwyn
Councillor Edgar
Councillor Mrs Forder
Councillor Langdon
Councillor Murphy
Councillor Salter
Councillor Smith
Councillor Wright

HOUSING BOARD

Councillor Allen
Councillor Ms Ballard
Councillor Beavis
Councillor Bradley
Councillor Mrs Cully
Councillor Edwards
Councillor Geddes
Councillor Gill
Councillor Mrs Mudie
Councillor Philpott

REGULATORY BOARD

Councillor Allen
Councillor Mrs Bailey
Councillor Carr
Councillor Carter
Councillor Dickson
Councillor Forder
Councillor Geddes
Councillor Hicks
Councillor Mrs Searle
Councillor Miss West

LICENSING BOARD

Councillor Allen
Councillor Mrs Bailey
Councillor Ms Ballard
Councillor Bradley
Councillor Carter
Councillor Mrs Cully
Councillor Edgar
Councillor Foster-Reed
Councillor Murphy
Councillor Smith

OVERVIEW & SCRUTINY COMMITTEE

Councillor Allen
Councillor Beavis
Councillor Carr
Councillor Champion
Councillor Dickson
Councillor Edwards
Councillor Mrs Forder
Councillor Forder
Councillor Mrs Salter
Councillor Salter
Councillor Mrs Searle
Councillor Miss West

STANDARDS & GOVERNANCE COMMITTEE

Councillor Burgess
Councillor Mrs Cully
Councillor Gill
Councillor Hicks
Councillor Langdon
Councillor Wright

Independent Members

Mr R V Perry
(Vacancy)

***The Mayor (Councillor Kimber) & Chairman of the Policy & Organisation Board (Councillor Smith) are ex-officio Members of all Boards unless named in the membership of the respective Board.**

REGULATORY BOARD

PROVISIONAL NOMINATED DEPUTIES FOR 2008/2009 MUNICIPAL YEAR

Conservative Group

Councillor Beavis
Councillor Burgess
Councillor Champion
Councillor Edgar
Councillor Edwards
Councillor Hook
Councillor Kimber
Councillor Langdon
Councillor Murphy
Councillor Philpott
Councillor Ward

Labour Group

Councillor Mrs Cully
Councillor Cully
Councillor Wright

Liberal Democrat Group

Councillor Ms Ballard
Councillor Bradley
Councillor Chegwyn
Councillor Mrs Forder
Councillor Foster-Reed
Councillor Gill
Councillor Mrs Mudie
Councillor Mrs Salter
Councillor Salter
Councillor Smith

LICENSING BOARD

PROVISIONAL NOMINATED DEPUTIES FOR 2008/2009 MUNICIPAL YEAR

Conservative Group

Councillor Beavis
Councillor Burgess
Councillor Champion
Councillor Dickson
Councillor Edwards
Councillor Geddes
Councillor Hook
Councillor Kimber
Councillor Langdon
Councillor Philpott
Councillor Ward
Councillor Miss West

Labour Group

Councillor Mrs Searle

Liberal Democrat Group

Councillor Gill
Councillor Mrs Mudie

**PROVISIONAL SUB-BOARD/WORKING GROUP/OUTSIDE
ORGANISATION MEMBERSHIP FOR THE 2008/2009 MUNICIPAL YEAR**

POLICY AND ORGANISATION BOARD

PERSONNEL SUB-BOARD

Councillors Carter, Chegwyn, Hook, Smith and Wright

GOSPORT “COASTLINE” EDITORIAL PANEL

Councillors Carter, Chegwyn, Cully, Dickson, Foster-Reed and Ward

CIVIC & COMMEMORATIVE EVENTS SUB-BOARD

Councillors Mrs Bailey, Carr, Carter, Edgar, Edwards, Gill, Philpott and one Vacancy

ECONOMIC DEVELOPMENT SUB-BOARD

Councillors Chegwyn, Cully, Gill, Hicks, Smith and three Vacancies

EMERGENCY SUB-BOARD

Councillors Hook, Smith and Wright

GRANTS SUB-BOARD

Councillors Chegwyn, Dickson, Geddes, Mrs Mudie, Mrs Salter and Wright

PRIDDY’S HARD HERITAGE AREA SUB-BOARD

Councillors Allen, Chegwyn, Cully, Hook, Langdon and Smith

TRANSPORTATION & PLANNING SUB-BOARD

Councillors Ms Ballard, Bradley, Geddes, Langdon, Murphy and Salter

***The Mayor (Councillor Kimber) & Chairman of the Policy & Organisation Board (Councillor Smith) are ex-officio Members of all Sub-Boards unless named in the membership of the respective Sub-Board.**

POLICY AND ORGANISATION BOARD

OTHER PANELS

GOSPORT COMMUNITY SAFETY PARTNERSHIP

Councillors Bradley, Carr, Carter, Mrs Cully, Edwards, Smith and Miss West

CUSTOMER COMPLAINTS PANEL

Panel of 3 Councillors (1:1:1) to be selected from:
Councillors Ms Ballard, Burgess, Carr, Cully, Langdon and Wright

OUTSIDE BODIES

ADVISORY COMMITTEE OF THE ASHCROFT ARTS CENTRE

Mr P Smith

DAEDALUS STRATEGY GROUP

Councillors Beavis, Gill and Wright

ENTERPRISE FIRST

Councillor Edgar

GOD'S PORT HOUSING SOCIETY

The Mayor (Councillor Kimber)

GOSPORT AVIATION SOCIETY

Mr K Lucking, Corporate Services Manager

GOSPORT BOROUGH EDUCATIONAL TRUST

Councillors Edgar and Mrs Forder and Borough Treasurer

GOSPORT BOROUGH FOOTBALL CLUB

Councillor Hicks

GOSPORT DEVELOPMENT TRUST MANAGEMENT COMMITTEE

Councillor Kimber

GOSPORT VOLUNTARY ACTION

The Mayor (Councillor Kimber) (ex-officio), Councillors Allen, Mrs Cully and Mrs Salter

GROUNDWORK SOLENT BOARD OF TRUSTEES

Councillor Allen and one Councillor Vacancy

HAMPSHIRE ACTION TEAM (HAT) (FAREHAM AND GOSPORT)

Councillors Mrs Forder and Forder

HARBOUR ECONOMIC FORUM

Councillors Carr, Chegwyn and Edgar

HCC TRANSPORT FOR SOUTH HAMPSHIRE JOINT COMMITTEE

Councillor Salter and Mr M Jeffery, Development Services Manager

HOMESTART – GOSPORT & FAREHAM MANAGEMENT COMMITTEE

Councillor Mrs Salter

PARTNERSHIP FOR URBAN SOUTH HAMPSHIRE (PUSH) JOINT COMMITTEE

Councillor Smith (Standing Deputy: Councillor Chegwyn)

PARTNERSHIP FOR URBAN SOUTH HAMPSHIRE (PUSH) JOINT OVERVIEW AND SCRUTINY COMMITTEE

Councillor Vacancy

PARTNERSHIP FOR URBAN SOUTH HAMPSHIRE (PUSH) PLANNING AND SUSTAINABILITY PANEL

Councillor Hicks and Mr C Payne, Head of Planning Policy

S.H.I.P.S. MEMBERS ARTS FORUM (formerly Hampshire Arts Forum)

Councillor Chegwyn

SOUTH EAST EMPLOYERS

Councillor Smith (Standing Deputy: Councillor Chegwyn)

SOUTH EAST ENGLAND REGIONAL ASSEMBLY (SEERA)

Councillor Gill (Standing Deputy: Councillor Smith)

SURESTART

Councillor Mrs Mudie

TOURISM SOUTH EAST

Councillor Chegwyn

COMMUNITY AND ENVIRONMENT BOARD

COMMUNITY EVENTS SUB-BOARD

Councillors Ms Ballard, Burgess, Mrs Mudie and one Vacancy

***The Mayor (Councillor Kimber) & Chairman of the Policy & Organisation Board (Councillor Smith) are ex-officio Members of all Sub-Boards unless named in the membership of the respective Sub-Board.**

OTHER PANELS

ALVER VALLEY STEERING GROUP

Councillors Burgess, Champion, Mrs Cully, Hicks, Philpott and Mrs Salter

GOSPORT MUSEUM JOINT MANAGEMENT COMMITTEE

Councillors Carter, Gill and Mrs Searle

GROUNDS MAINTENANCE WORKING GROUP

Councillors Burgess, Chegwyn, Hicks, Murphy and Wright

PROCUREMENT WORKING GROUP

Councillors Allen, Chegwyn, Cully, Hook, Smith and Wright

TOWN CENTRE STUDY MEMBERS PANEL

Councillors Allen, Chegwyn, Dickson, Smith and Wright

OUTSIDE BODIES

ALLOTMENTS STAKEHOLDERS CONSULTATIVE GROUP

Councillors Mrs Cully, Dickson and Mrs Salter

AREA PUBLIC HEALTH LIAISON BOARD

Councillor Edgar and Mr D Jago, Environmental Services Manager

BRUNE PARK COMMUNITY MANAGEMENT COMMITTEE

Councillor Geddes

FAREHAM AND GOSPORT CHALLENGE ADVENTURE PROJECT

Councillor Mrs Bailey

GOSPORT/FAREHAM JOINT BUILDING CONTROL PANEL

Councillor Hicks

GOSPORT HEALTHY ALLIANCE

Councillor Vacancy

GOSPORT PENINSULA ACCESS HAT WORKING GROUP

Councillors Salter and Smith

GOSPORT ROAD SAFETY COUNCIL

Councillors Carter, Mrs Forder and Mrs Salter

HAMPSHIRE BUILDINGS PRESERVATION TRUST

Councillor Edgar

HAMPSHIRE RAIL FORUM

Councillor Salter

JOINT AUTHORITIES GYPSIES & TRAVELLERS PANEL

Councillors Langdon and Mrs Salter and one Councillor Vacancy

PEEL COMMON ODOUR FORUM

Councillors Philpott and Wright and one Councillor Vacancy

PORTSMOUTH CITY COUNCIL HEALTH OVERVIEW AND SCRUTINY PANEL

Councillor Edgar (co-opted representative)

PORTSMOUTH & GOSPORT JOINT BOARD (appointed until 31 December 2008)

Councillors Cully, Edgar, Edwards, Gill, Hook and Smith

PROJECT INTEGRA MANAGEMENT BOARD

Councillor Vacancy

PROJECT INTEGRA POLICY REVIEW AND SCRUTINY COMMITTEE

Councillor Carr

RELATE

Councillor Mrs Salter

ROYAL NAVY SUBMARINE MUSEUM

Councillor Salter

ST.VINCENT COLLEGE GOVERNORS' COMMUNITY COMMITTEE

Councillor Vacancy

SOLENT SEA RESCUE ORGANISATION

Councillor Foster-Reed

SOUTH EAST ENGLAND REGIONAL ASSEMBLY (SEERA) SUB REGIONAL STEERING GROUP

Councillor Smith (Standing Deputy: Chegwyn)

STANDING CONFERENCE ON COASTLINE PROBLEMS

Councillor Forder

HOUSING BOARD

ENVIRONMENTAL IMPROVEMENTS SUB-BOARD

Councillors Mrs Cully and Mrs Mudie and two Vacancies

***The Mayor (Councillor Kimber) & Chairman of the Policy & Organisation Board (Councillor Smith) are ex-officio Members of all Sub-Boards unless named in the membership of the respective Sub-Board.**

OTHER PANELS

HOUSING EDITORIAL PANEL

Councillors Allen, Beavis, Bradley, Mrs Cully, Philpott and Mrs Salter

OUTSIDE BODIES

AGAMEMNON HOUSING SOCIETY LIMITED

Councillor Geddes

KELSEY HOUSING ASSOCIATION LOCAL MANAGEMENT COMMITTEE

Councillors Mrs Cully and Mrs Searle appointed until May 2010 (Standing Deputy: Councillor Vacancy)

COUNCIL

OTHER PANELS

GOSPORT FESTIVAL WORKING GROUP

Councillors Cully, Hicks and Kimber

HASLAR TASK FORCE

Political Group nominations held in abeyance pending a Council review

HOLBROOK RECREATION CENTRE WORKING GROUP

Councillors Ms Ballard, Chegwyn, Hook, Murphy, Mrs Searle and Wright

OUTSIDE BODIES

AGE CONCERN (HANTS)

Councillor Mrs Salter

AIR TRAINING CORPS – 1098 (GOSPORT) SQUADRON COMMITTEE

Councillor Vacancy

ALVERSTOKE TRUST

Honorary Alderman Hayward until February 2009 and Surgeon Captain T Hall until September 2011

BRIDGEMARY, ROWNER AND WOODCOT COMMUNITY ASSOCIATION

Councillor Edwards

CITIZENS ADVICE BUREAU

The Mayor (Councillor Kimber)

COUNCIL OF GOVERNORS OF THE PORTSMOUTH HOSPITALS NHS TRUST

Councillor Salter

FAREHAM AND GOSPORT MIND

Councillor Allen

GOSPORT COMMUNITY ASSOCIATION – EXECUTIVE COMMITTEE

Councillor nomination held in abeyance pending a Gosport Community Association review

GOSPORT SOCIETY

The Mayor (Councillor Kimber) (ex-officio) and Councillor Carr

MRS HAMPER FUND CHARITY

Mrs Penfold and Mrs Megson appointed until July 2008

HEDCA GENERAL MANAGEMENT COMMITTEE

Councillor Ms Ballard

LEE-ON-THE-SOLENT COMMUNITY ASSOCIATION

Councillor Carter

LOCAL GOVERNMENT ASSOCIATION

Councillor Smith

LOCAL GOVERNMENT ASSOCIATION – ASSOCIATION OF HANTS & IOW LOCAL AUTHORITIES

Councillor Smith

LOCAL GOVERNMENT ASSOCIATION – ASSOCIATION OF HANTS & IOW LOCAL AUTHORITIES – IMPROVEMENT BOARD

Councillor Smith

LOCAL GOVERNMENT ASSOCIATION – ASSOCIATION OF HANTS & IOW LOCAL AUTHORITIES – PROJECT STEERING GROUP

Councillor Smith

LOCAL GOVERNMENT ASSOCIATION – COASTAL ISSUES SPECIAL INTEREST GROUP (SIG)

Councillor Forder and Mr M Wheeler, GBC Coastal Engineer

LOCAL GOVERNMENT ASSOCIATION – FOURTH OPTION SPECIAL INTEREST GROUP (SIG)

Councillor Vacancy

LOCAL GOVERNMENT ASSOCIATION -

(a) Urban Commission

Councillor Smith and Councillor Vacancy

(b) Rural Commission

Two Councillor Vacancies

LUTMAN DAY CARE CENTRE SUPPORT GROUP

Councillor Mrs Salter

PORTCHESTER CREMATORIUM JOINT COMMITTEE

Councillors Edgar and Wright (Standing Deputies: Two Councillor Vacancies)

AGENDA ITEM NO. 6 (i)

REPORT TO: COUNCIL

DATE OF MEETING: 14 JULY 2008

REPORT BY: COUNCILLOR SMITH (CHAIRMAN OF THE POLICY AND ORGANISATION BOARD)

At its meeting on 25 June 2008, the Policy and Organisation Board considered a report on the following item and made the following recommendation to Full Council.

DISPERSAL ORDER PROTOCOL AND FEEDBACK ON BRIDGEMARY DISPERSAL ORDER (APPENDIX PO1)

RECOMMENDATION:

- a) authority be delegated to the Chief Executive, in consultation with the Leader of the Council and Ward Councillors, to give consent to Dispersal Order applications in line with the protocol contained in at Appendix A of the report and for the Constitution of the Council to be amended to reflect such a delegation; and
- b) the feedback on the Bridgemary Dispersal Order be noted.

APPENDIX PO1

Board:	Policy and Organisation
Date of Meeting:	25 th June 2008
Title:	Dispersal Order Protocol and Feedback on Bridgemyary Dispersal Order
Author:	Jamie O'Reilly
Status: amend as appropriate	FOR DECISION

Purpose

To establish an agreed protocol for how Gosport Borough Council will deal with Dispersal Order applications from the Police and also to provide Members with feedback on the effects of the Bridgemyary Dispersal Order.

Recommendation

- It is recommended that the Board delegates authority to the Chief Executive, in consultation with the Leader, to give consent to Dispersal Order applications in line with the protocol attached at Appendix A and for the Constitution of the Council to be amended to reflect such a delegation.
- It is recommended that the Board notes the feedback on the Bridgemyary Dispersal Order.

1 Background

- 1.1 Part 4 (Sections 30-36) of the Anti-Social Behaviour Act 2003 provides the police, working with local authorities, powers to disperse groups of two or more people and to return young people aged under 16 who are unsupervised in public places after 9.00pm to their homes.
- 1.2 However, in order to invoke these powers, the Police must gain the consent of the relevant local authority, which in Gosport would be Gosport Borough Council. It is for Gosport Borough Council to determine how they would like to deal with any such application and the development of an agreed protocol is the best way to ensure a consistent and transparent process. The proposed protocol is attached at Appendix A.
- 1.3 This protocol details the process to be followed by Hampshire Constabulary and Gosport Borough Council when undertaking consultation on the designation of an area under Sections 30 to 36 of the Anti-Social Behaviour Act 2003.

2 Report

- 2.1 The protocol sets out how the Council will deal with Dispersal Order applications.
- 2.2 It sets out the information that is required, the consultation process that will ensue and an indicative time frame for decisions. This should assist Hampshire Constabulary and the Council, by ensuring that applications are dealt with efficiently, fairly and consistently and in a way that suitably involves Elected Members and other key stakeholders.
- 2.3 The protocol builds upon national best practise. All key stakeholders have been consulted on the protocol, including the Police and no objections have been raised. Indeed the Police have expressly welcomed this development.
- 2.4 The risk of not having an agreed protocol is that there would be inconsistencies in how the Council approached each such application, which may be seen as unfair and could raise legal challenges. It could also lead to differences in expectations between the Council and key stakeholders, such as the Police and thereby increase the likelihood of unhelpful disagreements.
- 2.5 The risk of failing to delegate authority to the Chief Executive to provide consent to Dispersal Order applications would be that the process would become slower and less consistent. This could also lead to similar risks arising as those set out above.
- 2.6 There are no financial implications envisaged which arise out of the adoption of this protocol.
- 2.7 A report has been attached at Appendix B from the Community Safety Partnership Analyst Lorraine Ireland, which looks at the patterns of crime and anti social behaviour in and around the area of the Dispersal Order, both before the Order was made and afterwards. It shows a significant reduction (35%) in the problems after the introduction of the Dispersal Order with little evidence of the problems being displaced into neighbouring areas. This occurred at a time when we normally expect to see a rise in such issues owing to seasonal variations.

Human Rights

Legal to provide input.

Race and Equal Opportunities -

The protocol should help to ensure that any such issues would be suitably identified and would also provide a mechanism for them to be suitably addressed.

Sustainability

There are no envisaged implications for sustainability arising from the adoption of the protocol.

Prevention of crime and disorder –

The core purpose of the protocol is to help to reduce crime and anti social behaviour in the Borough.

3 Risk Assessment

- 3.1 The risks of not adopting a protocol as set out, are that the Council would be more likely to take an inconsistent and less efficient approach to dealing with such applications and as such increase the risk of perceptions of unfairness. It would also create an approach which might encourage misunderstanding and disagreement between Gosport Borough Council and the Police and indeed other key stakeholders.

4 Conclusion

- 4.1 In summary, the adoption of the protocol will assist all agencies, particularly the Council, in dealing with such applications and help to ensure an efficient, fair and consistent approach.

Financial Services comments:	<i>To be completed by Financial Services</i>
Legal Services comments:	Contained within the Report.
Service Improvement Plan implications:	The adoption of the protocol relates broadly to the service improvement plan which is coming to the end of its cycle.
Corporate Plan:	The adoption of the protocol is in line with the improvement of community safety which is a corporate priority.
Risk Assessment:	<i>Refer to paragraph no. 3 in body of report and identify 'High/medium/low' risk</i>
Background papers:	<i>Documents disclosing material on which a report, or an important part of it, has been based and which has been relied upon to a material extent in preparing the report should be identified</i> <i>This should list any documents, previous reports etc used to compile the report. Background papers are open for public inspection from the time the agenda first becomes available until 4 years after the</i>

	<i>meeting at which the report was considered. (S97 of the Local Government Act 2000)</i>
Appendices/Enclosures:	
Appendix 'A'	The proposed Gosport Borough Council Dispersal Order Protocol.
Appendix 'B'	The Analytical report by Lorraine Ireland on the Bridgemary Dispersal Order made in January 2008.
Report author/ Lead Officer:	Jamie O'Reilly, 023 92545501

APPENDIX A

Gosport Borough Council protocol for seeking authorisation for the designation of areas according to Part 4 (Dispersal of Groups) of the Anti-Social Behaviour Act 2003

1. Statement of Purpose

1.1 This protocol has been developed to assist with the reduction of anti-social behaviour. Applications for the imposition of Dispersal Orders are expected to originate from joint or local tasking arrangements and be accompanied by an exit strategy, as part of a process of intervention.

2. Aims and Objectives

2.1 This protocol details the process to be followed by Hampshire Constabulary and Gosport Borough Council when undertaking consultation on the designation of an area under Sections 30 to 36 of the Anti-Social Behaviour Act 2003.

3. The Legal Framework

3.1 Part 4 (Sections 30-36) of the Anti-Social Behaviour Act 2003 provides the police, working with local authorities, powers to disperse groups of two or more people and to return young people aged under 16 who are unsupervised in public places after 9.00pm to their homes.

3.2 Section 30 (1) of the Act states that these powers may be used only in areas where a relevant officer has reasonable grounds for believing-

“that any members of the public have been intimidated, harassed, alarmed or distressed as a result of the presence or behaviour of groups of two or more persons in public places in any locality in his police area”

AND

“that anti-social behaviour is a significant and persistent problem in the relevant locality.”

3.3 Section 31 (2) of the Act states that “An authorisation may not be given without the consent of the local authority or each local authority whose area includes the whole or part of the relevant locality”.

4. Authorisations

4.1 An officer of at least the rank of superintendent can make an authorisation where he/she has reasonable grounds for believing that the area is subject to the levels of anti-social behaviour as specified in section 3.2 of this protocol.

4.2 An authorisation may be made for a period not exceeding six months. The area to which the authorisation applies must fall within the officer's police

area. The authorisation must be in writing and signed by the officer issuing it. The authorisation must specify:

- ◆ The area it covers.
- ◆ The grounds on which it is given.
- ◆ The period for which it is valid.

5. Consultation: Hampshire Constabulary to Gosport Borough Council

5.1 Before an authorisation can be given, the relevant officer must obtain the consent of Gosport Borough Council. When seeking consent, the following information must be submitted in electronic form by the Police to the Borough Council:

- ◆ A map of the relevant locality to which the authorisation will apply.
- ◆ A synopsis of levels and nature of the relevant anti-social behaviour including the number of complaints received from members of the public.
- ◆ A written statement from the police stating why a dispersal order is the appropriate response to the identified anti-social behaviour. It would be good practice to include within the statement details of any other interventions undertaken in the locality with the intention of reducing anti-social behaviour. This statement should also include the number of authorisations already in force within that OCU and reasons for prioritising the relevant area.
- ◆ The proposed period for which the authorisation would be valid.

This should be sent to the Head of Community Safety. To ensure proper and full consultation with the Borough Council, as much consultation time as possible (but at least 7 working days) is required. The Borough Council will normally give 10 working days for Consultees to respond.

6. Consultation: Gosport Borough Council - Relevant Consultees

6.1 The Head of Community Safety will co-ordinate the consultation by circulating the standard letter (Appendix 1) and forwarding the completed checklist to the nominated Borough Council Officer once the consultation process is complete.

6.2 The following **will be consulted about the appropriateness of a Dispersal Order:**

- Chair of Policy & Organisation Board
- Head of Community Safety
- Children's Services Manager
- Locality Team
- Borough Ward Members for the area
- Borough Solicitor
- Youth Offending Team
- Youth Service

- Other, as specific to the request

7. Consultation: Gosport Borough Council to Hampshire Constabulary

7.1 If the Council is minded to give consent to the application, the nominated Council Officer will feedback in writing to Hampshire Constabulary and, will return a signed copy of the document as Appendix 3 no later than 14 days after receipt of the request. This signed document will represent the statement of consent of the Borough Council.

7.2 In the event of the Council not being able to give consent the nominated Council Officer will give feedback in writing stating the reasons.

7.3 The Borough Council will retain a copies of all the completed documents associated with the application for a period of no less than 3 years

7.4 The Community Safety Partnership will maintain a database containing details of all applications and current authorisations currently in force within its boundaries In order to monitor progress.

7.5 Should the Borough Council not consent to the designation of an area, a written statement to this effect, including reasons for disagreement, must be sent by the Borough Council's nominated officer, and received by Hampshire Constabulary no later than 14 days after the Council took receipt of the request.

7.6 Where there is disagreement between Borough Council consultees, the Head of Community Safety will advise Hampshire Constabulary and will co-ordinate a meeting by inviting the relevant Consultees and Hampshire Constabulary to look at how best to manage the anti-social behaviour problem in the area and seek an agreed way forward.

7.7. In normal circumstances, the authority to grant the consent of Gosport Borough Council shall be delegated to the Borough Council's nominated officer or in his absence the Deputy Chief Executive

7.8 The nominated Borough Council Officer is
The Chief Executive Tel: ...02392 545 201.....

8. Publicity

8.1 Once consent to an authorisation has been obtained, an authorisation notice must be produced and publicised by the Police. The authorisation notice must specify:

- ◆ The relevant locality to which the authorisation notice applies
- ◆ The grounds on which the authorisation has been given
- ◆ The period when the power to disperse is exercisable.

8.2 Before the authorisation comes into force, police will publish the authorisation notice in a newspaper which is circulated in the relevant locality and/or posted in a conspicuous place or places within the relevant locality.

Under normal circumstances it would be preferable to use durable, weather proof signs for the notice and secure it to lamp posts in the locality. It is recommended that the authorisation notice be published at least 24 hours before the authorisation is enforced, longer notice may be given if circumstances allow.

8.3 Hampshire Constabulary will inform the Borough Council, in writing, of the date on which the authorisation will come into force, no later than 24 hours before the authorisation is due to come into force.

9. Multi-Agency Management

9.1 Dispersal Orders last for 6 months and so extend beyond the remit operational tasking. It is therefore essential that underlying social and environmental factors which may have contributed to the imposition of an Order, be addressed – whether through an extension of local joint tasking arrangements or through the establishment of a PRIME group. In any case, relevant Partners agencies are to be engaged in this process.

10. Withdrawal of the Authorisation.

10.1 If at any time it is deemed appropriate to withdraw the authorisation then the Borough Council will be consulted. The authorisation must be withdrawn by the officer who gave it, or any officer whose police area includes the relevant locality and whose rank is the same or higher than the relevant issuing officer. The giving or withdrawal of an authorisation does not prevent a further authorisation for part or the whole of the same area being given.

10.2 When seeking to withdraw an authorisation, Hampshire Constabulary must inform, in writing, the nominated Borough Council Officer of this intention and the reasons why the authorisation is no longer required.

10.3 The Head of Community Safety will advise consultees on the application for withdrawal

10.4 The nominated Borough Council Officer will respond to the request for withdrawal within 14 days of receiving the request.

10.5 The nominated Borough Council Officer is ...The Chief Executive

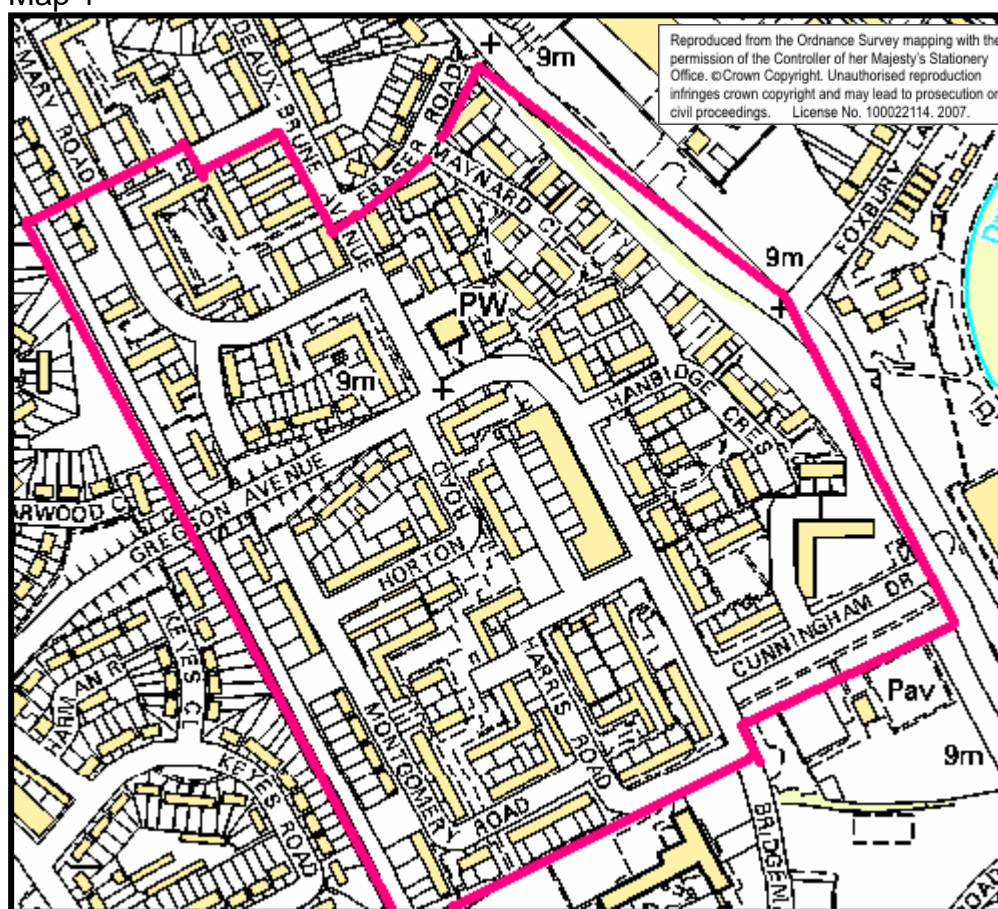
The Chief Executive
Gosport Borough Council
Town Hall, High Street, Gosport. PO12 1EB
Tel: 02392 545201

APPENDIX B

1.0 DISPERSAL ORDER GREGSON AVENUE

This report was produced at the request of James O'Reilly, Gosport Borough Council, Community Safety Manager. The aim is to assess the impact of the Gregson Road, Bridgemary Dispersal Order. A dispersal order was introduced on 2 January 2008 in response to the increasing reports of anti social behaviour particularly around the shops of Gregson Avenue. The dispersal order incorporated the surrounding roads highlighted in Map 1, to assist with displacement.

Map 1



2.0 Introduction

The aim of this report is to examine the number of Anti Social Behaviour (ASB) incidents, Assaults and Criminal Damage offences in Gregson Avenue and surrounding roads, prior to the Dispersal order. To review the number of incidents since the introduction of the Dispersal Order and comparisons made between these two reporting periods.

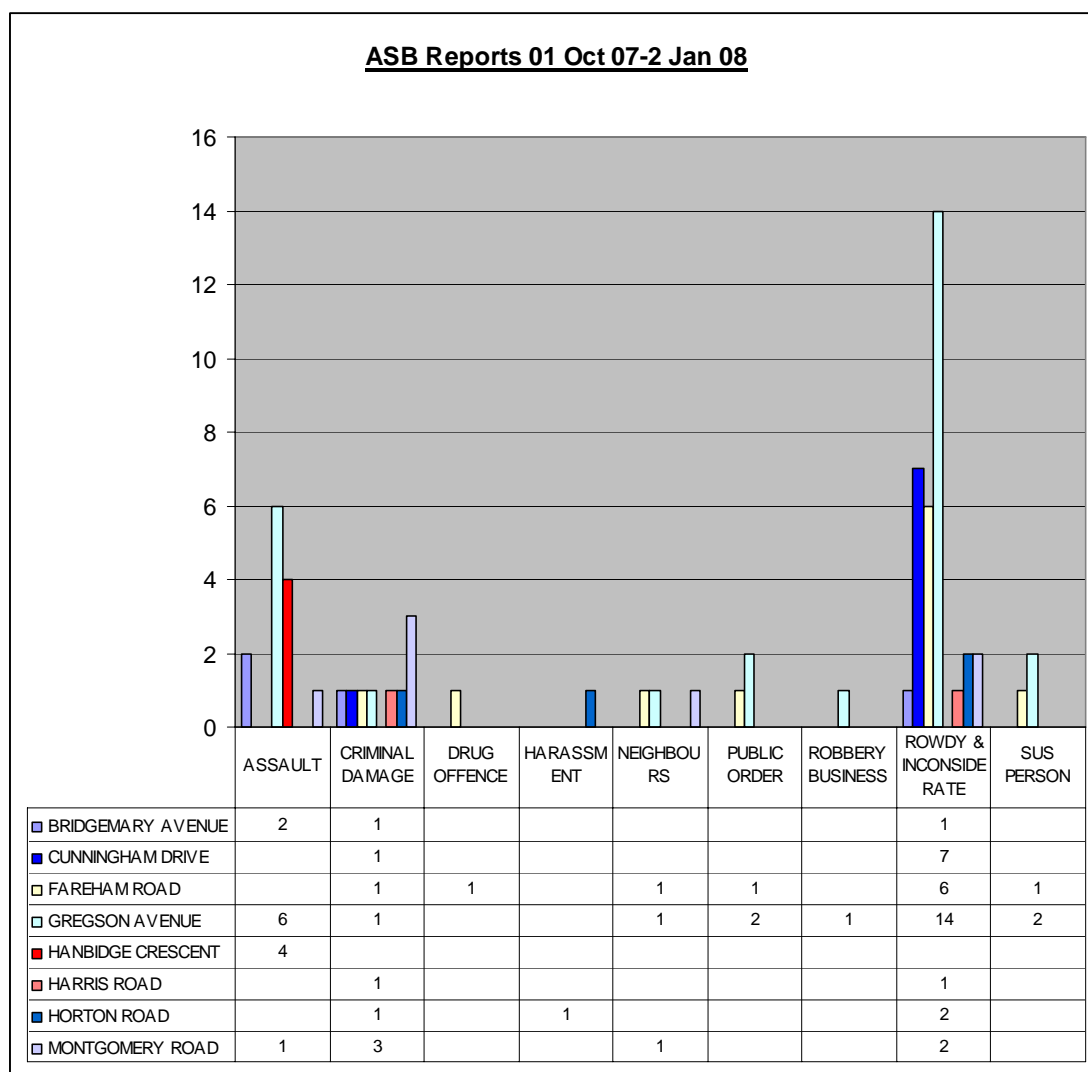
Data for this report has been extracted from Business Objects between 1 October 2007 and 2 April 2008.

3.0 Background

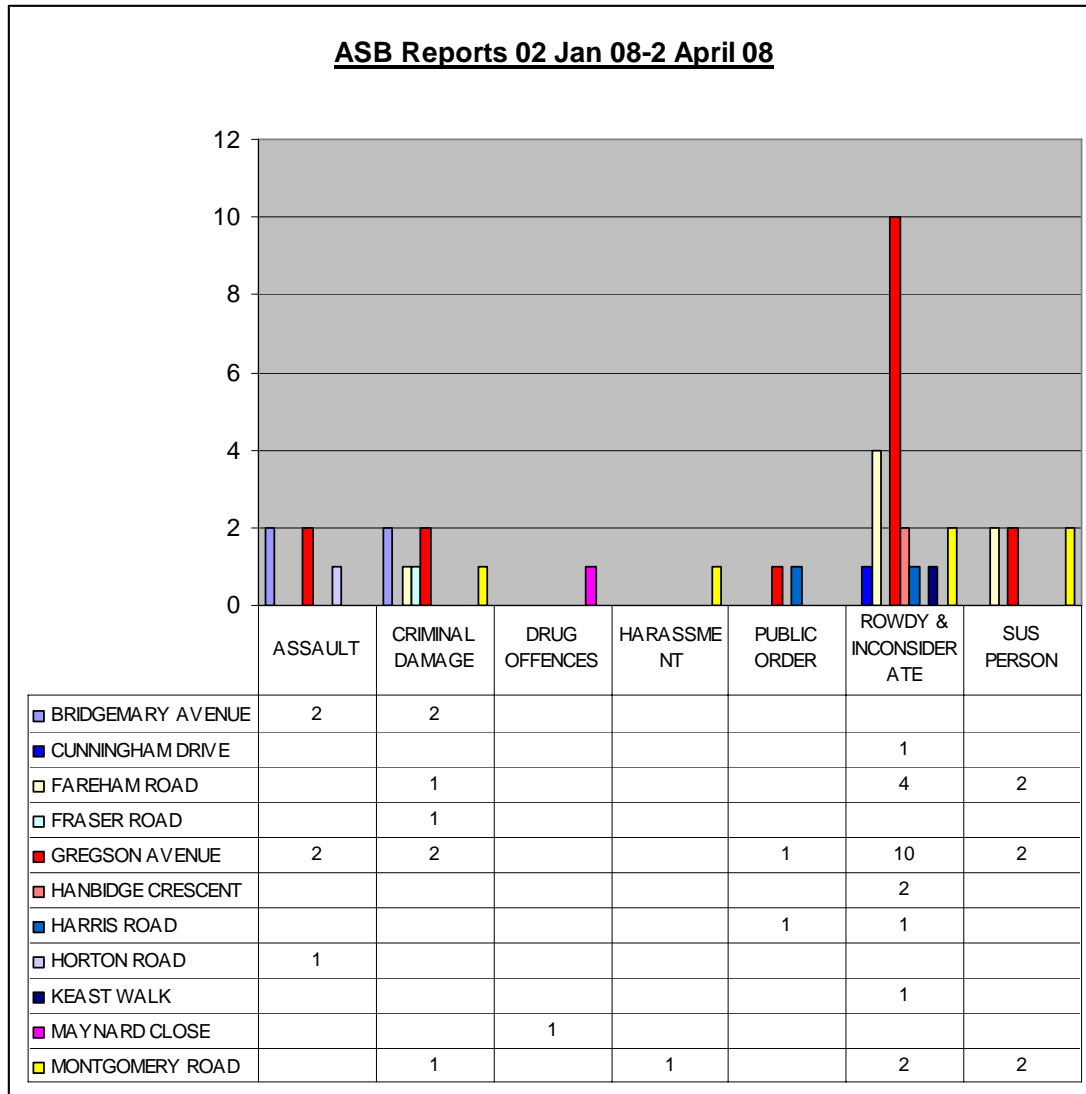
The total number of offences within Gregson Road and surrounding roads from 1 October 2007 upto 1 January 2008 totalled 67. Since the introduction of the Dispersal Order on 2 January, upto 2 April 2008, the number of reported offences and incidents total 43, a decrease of 35%.

4.0 Geographical Locations

Graph 1



Graph 2



Graph 1 highlights the number of reported incidents prior to the dispersal order and graph 2 the number of reported incidents since the introduction of the dispersal order. Comparisons with individual incidents/crimes identify a reduction of 35% overall and this has occurred in all categories, particularly assaults which has reduced by 61%.

Cunningham Drive (87%) and Gregson Avenue (37%) have reported the largest decrease in incidents since the Dispersal Order. Prior to the dispersal order Gregson Road, received the highest number of Anti Social Behaviour and associated offences in Bridgemarky, accounting for 6% (27) of the districts overall total. Since the introduction of the dispersal order, Gregson Avenue, has reduced to 4% of Bridgemarky's overall total. The highest number of ASB

incidents for Bridgemarky has since been reported by Rowner Road, showing an 18% (5 offences) increase.

5.0 Temporal Factors

Comparisons with ASB and Criminal Damage in the same six monthly periods in 2006/07, identify that the trends in January, February and March 2007 increased by 51% in ASB reports and a 6% increase in Criminal Damage reports compared to October, November and December 2006. Therefore, seasonally the first quarter of 2007 in comparison to the last quarters of 2006, highlight significant increases in ASB. The current downward trend for 2008 is therefore a variance from the previous year and highlights the considerable reductions made.

Traditionally anti social behaviour is affected by seasonal trends with increased reporting over the summer months, peaking in August; this will continue to be monitored.

6.0 Conclusion

The introduction of the Dispersal Order within Gregson Order has led to a 35% reduction in overall Anti Social Behaviour (ASB) incidents and crime types of Assault, Criminal Damage, Public Order and Robbery. However taking account of an increase in seasonal trends the reductions are considerably higher.

There has been a slight increase of 19% (5 offences) in the areas of Rowner Road and surrounding areas. However there is little evidence to indicate this is as a result of displacement from Gregson Avenue to Rowner Road. The Bridgemarky Safer Neighbourhood Team, have details of stop checks made in the Rowner Road area, and all young persons submitted with a stop check form did not reside close to or within the Dispersal Order area.

AGENDA ITEM NO. 6 (ii)

REPORT TO: COUNCIL

DATE OF MEETING: 14 JULY 2008

REPORT BY: COUNCILLOR SMITH (CHAIRMAN OF THE POLICY AND ORGANISATION BOARD)

At its meeting on 25 June 2008, the Policy and Organisation Board considered a report on the following item and made the following recommendation to Full Council.

HASLAR TASK FORCE (APPENDIX PO2)

RECOMMENDATION:

- a) Gosport Borough Council membership on the Haslar Task Force remain non-political and on a 1:1:1 basis;
- b) Councillor Edgar remain as Gosport Borough Council's spokesperson on the Task Force;
- c) a meeting of the Haslar Task Force be called as soon as possible and Group Leaders be invited to attend;
- d) administrative support continue to be provided by Gosport Borough Council officers;
- e) until a review in the Autumn, no special responsibility allowances be paid for representation on outside bodies; and
- f) the remit of the Haslar Task Force continue to be to save Haslar Hospital.

APPENDIX PO2

Board/Committee:	POLICY AND ORGANISATION BOARD
Date of Meeting:	25 JUNE 2008
Title:	CHIEF EXECUTIVE
Author:	HASLAR TASK FORCE
Status:	FOR RECOMMENDATION TO COUNCIL

Purpose

To advise Members of the outcome of a Group Leaders' meeting regarding the future role and membership of the Haslar Task Force.

Recommendations

- a) Gosport Borough Council membership on the Task Force remain non-political and on a 1:1:1 basis;
- b) Councillor Edgar remain as Gosport Borough Council's spokesperson on the Task Force;
- c) a meeting of the Task Force be called as soon as possible and Group Leaders be invited to attend;
- d) administrative support continue to be provided by Gosport Borough Council officers;
- e) until a review in the Autumn, no allowances be paid for representation on outside bodies; and
- f) the remit of the Task Force continue to be to save Haslar Hospital.

1.0 Report

1.1 As discussed at Council on 15 May 2008, a meeting of Group Leaders was arranged to discuss the future role and membership of Haslar Task Force. The meeting took place on 24 June 2008 and was attended by Councillors Smith, Chegwyn, Hook, Edgar and Wright.

1.2 The recommendations of the meeting are set out above.

Financial Services comments:	None
Legal Services comments:	None
Service Improvement Plan implications:	None
Corporate Plan:	None
Risk Assessment:	None
Background papers:	None
Appendices/Enclosures:	None
Report author/ Lead Officer:	Ian Lycett/Chris Wrein

**PART II MINUTES OF THE POLICY AND ORGANISATION BOARD
HELD ON 25 JUNE 2008**

10. ECONOMIC DEVELOPMENT

A presentation on Economic Development was given by Lynda Dine, Head of Economic Prosperity. The presentation covered the operation of the Economic Prosperity Section and its role in promoting economic prosperity in Gosport.

Mrs Dine was thanked for her presentation.

11. ADOPTION OF PUSH BUSINESS PLAN

Consideration was given to a report of the Chief Executive which sought to obtain Board approval for the Partnership for Urban South Hampshire (PUSH) Business Plan 2008-2011 and to agree delegated authority to sign the South Hampshire Multi Area Agreement (MAA).

Members attention was drawn to recommendation b) in the report which had been revised to read:

“the Chief Executive, in consultation with the Leader of the Council, be delegated to sign the South Hampshire MAA on the basis it reflects the Business Plan and it therefore supports the implementation of the business plan”.

Members requested that PUSH be asked to consider that the following be included in the Business Plan for PUSH:

- The Daedalus Site be included in the two million square metres of employment space
- page 21: the priority actions look at the delivery of employment on redundant and potentially redundant Ministry of Defence sites
- Liaison with the Ministry of Defence take place regarding these sites
- The provision of a Stubbington by-pass
- Page 11: Renewal of Major Estates – include Rowner
- Page 43: Summary of Activity on estate Renewal – include Rowner

Members were advised that a Stubbington by-pass would only be delivered with the support of the County Council and therefore no guarantees could be given on this proposed scheme.

RESOLVED: That:

- a) approval be given to the PUSH Business Plan 2008-11 as set out in Appendix 1 of the Chief Executive’s report; and
- b) the Chief Executive, in consultation with the Leader of the Council, be delegated to sign the South Hampshire MAA on the basis it reflects the Business Plan and it therefore supports the implementation of the business plan.

12. BUILDING CONTROL PARTNERSHIP: ANNUAL UPDATE AND ANNUAL REVIEW

Consideration was given to a report of the Building Control Partnership Manager which updated the Board on the progress and financial outturn of the Building Control Partnership in the financial year ending March 2008. The report also requested confirmation of the continuation of the Partnership under the terms of the current open ended legal agreement.

Members were advised that there may be long term opportunities to work with partners on a larger scale leading to economies of scale and further efficiencies. Any such arrangement would, however, have to be to the benefit of the existing partnership.

RESOLVED: That the contents of the Annual Update and Review Report be noted and that support for the continuation of the Building Control Partnership under the terms of the existing Legal Agreement be confirmed.

13. WASTE RECYCLING CENTRE: GRANGE ROAD

Consideration was given to a cross reference from the meeting of the Community and Environment Board on 16 June 2008 which sought approval to extend the area of land currently leased to Hampshire County Council for the purpose of improving safety and traffic management.

RESOLVED: That:

- a) the Head of Property Services be authorised to agree Terms as set out in the report of the Development Services Manager; and
- b) the Borough Solicitor be authorised to enter into such documentation as is necessary to effect the above decision in consultation with the Head of Property Services.

14. TRANSFER OF PLAY AREA AT THE DAEDALUS ESTATE, LEE ON THE SOLENT FROM TAYLOR WIMPEY TO GOSPORT BOROUGH COUNCIL

Consideration was given to a cross reference from the meeting of the Community and Environment Board on 16 June 2008. The cross-reference recommended approval of the transfer of the identified land on the terms set out in the report and that the Borough Solicitor be authorised to complete the necessary legal documentation to acquire the land as public open space.

RESOLVED: That:

- a) the transfer of the identified land on the terms set out in the report of the Leisure and Cultural Services Manager be approved; and
- b) the Borough Solicitor be authorised to complete the necessary legal documentation to acquire the land as public open space.

15. BUDGET STRATEGY 2009/11

Consideration was given to a report of the Borough Treasurer which requested Members to consider the strategy for the preparation of the General Fund budgets for the next two financial years in the light of the previously approved Medium Term Financial Strategy.

Concerns were raised with regard to the recommendation contained in the report that the Board should consider amending the 4% Council Tax limit. It was proposed and seconded that the Strategy for 2009/11 should retain the limit of a maximum 4% increase in Council Tax. The proposal was put to the vote and declared a tie, whereupon the Chairman cast his vote against the proposal which was duly declared lost.

RESOLVED: That the budget strategy principles for 2009-2011 set out in bold type in sections 2 and 3 of the Borough Treasurer's report be approved and no specific maximum limit on Council Tax increases be decided until later in the budget process.

16. APPROVAL OF STATEMENT OF ACCOUNTS 2007/08

Consideration was given to a report of the Borough Treasurer which set out the background to the requirement for Members to approve the 2007/2008 Statement of Accounts. The Statement of Accounts was shortly to be made available for public inspection and audit, together with some brief notes on the Statement and outturn position.

RESOLVED: That:

- a) the Statement of Accounts for the financial year ending 31 March 2008 be approved;
- b) the revenue variances detailed in Appendix of the report be noted;
- c) the capital programme slippage detailed in Appendix D of the report be noted;
- d) the write offs approved under delegated authority at Appendix E of the report be noted; and
- e) the Minimum Revenue Provision (MRP) Policy for 2007/08 and 2008/09 be approved as :
 - For all capital expenditure incurred before 1st April 2008, MRP will be based on the Regulatory Method – an extension of existing policy.
 - For all capital expenditure incurred after 1st April 2008, MRP will be based on the Asset Life Method except that where capital expenditure is incurred over more than one year then MRP will start in the year following the year in which the asset becomes operational

17. CONSULTATION FOR MOVING THE DATES OF THE LOCAL ELECTIONS TO THE SAME DATE AS THE EUROPEAN ELECTIONS IN 2009

Consideration was given to a report of the Chief Executive which sought the Board's response to the Department for Communities and Local Government proposals to move the date of the Local Election to the same date as the European Elections in 2009.

RESOLVED: That the Chief Executive advise the Department for Communities and Local Government, that this Council believes that it would not be beneficial to combine the 2009 Local and European Parliamentary Elections, for the reasons as outlined in paragraphs 2.2, 2.3 and 2.4 of the report.

18. COUNCILLORS' REGISTRATION FOR DATA PROTECTION PURPOSES

Consideration was given to a report of the Corporate Services Manager which considered the need for Gosport Borough Councillors to notify the Information Commissioners Office of their requirement to process personal data as specified in the Data Protection Act 1998.

RESOLVED: That:

- a) all Councillors be advised of the need to consider Notification, as individuals, to the Information Commissioner in accordance with the Data Protection Act 1998;
- b) the Council reimburse Members the annual Notification Fee of £35; and
- c) the annual cost to the Council of £1,190 be met from the Members' Expenses Budget.

19. SUB-BOARDS – APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN

Consideration was given to a report of the Chief Executive which advised Members of the need to appoint a Chairman and Vice-Chairman to the Coastline Editorial Panel.

RESOLVED: That Councillors Chegwyn and Foster-Reed be appointed Chairman and Vice-Chairman respectively of the Coastline Editorial Panel.

20. RESIDENTIAL PARKING STANDARDS

By reason of special circumstances, the Chairman determined that this item be considered at this meeting notwithstanding the fact that it had not been available for public inspection in accordance with the provisions of Section 100B(4)(a) of the Local Government Act 1985.

The special circumstances were created as, given that Hampshire County Council had withdrawn their support for residential car parking standards in the light of government advice, the residential car parking standards contained within Gosport Borough Council's Local Plan were no longer relevant. The Borough Council would now need, as a matter of urgency, interim car parking policy advice to enable it to determine planning applications. Longer term policies would be developed through the Local Development Framework.

Consideration was given to a report of the Development Services Manager which informed the Board that Hampshire County Council had decided that the determination of residential parking standards was a matter for the district councils to consider and that this Council should now assess the need for car parking provision in proposed residential developments.

RESOLVED: That:

- a) it be noted that Hampshire County Council will no longer prescribe residential car parking standards; and
- b) residential car parking provision be determined in accordance with the Supplementary Advice Note set out in Appendix A of the Development Services Manager's report.

21. PARKING OF CYCLES

By reason of special circumstances, the Chairman determined that this item be considered at this meeting notwithstanding the fact that it had not been available for public inspection in accordance with the provisions of Section 100B(4)(a) of the Local Government Act 1985.

The special circumstances were created by the need to refer this issue to the Overview and Scrutiny Committee in time for its next meeting on 24 July 2008.

The Chairman advised that he had received a number of complaints from residents regarding the theft of cycles in the Leesland area. Members were advised that the Overview and Scrutiny Committee had already undertaken to scrutinise the provision of cycle lanes in the Borough and it may be appropriate to refer this issue to the Committee.

Members agreed that the parking of cycles be referred to the Overview and Scrutiny Committee for it to decide whether or not to scrutinise this issue.

RESOLVED: That the Overview and Scrutiny Committee be requested to consider the scrutiny of cycle parking.

22. EXCLUSION OF PUBLIC

RESOLVED: That in relation to the following item the public be excluded from the meeting, as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during this item there would be disclosure to them of exempt information within Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972, and further that in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

23. AWARD OF FIVE YEAR CCTV MAINTENANCE AND UPGRADE CONTRACT

This report was exempt from publication as the public interest in maintaining the exemption outweighed the public interest in disclosing the information by reason that it contained personal and financial information that was not considered appropriate to be released to the public.

Consideration was given to a report of the Head of Community Safety which sought to update members on the process for and progress in, agreeing a new maintenance and upgrade contract for the CCTV system. The report also sought to enable a decision to be taken by the Council to agree a preferred tenderer in line with this process and before expiry of the current contract.

RESOLVED: That approval be given to the Chief Executive, in consultation with the Leader of the Council, to authorise Fareham Borough Council to accept a specified tender for a five year maintenance and upgrade contract to the Fareham and Gosport CCTV system.

The meeting ended at 8.35

**PART II MINUTES OF THE COMMUNITY AND ENVIRONMENT BOARD
HELD ON 16 JUNE 2008**

10. GREEN WASTE SERVICE

Consideration was given to a report of the Environmental Services Manager which informed the Board of a Health and Safety Executive (HSE) inspection of the green waste service provided by Verdant on the Council's behalf and the implications of that inspection.

The Chairman drew Members' attention to paragraph 2.1 of the report which stated that the change to the manning of the current operation would amount to £24,000 which was not in the Council's budget. He also referred to paragraph 2.2 and the options contained therein for the future of the Green Waste Service.

Members asked for confirmation that the terms of the original contract with Verdant were such that the cost of an additional operative would have to be borne by the Council and not by Verdant. A copy of the contract was not available at the meeting but officers advised that they considered the cost should be borne by the Council. As the letter from the HSE referred to a longer term solution being required, Members considered it important that they have the opportunity to study the terms of the original contract.

Members were reluctant to discontinue the Service and were aware that increasing the cost of the green bags could result in a reduced uptake of the service, thus negating the increase in income that the higher cost of the bags was intended to achieve. If the Service could be increased across the Borough through educational initiatives and other promotional activities, this could generate additional income and make use of the spare capacity created by the need for a second operative to carry out the Service.

It was proposed that a copy of the contract with Verdant be made available to Members and that an Extraordinary Meeting of the Board be arranged at which a report could be presented with detailed costing information, options for the future operation of the Green Waste Service and proposals for promoting the Service. Members also concurred with a suggestion that a representative from Verdant be invited to the Extraordinary Meeting.

RESOLVED: That:

1. A copy of the contract with Verdant for the Green Waste Service be made available to the Leader of the Council and Group Leaders;
2. An Extraordinary Meeting of the Board be organised as soon as possible on a date to be agreed with the Chairman and Vice Chairman; and
3. A representative from Verdant be invited to attend the Extraordinary Meeting.

11. RECYCLING POLICY

Consideration was given to a report of the Environmental Services Manager which advised the Board of the procedure in use to address contamination in recycling bins.

Members were shown samples of the green and red tags referred to in paragraph 2.3 of the report and a sample of an information leaflet on the type of materials it was acceptable to recycle.

Members agreed that it was unfortunate that the Bin Inspectors were regarded with hostility by the public who considered them to be “snoopers”. Members felt the Inspectors played an important role in educating the public as to what materials could be placed in recycling bins and what, despite their labelling to the contrary, could not be recycled as it was not economic or practical to do so.

Members were advised that the current recycling rate achieved in the Borough was 26% but the Government target was 27%. However, the target for 2010 was 40% which would not be achieved without educating and encouraging the public to recycle correctly. Contamination was a greater problem in certain areas and it was these areas that required a greater concentration of effort in educating residents. The use of red tags and personal visits by Inspectors had resulted in reduced rates of contamination.

Members were advised that the Government funding for the two Inspectors was for a limited period. One Inspector would be employed until November and one until December. Members were of the opinion that the opening of bins should cease due to the antagonism this caused. They requested information on how best to utilise the Inspectors’ time in educating the public in order to increase the recycling rate throughout the Borough and to minimise incidents of contamination. The income from recycling would be reduced if contamination increased as a result of the termination of employment of the Inspectors. There would also be an increase in costs in redirecting loads to the incinerator that had been rejected at the recycling plant.

A further report was requested to go to the Extraordinary Meeting of the Board giving options for increasing recycling rates and for the most efficient use of the Inspectors’ time in educating the public in recycling. Officers were also requested to consider appropriate wording for stickers to place on recycling bins detailing the materials that could be sent for recycling, in order to reduce contamination.

RESOLVED: That a further report be presented to the Extraordinary Meeting of the Board detailing the following:

- a. Options for increasing recycling rates;
- b. Efficient use of the Inspectors’ time in educating the public in recycling;
and
- c. Appropriate wording for a sticker to place on recycling bins detailing the

materials that could be sent for recycling.

12. WASTE RECYCLING CENTRE – GRANGE ROAD

Consideration was given to a report of the Development Services Manager seeking approval for extending the area of land currently leased to Hampshire County Council for the purpose of improving safety and traffic management.

RESOLVED: That:

1. the Head of Property Services be authorised to agree Terms as set out in the report of the Development Services Manager;
2. the Borough Solicitor be authorised to enter into such documentation as is necessary to effect the above decision in consultation with the Head of Property Services; and
3. authorisation be sought from the Policy and Organisation Board to proceed with the above recommendations.

13. ENVIRONMENTAL HEALTH (COMMERCIAL) SERVICE PLAN REVIEW 2008/2009

Consideration was given to a report of the Environmental Services Manager requesting the Board to consider the Environmental Health (Commercial) Service Plan for 2008/2009.

Members were advised of certain errors within the Plan:

Paragraph 7.8 – the date should be 2008 and not 2007 as stated.

Paragraph 8.1 – HSC Guidance should read Food Standards Agency Guidance.

Paragraph 10.2.3 – Charter Mark status was renewed in January 2008 and not December 2007 as stated.

In answer to a Member's question, it was confirmed that there was no specific legislation on labelling food in respect of gluten free products and only voluntary guidance was given to food manufacturers by the Food Standards Agency. General food labelling legislation was enforced by Trading Standards which would be the agency to whom incorrect labelling should be reported. Environmental Health Officers were only able to enforce food hygiene legislation in respect of food businesses and refer any labelling issues to Trading Standards. However, with the increase in the number of people suffering food allergies, it was anticipated that legislation may be enacted in the future in respect of food labelling for the presence of food allergens.

RESOLVED: That approval be given to the Environmental Health (Commercial) Service Plan for 2008/2009.

14. TRANSFER OF PLAY AREA AT THE DAEDALUS ESTATE, LEE-ON-THE-SOLENT FROM TAYLOR WIMPEY TO GOSPORT BOROUGH COUNCIL

Consideration was given to a report of the Leisure and Cultural Services Manager which sought the Board's views to the transfer of the play area on part of the former HMS Daedalus site to Gosport Borough Council and requested the Board to make its recommendations to the Policy and Organisation Board.

Members welcomed the news of this transfer as they considered it would be beneficial to the Borough.

RESOLVED: That:

1. the Policy and Organisation Board be recommended to approve the transfer of the land identified in the report of the Leisure and Cultural Services Manager on the terms set out in the report; and
2. the Borough Solicitor be authorised to complete the necessary legal documentation to acquire the land as public open space.

15. SOUTHERN WATER SCRUTINY

Consideration was given to a report of the Borough Solicitor requesting the Board to consider the report and recommendations of the Overview and Scrutiny Committee following their scrutiny of Southern Water's plans for investment in infrastructure in the Borough.

Members commended the Overview and Scrutiny Committee for their thorough scrutiny of these issues. Instances of flooding in the Borough were increasing with the changes in weather patterns and it was important to maintain a dialogue with Southern Water in finding solutions to these problems.

Members welcomed the suggestion of the formation of a Forum of Representatives to discuss issues with Southern Water as recommended by the Committee. It was proposed that this should be on a 1:1:1 political group basis and Councillors Mrs Cully and Mrs Salter were nominated. The Conservative Group would confirm their Member in due course.

RESOLVED: That:

1. The report of the Borough Solicitor and the recommendations contained therein be noted; and
2. Members nominated to attend the proposed Forum of representatives from Southern Water, Gosport Borough Council and Hampshire County Council to be Councillors Mrs Cully, Mrs Searle plus one Member from the Conservative Group.

16. CHAIRMAN'S REMARKS

The Chairman reminded Members that there would be a tour of the Wildgrounds on 8 July 2008 at 6.30pm. He recommended this very worthwhile event which was something that could be enjoyed by the whole family.

The meeting commenced at 6.00 pm and concluded at 6.55pm

**PART II MINUTES OF THE HOUSING BOARD
HELD ON 18 JUNE 2008**

10 HOMELESSNESS GRANTS TO EXTERNAL BODIES 2008/09

The Board considered the report of the Housing Services Manager which sought approval for grants and budgets to Gosport Citizens Advice Bureau, Accommodation Resource Centre and the Domestic Violence Alarm Scheme.

Members were advised that £20,000 was available in 2008/09 for grants to external bodies with the Council seeking to build and sustain capacity in the voluntary sector to prevent homelessness. The pressures on hostel accommodation and particularly the lack of 'move on' accommodation for 16 and 17 year olds who presented high needs were explained.

In answer to a Member's question regarding the lack of a grant request from the Housing Aid Centre (HAC), assurance was given that it had been established that a grant would not be requested. The deadline by which an application could be made was stipulated to HAC by officers and it was made clear to them that any grant request could not be considered after that deadline.

The system relating to the Domestic Violence Call Centre was explained and that it provided a valuable service through Fareham and Gosport Family Aid for a relatively low budget and was linked in for Police response if necessary.

RESOLVED: That the following grants/budgets be approved and funded by Homelessness Grant (unless otherwise stated):

- (i) Gosport Citizens Advice Bureau, debt service: £12,298.37 of which £3,000 be paid from Housing Revenue Account;
- (ii) Accommodation Resource Centre (Mediation and Homeless Education Service) £8,540.00;
- (iii) Domestic Violence Call Centre monitoring budget £461.00; and
- (iv) Domestic Violence (agent installation/removal budget) £1,700.00.

11 CHAIRMAN'S CLOSING REMARKS

- (a) The Chairman and Members of the Housing Board expressed their thanks to Mrs Jill Wright for her hard work and service during the time she was a Member, and Chairman, of the Housing Board.
- (b) The Chairman and Members of the Housing Board conveyed their good wishes to Kim Carron, Housing Services Manager for a speedy and full recovery from her current illness.

The meeting commenced at 6pm and concluded at 6.10pm

AGENDA ITEM NO. 9

Board/Committee:	Full Council
Date of Meeting:	14 th July 2008
Title:	Climate Change Strategy
Author:	Environmental Services Manager
Status:	FOR DECISION

Purpose

To summarise the LGA Climate Change Commission Report of 5 December 2007 and propose ways in which the Council may implement some of their recommendations

Recommendation

For the Council to adopt the draft climate change strategy

For the Council to determine that the Mayor sign the Nottingham Declaration

For the Council to approve the Carbon Trust project plan

1 Background

- 1.1 The LGA climate change commission reported on 5th December 2007. Their report identifies a number of challenges to local government and suggests actions in two areas
 - Mitigation of the causes of climate change – by reducing greenhouse gas emissions and
 - Adaptation to the effects – by adapting to unavoidable climate change resulting from increased concentrations of these gases
- 1.2 The Commission's vision requires local authorities to play a major role in
 - Building a low carbon economy;
 - Protecting communities from extreme weather events;
 - Developing climate –resilient public services;
 - Economic development and regeneration that encourages and supports a low carbon economy that is resistant to climate change;
 - Holistic local plans and developments that are carbon neutral and resilient to climate change;
 - Local public services and infrastructures which are resilient both to incremental changes in the climate and the risks posed by extreme weather events, flood risk and coastal erosion.
 - Public purchasing and infrastructure investment that are consciously low-carbon and resilient;
 - All households taking energy efficiency measures to reduce the carbon footprint of the housing stock;

- Local public; business and third sector organisations making year-on-year energy savings, releasing funds for other priorities;
- Modal shifts away from car use to sustainable forms of transport including higher rates of walking and cycling and public transport use.

1.3 Key recommendations for Local Authorities

- All Local Area Agreements must carry targets to reduce carbon emissions and tackle adaptation, at a minimum, that would apply to all public bodies operating in an area;
- The council leader and chief executive should be jointly accountable for the delivery of climate change targets and action on climate change. By December 2008, all councils should have signed the Nottingham Declaration and published a climate change strategy and action plan covering both mitigation and adaptation. Currently 273 local authorities have signed the Declaration. The plans should include measurable and quantifiable milestones at 2010, 2015 and 2020.
- All councils must undertake a climate change impact assessment of all major policy, planning and investment decisions, screening decisions to ensure that they are systematically lowering carbon emissions and ensuring that decisions are resilient to climate change.
- Every council, working with its LSP should take further action to
 - Make energy savings in the public estate and fleet;
 - Procure green energy services for their own buildings and increase the use of de-centralised or renewable energy sources where appropriate in their area;
 - Expand the alternatives to car use in their area by improving walking and cycling rates and the use of public transport;
 - Introduce low carbon goals as part of their public procurement;
 - Improve the energy efficiency of the existing housing stock;
 - Ensure local infrastructure and services are more resilient to both trend climate change and extreme weather events.

1.4 Adaptation

Local authorities have a long standing responsibility to protect their communities from risk. The main responsibilities are:

- Emergency planning. Ensuring the well-being of the local population, especially the old and vulnerable during extreme weather events. Local authorities' foremost interest should be as community leader in the exercise of the power of well-being.
- Effective maintenance. Ensuring the effective maintenance of drainage and gullies against the risk of flash floods. Local authorities are also responsible for a wide range of buildings,

green spaces, street scene and infrastructure.

- Planning for resilience. This includes planning for the future resilience of the community as a whole, including ensuring that all new building is resilient to flooding.
- Leading by example. Councils need to demonstrate to the wider public sector and the community that they are adapting well to the risks of climate change through their service provision.

1.5 **Existing Homes**

Councils should:

- Contribute to the Home Energy efficiency Database which gives an overall picture of the UK's housing stock
- Engage with the private rented sector and make more use of their powers under the Housing Health and Safety Rating Scheme
- Seek to embed existing housing stock improvement in the heart of their LAA and LSP work to engage communities fully in delivering against the climate change outcome in the new performance framework

1.6 **Planning**

Through the use of planning powers, local councils can promote sustainable development, low-carbon lifestyles and development that is resilient to climate change. They can promote access to public transport, energy efficient housing, renewable energy supply, and avoid development on land at risk from coastal erosion and flooding.

1.7 Around 100 councils have implemented the Merton rule requiring onsite renewables in non-residential developments. The Secretary of State has indicated that Councils will continue to be able to implement such rules when the new Planning legislation is enacted. Councils can also use the planning system to drive up the energy efficiency of the existing housing stock through supplementary planning documents.

1.8 The planning function needs to be integrated with other council functions to ensure that the carbon impact and wider sustainability of new development is fully understood.

1.9 As environmental standards are increased, it is particularly important that planning and building regulation powers are diligently enforced.

1.10 Councils should consider the following principles for new development;

- Maximising energy efficiency
- Encouraging and increasing renewable energy supply
- Reducing the need for car use
- Development that is resilient to climate change

1.11 Local development frameworks are the spatial expressions of sustainable community strategies. Local Development Frameworks (LDF) need to be fully integrated with council's climate change action plans, taking full account of both mitigation and adaptation.

1.12 Procurement

Local authorities should adopt a leadership position to send a strong message up the supply chain. This will have the effect of creating new markets and encouraging low carbon innovation.

1.13 Every council should adopt a “no increase in carbon” policy for significant procurement and investment decisions. The goal should be that each purchase and investment decision should achieve a carbon impact less than the existing/replaced product or service.

1.14 Every significant procurement and investment decision should also have an assessment of implications on resilience to climate change.

1.15 All councils should start by reporting internally the proportion of procurement decisions where carbon was assessed and the number of strategic suppliers committing to supporting their carbon reduction commitment.

1.16 All service level agreements and partnership boards should include a carbon reporting element, where relevant and with targets for carbon reduction.

1.17 Climate Change Strategy

The strategy contained in Appendix A is designed to reflect the Commission’s findings and to provide a framework for the development of an action plan and appropriate targets. This action plan will begin to address the issues raised by Commission whilst taking into account the Council’s capacity to deliver those actions

1.18 Nottingham Declaration

By signing the Nottingham declaration the Council is committing to

- Work with central government to contribute, at a local level, to the delivery of the UK Climate Change Programme, the Kyoto Protocol and the target for carbon dioxide reduction by 2010.
- Participate in local and regional networks for support.
- Within the next two years develop plans with our partners and local communities to progressively address the causes and the impacts of climate change, according to our local priorities, securing maximum benefit for our communities.
- Publicly declare, within appropriate plans and strategies, the commitment to achieve a significant reduction of greenhouse gas emissions from our own authority's operations, especially energy sourcing and use, travel and transport, waste production and disposal and the purchasing of goods and services.
- Assess the risk associated with climate change and the implications for our services and our communities of climate change impacts and adapt accordingly.
- Encourage all sectors in our local community to take the opportunity to adapt to the impacts of climate change, to reduce their own greenhouse gas emissions and to make public their commitment to action.
- Monitor the progress of our plans against the actions needed and publish the result.

A copy of the Declaration document is attached as Appendix B

2.0 **Carbon trust programme**

- 2.1 The Council has been successful in its application to part of the Carbon Trust Local Authority Carbon Management Programme. This gives the council a considerable amount of free consultancy and access to a network of councils who have already implemented successful carbon reduction programmes. Participating in the carbon Management Programme is a key way in which the Council can fulfil its Nottingham Declaration commitments.
- 2.2 The programme commits the Council to an aspirational target to reduce our carbon emissions by 30% by the end of 2012. This is a stretching target but one which is achievable. Other Council's on the programme have achieved 25% reductions over a 3 year period.
- 2.3 It is anticipated that the measures taken to reduce carbon emissions will also have a significant effect on our energy costs therefore making a contribution to efficiency savings.
- 2.4 The Council is required to submit a project plan to the Carbon Trust. This is attached as Appendix C.

3 **Risk Assessment**

- 3.1 By failing to take action in relation to climate change the community will be increasing exposed to the effects of extreme weather events with the increased costs in both financial and human terms that that entails.
- The new national indicator set will measure the performance of the council in relation to its efforts to reduce its carbon footprint. Failing to take action will therefore adversely affect its score and therefore its reputation

4 **Conclusion**

- 4.1 Climate change is both a national and local priority and it is important that Gosport plays its part in both mitigating the causes and adapting to the effects. Signing the Nottingham declaration sends the right message that the Council accepts its responsibilities. Adopting the attached strategy and participating the Carbon Trust programme provide the right mechanism for developing appropriate actions.

Financial Services comments:	None for the purposes of this report
Legal Services comments:	None for the purposes of this report
Service Improvement Plan implications:	As actions are developed these will be included in Units Service Improvement Plans
Corporate Plan:	This contributes to our mission statement to deliver a sustainable future for the Borough
Risk Assessment:	Contained in body of the report
Background papers:	None
Appendices/Enclosures:	
Appendix 'A'	Climate Change Strategy
Appendix 'B'	Nottingham Declaration
Appendix C	Carbon Trust Project Plan
Report author/ Lead Officer:	David Jago

A CLIMATE CHANGE STRATEGY FOR GOSPORT BOROUGH COUNCIL

GOSPORT – A SUSTAINABLE FUTURE

‘Doing our bit, and influencing others’

INTRODUCTION

Climate change poses a major threat to our long term prosperity and wellbeing and is now at the top of the global, national and regional political agenda. All local Authorities have a crucial role to play in responding to the challenge -ahead. Gosport Borough Council acknowledges its role in mitigating the causes of climate change by reducing emissions of greenhouse gases. It also recognises that some climate change is and will continue to have an effect through increased instances of extreme weather such as flooding and prolonged periods of high temperature. It therefore has a duty to ensure the community is resilient to these impacts. By tackling these issues now the Borough will be better equipped to adapt to the likely impacts of climate change.

The Council is uniquely placed to work with others in our community to reduce carbon emissions and help protect local people from the threat of social and economic disruption posed by our changing climate. At the same time we will benefit from saving energy and money whilst enhancing the quality of our environment.

IMPROVING SUSTAINABILITY FOR GOSPORT BOROUGH COUNCIL

Our mission statement is ‘To work with our community to improve everyone’s quality of life and deliver a sustainable future for the Borough’.

We aim to achieve this by taking account of any economic, social and environmental impact of any development or service whilst at the same time generating wealth and jobs. This runs through all four strategic themes of the Council; People, Places Prosperity and Pursuit of Excellence.

DOING OUR BIT!

Gosport Borough Council will act in various ways to reduce our emissions of greenhouse gases and work with our community to adapt to the impact of climate change. Gosport Borough Council recognises that the effects of climate change are experienced at both a global and local level so, therefore, firmly believes in the importance of ‘acting globally, nationally and locally’.

The Council will lead by example:

As Service Providers - For all the services we provide or procure we will ensure that the impacts of climate change are taken into account and greenhouse gas emissions are reduced as much as possible.

As an Estate Manager – The Council is a large employer and a major consumer of energy and other resources. Through better management of our buildings, energy, land and transport, we will cut carbon emissions and promote bio-diversity. Where possible we will procure green energy services for our own buildings and increase the use of de-centralised or renewable energy sources in our area. We will encourage energy conservation in all our residential properties.

As a Planning Authority – Through our local development framework we will promote sustainable communities, low carbon lifestyles and encourage the development of buildings and infrastructure to higher environmental standards with greater resilience to climate change. We will promote access to public transport, energy efficient housing, renewable energy supply and avoid development on land subject to the risk of coastal erosion or flooding.

As a Policy Maker – We will promote mitigation of and adaptation to climate change in our work and make it central to our strategic statements, policies, plans and priorities.

As a purchaser of goods services and facilities – We will adopt a “no increase in carbon” policy for significant procurement and investment decisions. Our goal is that each purchase and investment decision should achieve a carbon impact less than the existing/replaced product or service. Every significant procurement and investment decision will also have an assessment of its implications on resilience to climate change.

As Community Leaders – Through the Gosport Local Strategic Partnership, we will work with other public, private and voluntary sector organisations and the wider community to promote a low carbon economy, low carbon lifestyles and resilience to climate change.

DEMONSTRATING AND DELIVERING ON OUR COMMITMENT

Gosport Borough Council will sign up to the Nottingham Declaration on Climate Change in recognition of the significant part that we can play in helping to reduce emissions and adapting to the impacts of climate change.

We will produce an Action Plan setting out how we intend to implement the commitments in this strategy. We will also report our progress against these actions and local performance indicators to monitor and measure our performance.

A baseline of our current emissions from buildings, transport and significant activities will be produced with 5 year reductions targets included in the overall Climate Change Strategy Action Plan.

The strategy and associated action plan will be reviewed annually.

The Nottingham Declaration on Climate Change

We acknowledge that

- Evidence shows that climate change is occurring.
- Climate change will continue to have far reaching effects on the UK's people and places, economy, society and environment.

We welcome the

- Social, economic and environmental benefits which come from combating climate change.
- Emissions targets agreed by central government and the programme for delivering change, as set out in the UK Climate Change Programme.
- Opportunity for local government to lead the response at a local level, encouraging and helping local residents, local businesses and other organisations - to reduce their energy costs, to reduce congestion, to adapt to the impacts of climate change, to improve the local environment and to deal with fuel poverty in our communities.
- Endorsement of this declaration by central government.

We commit our Council from this date _____ to

- Work with central government to contribute, at a local level, to the delivery of the UK Climate Change Programme, the Kyoto Protocol and the target for carbon dioxide reduction by 2010.
- Participate in local and regional networks for support.
- Within the next two years develop plans with our partners and local communities to progressively address the causes and the impacts of climate change, according to our local priorities, securing maximum benefit for our communities.
- Publicly declare, within appropriate plans and strategies, the commitment to achieve a significant reduction of greenhouse gas emissions from our own authority's operations, especially energy sourcing and use, travel and transport, waste production and disposal and the purchasing of goods and services.
- Assess the risk associated with climate change and the implications for our services and our communities of climate change impacts and adapt accordingly.
- Encourage all sectors in our local community to take the opportunity to adapt to the impacts of climate change, to reduce their own greenhouse gas emissions and to make public their commitment to action.
- Monitor the progress of our plans against the actions needed and publish the result

Council

acknowledges the increasing impact that climate change will have on our community during the 21st century and commits to tackling the causes and effects of a changing climate on our city/county/borough/district.

			
The Mayor	Chief Executive	Minister for the Environment DEFRA	Parliamentary Under Secretary of State Communities and Local Government



Gosport Borough Council Carbon Management Programme

Project Plan

Date: 02/06/08
Version number: Draft 1
Owner: Julie Petty
Approval: By full council on 14 July 2008

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1 What we want to get out of the Carbon Management Programme

In this section we have set out why Gosport Borough Council is involved in the Carbon Management Programme, provided by the Carbon Trust, and what we want to achieve from this.

Gosport Borough Council is committed to the Nottingham Declaration and therefore is aiming to reduce its own carbon footprint. Participating in the Carbon Management Programme is one way that the Council can start to reduce its use of energy and thereby reducing its carbon footprint.

1.1 *Factors driving us to take action on Climate Change*

The UK Government has placed an emphasis on local authorities leading by example on Climate Change. Action by local authorities (LAs) will be critical to the achievement of the Government's climate change objectives, such as the long term goal to reduce CO₂ emissions by 60% by 2050 in the draft Climate Change Bill.

This has created a number of legislative drivers for LAs:

- **Display Energy Certificates:** From 1 October 2008 there is a legal requirement for all public sector buildings with a total useful floor area of over 1,000m², to show a Display Energy Certificate (DEC) in a prominent place, clearly visible to the public.¹
- **Carbon Reduction Commitment:** The Carbon Reduction Commitment (CRC) is a mandatory "cap & trade" emissions trading scheme for organisations whose total electricity consumption is greater than 6,000MWh or approximately £500k. If an organisation falls within the CRC scheme **all** electricity and fuel emissions are covered. From 2010 poorly performing Local Authorities will be penalised depending on their position in a CRC league table².

Defra have also created two National Indicators specific to CO₂ reduction:

- **NI185 – percentage CO₂ reduction from LA operations:** the public sector is in a key position to lead on efforts to reduce CO₂ emissions by setting a behavioural and strategic example to the private sector and the communities they serve. Measurement against this indicator requires each local authority to calculate its CO₂ emissions from analysis of the energy and fuel use in their relevant buildings and transport, including where these services have been outsourced.³
- **NI186 – per capita CO₂ emissions in the LA area:** Local authorities are uniquely placed to provide vision and leadership to local communities by raising awareness and to influence behaviour change. The percentage reduction in CO₂ per capita in each LA will be reported annually. This will be produced by Central Government based on CO₂

¹ more information on DEC can be found at www.communities.gov.uk/planningandbuilding/theenvironment/energyperformance/certificates/displayenergycertificates

² more info on the CRC can be found at: <http://www.defra.gov.uk/Environment/climatechange/uk/business/crc/index.htm>

³ more information on NI185 and NI186 can be found at: www.defra.gov.uk/environment/localgovindicators/indicators.htm



emissions in the Local Area from business and Public Sector, domestic housing, and road transport.

Finally, and by no means the least, measures to increase energy efficiency will reduce energy costs, which is particularly important for the future given the predicted increases in energy prices. Energy and fuel costs have seen a dramatic rise in recent years, with energy prices increasing by well over 50% since 2004. This trend is not expected to change and we must accept that the price we pay for our energy will continue to increase in the coming years.

1.2 What this means for Gosport Borough Council

Gosport Borough Council is an active participant in the Hampshire Local Area Agreement Priority G – Environment – which identifies the following improvement priorities:

- Use material resources more efficiently (National Indicator 193 - % of municipal waste land filled)
- Mitigate progress of Climate Change (National Indicator 186 – Per capita reduction of CO₂ emissions in the LA area)
- Adapt to the consequence of climate change (National Indicator 188 – Planning to adapt to climate change).

Gosport Borough Council's activity to reduce its own carbon footprint, which also demonstrates community leadership, is linked to the delivery of the Local Area Agreement and its targets.

1.3 Our carbon reduction target

At the start of the Programme the Sponsor(s) have set an 'aspirational target', the practicality of which will be explored by identifying CO₂ saving projects and assessing their implications. The final, substantiated target will be ratified in the Strategy and Implementation Plan (SIP).

We have set an aspirational target of:

Gosport Borough Council will reduce CO₂ emissions from Council Operations by 30% by 31.12.12 from 2007/2008 levels.



2 Who needs to be involved with the project

This section sets out all those people:

- who need to be involved in the project (i.e. the Carbon Team),
- who will have management oversight or make decisions relating to the project (i.e. the Project Sponsor, the Climate Change Working Group and governance structures at senior levels and
- individuals or groups, who could help or hinder a successful outcome, but are not part of the other two groups.

2.1 The Carbon Team - those who will deliver the Programme

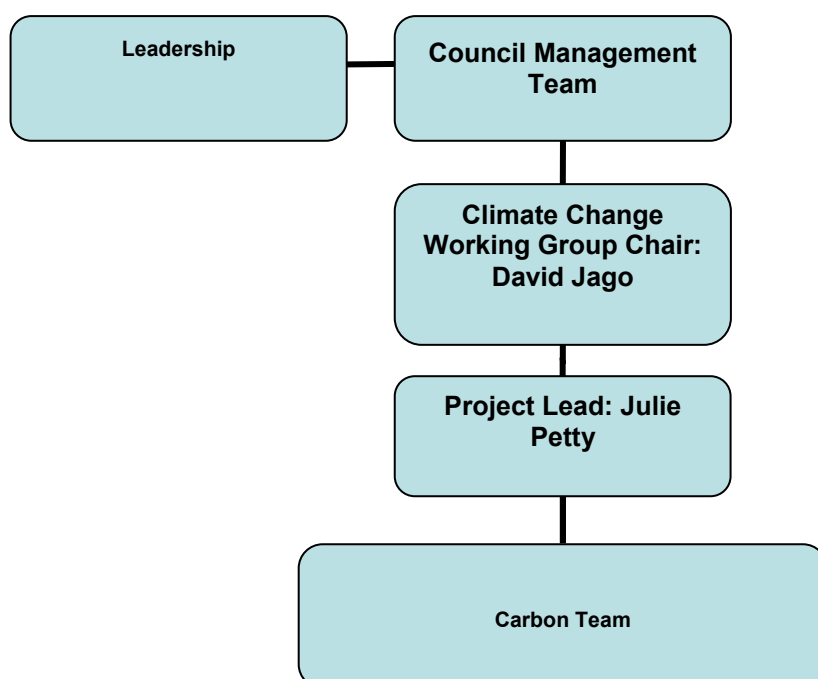
Role	Name and position in the LA	Contact details
Project Leader	Julie Petty Head of Corporate Policy and Performance	02392 545381 juliep@gosport.gov.uk
Deputy Project Leader	Not currently assigned	
Carbon Team Members	Mark Pam Head of Property Services	02392 545563 mark.pam@gosport.gov.uk
	Jan Sunley Head of Central Services	02392 545451 jan.sunley@gosport.gov.uk
	Carol White Project Officer, Strategy and Enabling	02392 545574 carol.white@gosport.gov.uk
	Judith Knapp Principal Housing Officer	02392 545403 sho@gosport.gov.uk
	Chris Payne Head of Planning Policy	02392 545216 chris.payne@gosport.gov.uk
	Stevyn Ricketts Head of Streetscene	02392 545282 stevyn.ricketts@gosport.gov.uk



	Dave Eland Head of IT Services	02392 545309 david.eland@gosport.gov.uk
	Phil Reynolds Unison and Head of Pay and Admin	02392 545331 phillip.reynolds@gosport.gov.uk

2.2 How we will manage the CM Programme

- The Project Lead will chair monthly meetings of the Carbon Team to review progress on activities and projects, identifying any blockages that need to be raised with the Climate Change Working Group.
- The Project Lead will meet at least monthly with the Project Sponsor to discuss progress.
- The Climate Change Working Group, will meet every two months, approximately one week after the Carbon Team Meeting.
- The Climate Change Working Group will comprise:
 - Chair: Mr David Jago, Environmental Services Manager
 - Councillor Sponsor: Councillor Mrs Cully
 - Finance Champion: Mr Peter Wilson, Deputy Chief Executive and Borough Treasurer.
 - Co-sponsors – Kim Carron, Housing Manager, Julie Petty, Head of Corporate Policy and Performance and Ken Lucking, Corporate Services Manager.





2.3 Key stakeholder groups or individuals

Individual or Group	Influence	Impact	Their interest or issues	Means of Communication
Peter Wilson, Borough Treasurer	H	L	Cost / budgets Under pressure to reduce budget deficit	A Member of the Climate Change Working Group. Dave Jago to arrange a presentation of the Case for Action for Finance by the end of October.
Staff	H	M	Behavioural change	Staff bulletin. Emails. Infonet page.
Members	M	M	Support for programme and behavioural change.	Member Champion. Articles in Member Information Bulletin. Leadership meetings.
Council Management Team	H	M	Support for programme essential – allocate resources and encourage behavioural change.	Briefings to CMT.
Local Strategic Partnership	L	M	Opportunities for working together and taking action will be explored.	LSP Board and Co-ordinating Group Meetings. Email.

Influence: the level of influence on the successful outcome of the Programme - High (H), Medium (M) or Low (L)

Impact: the level of impact that the Project will have on the person or group - High (H), Medium (M) or Low (L)



3. What the CM Programme will cover

This section sets out:

- the scope of the Programme, e.g. what will be included or excluded, and
- the year the baseline data will be collected for
- existing or planned projects that will have a carbon saving, since the baseline year

2.4 Scope

NI 185 describes its scope as follows:

"The indicator is to include all CO₂ emissions from the delivery of local authority functions...It covers all an authority's own operations and outsourced services...It relates to the energy used in buildings and transport of delivering the functions of a local authority, but not the embedded emissions in the goods procured by the authority..."

The NI 185 scope should be viewed as mandatory when completing the baseline:

- Council owned buildings energy use
- Building energy use for outsourced council functions
- Council owned fleet fuel use
- Fleet fuel use for outsourced council functions
- Council owned business travel
- Business travel for outsourced council functions.

There are a number of additional scope areas that should be included for a complete baseline:

- Council employees commuting
- Energy use in council owned housing
- Waste produced by council buildings and operations
- Water used in council buildings and operations.

2.5 The baseline year

The baseline year chosen for this CM Programme is 2007

[A baseline year should be chosen where you have the most complete data, unless otherwise directed by compliance requirements.]

The first reporting year under NI185 is calendar year 2008, which will become the baseline year for the indicator. We cannot yet complete a baseline for 2008 since it is not yet complete. The benefit of using



the Defra NI185 spreadsheet format with a previous baseline year, is in developing familiarity with the tool and layout prior to completion with 2008 data early in 2009. Any gaps in data will be highlighted and can be dealt with prior to the first reporting year.]

2.6 Existing projects

- Window replacement to Town Hall (south side) – Ken Lucking, Corporate Services Manager.
- Implementation of 75 new energy efficient personal computers – Ken Lucking, Corporate Services Manager.
- Testing of 'power down units' for possible roll out across Town Hall – Ken Lucking, Corporate Services Manager.
- Rewiring upgrades to Town Hall (Phase 4 of 6) – Ken Lucking, Corporate Services Manager.



When things need to be done and preparing for what might go wrong

This section sets out:

- key products or deliverables that the programme needs to produce and when
- the main activities, who will undertake them and when they will complete
- consideration of the key things that might go wrong and what can be done

2.7 Deliverables from the Programme

The following items need to be provided to the Carbon Trust:

- Project Plan – signed off by Project Sponsor (on behalf of Climate Change Working Group) within one week of the Internal Launch
- Draft Strategy and Implementation Plan – by 1st December 2008
- Final Strategy and Implementation Plan– approved by CMT by 31st March

2.8 Main activities and milestones

A plan has been included at Annex A which shows the main activities and milestones.

2.9 Risks and issues

	Description	Impact	Prob'y	Mitigating actions
1	The Project Lead has insufficient time, resulting in tasks slipping and the project not being completed on schedule	H	M	<ul style="list-style-type: none"> • PL to develop a robust Project Plan, clearly setting out milestones and resource requirements over the next 10 months • Average 2 day resource for PLs to be signed-off by line management • Ensure a Deputy PL is engaged • Escalate during telecons to PACs
2	There is insufficient funding for the Programme	H	M	<ul style="list-style-type: none"> • Value At Stake (VAS) calculations should be presented as soon as possible to Climate Change Working Group and Council Management Team. Case for Action should also include details of cost avoidance and necessary preparation for legislation. • Explore match funding options, such as Salix • Also escalate during telecons to PACs • Seek examples of value from previous participants and share with key sponsors.



3	Project Sponsor has insufficient time to lead project	H	M	<ul style="list-style-type: none"> • Meet with PS to discuss role • Ensure PS attends Launch and Conferences • Ensure Climate Change Working Group Meetings are in PS's diaries. • Escalate during telecons to PACs seeking Carbon Trust support, if required
4	Key parts of the organisation do not actively participate in the programme	M	M	<ul style="list-style-type: none"> • PL and PS engage formally with Heads of organisation • PL seeks experience of similar functions from alumni • Escalate during telecons to PAC

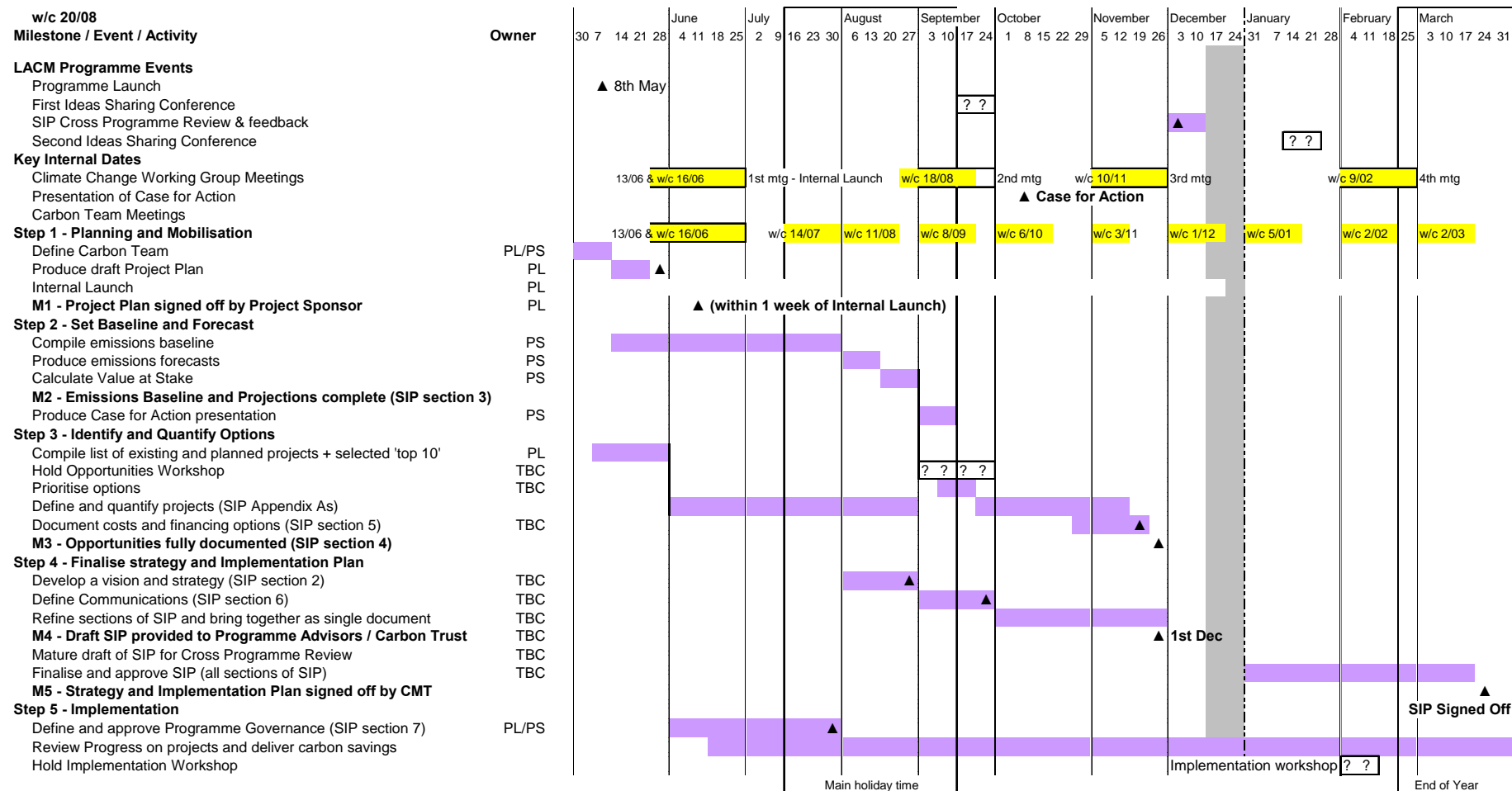
Description: A text description of the potential problem (or the existing problem in the case of an issue) and what the result would be

Impact: a subjective evaluation of the scale of the impact of the risk, should it happen - High (H), Medium (M) or Low (L)

Probability: a subjective evaluation of how likely the risk is to occur - High (H), Medium (M) or Low (L), or I if it is a current issue

Mitigation: who will take what action, by when, to manage the risk

Annex A – Carbon Management Programme Milestone Chart



AGENDA ITEM NO. 10

Board/Committee:	Full Council
Date of Meeting:	14th July 2008
Title:	Gender Equality Scheme 2008-2011
Author:	The Chief Executive
Status:	FOR DECISION

Purpose

The purpose of this report is to ensure Gosport Borough Council is addressing its legal duties and responsibilities under the Equality Act 2006 which prohibits discrimination on the basis of an individual's gender in the delivery of services and employment.

Recommendation

That the Council adopts the Gender Equality Scheme 2008-2011.

1 Background

- 1.1 This is the Council's first Gender Equality Scheme in response to this legislation.

The purpose of this scheme is to:

- A. show how the Council will mainstream gender equality in all areas of its work
- B. meet the Council's legal duties and demonstrate its commitment to gender equality
- C. set out our priorities on how we intend to tackle gender inequality, eliminate discrimination and promote equality of opportunity between women, men and transgender people.

Under the Equality Act 2006, the Council has a specific duty to:

- 1. prepare and publish a Gender Equality Scheme, showing how the authority will meet its general and specific duties and setting out its gender equality objectives;
- 2. consider including objectives to address the cause of any gender pay gap;
- 3. gather and use information on how the authority's policies and practices affect gender equality in the workforce and in the delivery of services;
- 4. consult stakeholders which include employees, service users and trade unions and take account of relevant information in order to

- determine its gender equality objectives;
- 5. assess the impact of current and proposed policies and practices on gender equality;
- 6. implement the actions set out in its scheme within three years, unless it is unreasonable or impracticable to do so;
- 7. report against the scheme every year and review the scheme at least every three years.

2 Report

- 2.1 This Gender Equality Scheme forms part of the Council's statutory commitment to equal opportunities for all under its Corporate Equalities Policy. Other schemes linked to the Corporate Equalities Policy are the Disability Equality Scheme 2007-2010 and the Race Equality Scheme 2007-2010.
- 2.2 This policy applies to all employees, volunteers, and placements and will be reflected in arrangements with contractors. Members of the Council have to comply with the Code of Conduct which covers equalities issues and by following this policy Members will be able to demonstrate compliance with the Code of Conduct.
- 2.3 The statutory obligations to comply with the duties of the Equality Act 2006 also apply to all aspects of partnership working. The Gender Equality Scheme recognises the Council's leadership role in promoting equal opportunities and good relations between people in all of its partnership arrangements.
- 2.4 A draft Gender Equality Scheme was prepared by members of the Equality and Diversity Steering Group. This corporate group is composed of representatives from each Service Unit and Unison. The draft was approved by the Council's Management Team and circulated to elected members for comment through the Members Information Bulletin in March 2008.
- 2.5 The draft was posted for public consultation in April 2008 on the Council's website and on its staff Infonet. Feedback was invited from the partners in the Gosport Partnership, the Borough's local strategic partnership, partners in the Compact through Gosport Voluntary Action and other relevant stakeholder groups and forums.
- 2.6 Awareness sessions for Council staff and elected members to launch the new Gender Equality Scheme are planned for Autumn 2008.
- 2.7 This Gender Equality Scheme will be reviewed, consulted on with the local community and updated every three years to ensure compliance with current legislation and responsiveness to local needs.

- 2.8 An Action Plan is included within the Gender Equality Scheme. It is monitored by the Equality and Diversity Steering Group as part of its own action plan and is developed and updated accordingly. The group provides quarterly monitoring reports to Council Management Team and an annual report, both to Council Management Team and the Overview and Scrutiny Committee.

3 Risk Assessment

- 3.1 Compliance of Public Bodies to all anti-discrimination legislation is monitored by the Commission for Equality and Human Rights formed in October 2007. Failure to adopt a Gender Equality Scheme which satisfies the general and specific duties required under the Equality Act 2006 would invite an array of possible enforcement actions against the Council.

4 Conclusion

- 4.1 Local authorities, by the nature and range of their powers and responsibilities can and should play an influential role in the promotion of gender equality in their local area.
- 4.2 The Council recognises its leadership role as the democratically elected authority for the Borough and provider of many services central to the everyday lives of its citizens. The Council is committed to equal opportunities for all and recognises the value of diversity.
- 4.3 As an employer, service provider and community leader, the Council is committed to meeting its duties and responsibilities under the Equality Act 2006 by adopting the Gender Equality Scheme 2008 - 2011.

Financial Services comments:	None for the purposes of this report
Legal Services comments:	Contained in the report
Service Improvement Plan implications:	Production of this scheme is a SIP Action for the Corporate Policy and Performance Section
Corporate Plan:	This scheme contributes to the Council's Corporate Plan through the promotion of social inclusion and good relations between people.
Risk Assessment:	High - Failure to comply with anti-discrimination legislation could result in legal action against the Council and would also create a risk to the Council's reputation.
Background papers:	Corporate Equalities Policy
Appendices/Enclosures:	
Appendix 'A'	Gender Equality Scheme 2008 - 2011

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Gender Equality Scheme

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Gosport Borough Council is committed to equal opportunities for all.

If you need this document in large print, on tape, in Braille or in other languages, please ask.

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Period of this scheme: July 2008 – July 2011

1.0 INTRODUCTION

Gosport Borough Council is pleased to produce and publish its first Gender Equality Scheme.

This scheme furthers the Council's commitment to mainstream equality practices within its human resources processes, service planning and delivery and democratic activity. Practices and policies that may appear gender neutral can have significantly different effects on women, men and transgender people. This can lead to gender inequality and disadvantage by perpetuating gender-based stereotypes which can hinder individuals from fulfilling their personal and professional aspirations.

Within its roles as an employer, a provider of a wide range of local services and as a strategic partner organisation working with others in Gosport, the Council is committed to ensuring such disadvantage does not occur.

2.0 PURPOSE

This Gender Equality Scheme 2008-2011 is designed to ensure Gosport Borough Council is addressing its legal duties and responsibilities under The Equality Act 2006 which prohibits discrimination on the basis of an individual's gender in the delivery of services and employment.

This is the Council's first Gender Equality Scheme in response to this recent legislation. The purpose of this scheme is therefore to:

- show how the Council will mainstream gender equality in all areas of its work
- meet its legal duties and demonstrate its commitment to gender equality
- set out our priorities on how we intend to tackle gender inequality, eliminate discrimination and promote equality of opportunity between women, men and transgender people.

3.0 SCOPE

This scheme applies to all employees, volunteers and those on placements and will be reflected in arrangements with contractors. Members of the Council are bound by the Code of Conduct which covers equalities issues; this Scheme is complementary to that Code.

The designation of key responsibilities under this scheme is detailed within the Council's Corporate Equalities Policy.

4.0 THE LEGAL FRAMEWORK

The Equality Act 2006 amends the Sex Discrimination Act 1975 to place a statutory general duty on all public authorities, when carrying out their functions, to have due regard to the need

- to eliminate unlawful discrimination and harassment
- to promote equality of opportunity between women, men and

transgender people.

To help meet its general duty, the Council has a specific duty to:

- prepare and publish a Gender Equality Scheme, showing how the authority will meet its general and specific duties and setting out its gender equality objectives
- consider including objectives to address the cause of any gender pay gap
- gather and use information on how the authority's policies and practices affect gender equality in the workforce and in the delivery of services
- consult stakeholders which include employees, service users and trade unions and take account of relevant information in order to determine its gender equality objectives
- assess the impact of current and proposed policies and practices on gender equality
- implement the actions set out in its scheme within three years, unless it is unreasonable or impracticable to do so
- report against the scheme every year and review the scheme at least every three years.

5.0 LINKS TO OTHER PLANS, POLICIES AND SCHEMES

This Gender Equality Scheme forms part of the Council's statutory commitment to equal opportunities for all under its Corporate Equalities Policy. Other schemes linked to the Corporate Equalities Policy are the Disability Equality Scheme 2007-2010 and the Race Equality Scheme 2007 -2010.

The Corporate Equalities Policy is the Council's framework equalities document which sets out how it intends to meet its duties under all relevant anti-discrimination legislation and Codes of Practice, and mainstream equality practices within human resource processes, service planning and delivery and democratic activity.

The list of relevant anti-discrimination legislation and Codes of Practice is contained in the Corporate Equalities Policy as well as the list of Council plans and policies regarding employment and other corporate processes which are directly linked to this Gender Equality Scheme.

6.0 DEVELOPMENT OF GENDER EQUALITY OBJECTIVES

The Council considered its various roles in the local community when identifying areas of gender inequality to address in this scheme. It considered its three main roles:

- a local authority working in partnership with other statutory, voluntary and community sector and private organisations to ensure the Borough remains a good place to live, work and visit for all people;
- a provider of many essential local services
- an employer of more than 400 people.

The following information provides a local snapshot of some nationally identified areas of gender inequality and establishes a basis for identifying the local gender equality objectives the Council wants to address under this scheme.

The Council recognises these objectives are merely starting points and will evolve over time as it works with its partners, local people and its staff to identify and address any possible further areas of gender inequality.

Specific outcomes and actions on the following gender equality objectives are identified in the Action Plan for this scheme found in Appendix C.

Objective 1: We will promote healthy lifestyles and work with our strategic partners to address areas of local health inequality.

Office of National Statistics figures for the Borough from 2006 show a resident population of 78,200. This also shows there are 38,000 males in the Borough to 40,200 females- a slightly smaller ratio of males to females than the South East England population figures from 2006.

Gosport residents experience poorer health than the average for the South East according to the National Health Service Profile for 2007. Life expectancy is similar to that for England as a whole and is increasing. Nationally and in Gosport women on average live longer than men. Inequalities of life expectancy at birth for men and women in Gosport between 2001- 2005 show the gap widens between genders when viewed by the five local income groups, with greater inequality of life expectancy present among the more income-deprived groups.

While health lifestyles are comparable to England, Sport England's Active People Survey of 2005-06 ranked Gosport as the second lowest district in Hampshire in terms of adult participation levels in sporting activities for 16-34 year olds and 35-54 year olds and second highest for participation levels among over 55s. Participation levels among men in sporting activities are greater than for women in all age categories.

The Gosport Children and Young People's Locality Partnership also identified some health inequalities between boys and girls which mirror health inequalities identified for adult populations. This partnership is working to address, through its Children and Young People's Plan 2007 – 2010, the differences between boys and girls with regard to participation levels in weekly sports activity, overweight and obesity levels and attitudes toward bullying.

Also of concern to the partnership are the consequences of poor sexual health, including pregnancies among young women under 18 years old and impacts of these on long-term health, education and employment prospects. Between 2003 and 2005, Gosport had the highest district conception rate among young women aged 15-17 years in Hampshire, a rate which was also notably higher than the England average.

The Council works to address health inequalities through promotion of healthy lifestyles. As a provider of local services and as an employer the Council also promotes healthy lifestyles choices through a range of sport, recreation and leisure provision. The Walking to Health initiative co-ordinated by the Council recruits local volunteers to develop and lead a series of walks around the Borough and promotes this initiative on the Council's website and through circulation of updated leaflets through local surgeries and health centres. The Council ensures that employees have an appropriate work/life balance, and is working in partnership with other authorities in the Hampshire and Isle of Wight area on health and well-being initiatives.

National Health Service research has indicated that black and minority ethnic (BME) people often experience more real or perceived barriers in accessing or influencing local services than others. This is especially true when accessing adult mental health and social care services.

In response to this, a partnership arrangement between Hampshire Primary Care Trust, Hampshire County Council and the district councils in Hampshire has led to the placement in local district authorities of a community development worker for black and minority ethnic people (BME). Gosport's community development worker, based in the Town Hall, has been in post since December 2007 and forging new links between Gosport's small but diverse and growing BME community and local statutory and voluntary services.

Objective 2: We will work with our strategic partners to improve reporting of Domestic Violence and awareness of support services available.

The Government defines domestic violence as "Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality."

Largely unreported, domestic violence has devastating consequences for the victims, the family and the wider community. National statistics estimate that 1 in 4 women and 1 in 6 men will be affected by domestic violence in their lifetime. The incidence of domestic violence as recorded by Hampshire Constabulary between 2001 and 2006 has seen a gradual climb as described in the Quality of Life Hampshire Report 2007. Gosport, as one of the three most urban districts across Hampshire, had one of the highest rates of domestic violence each year during this period.

National statistics can vary, but Home Office research reveals 89% of those suffering from four or more incidents of domestic violence are women. A report on Domestic Violence and Black and Minority Women from 2004 published by the Home Office further revealed on average a woman experiencing domestic violence contacts agencies 11 times before getting the help she needs but this figure rises to 17 times for a black woman.

Recent national research into domestic violence experienced by those in same sex relationships, including that commissioned by the Economic and Social Research Council in 2006, found that one in four individuals in same sex relationships probably experience domestic abuse at some time- similar to figures for heterosexual domestic abuse against women.

However, research also indicates under-reporting of incidents due to a variety of factors which include lack of knowledge or confidence in reporting mechanisms or perceived lack of a sympathetic response from local services.

The Council is a member of the Fareham and Gosport Domestic Abuse Forum and supports Fareham and Gosport Family Aid, a registered local charity associated with National Women's Aid.

The charity supports families through emergency accommodation and through a floating support service for families in the local community. The charity experienced a 75% increase in referrals in 2006-07 from the previous year. This meant 227 women were supported with a total of 399 children between 2006 -07. This forum works to improve local awareness of domestic violence and promote access to support services and emergency accommodation for women and children.

Local organisations are working to ensure those experiencing domestic violence will seek and receive the help and support they need as early as possible.

In the provision of its housing services, the Council is committed to ensure that all customers experiencing domestic violence are offered sensitive, confidential and consistent treatment in discussing their housing options and that housing officers are trained to offer a flexible range of services to assist them to live in safety and security.

The Council's Housing and Community Safety services also work jointly to provide a domestic violence alarm scheme which is designed to prevent people having to leave their accommodation to escape domestic violence. This has led to the development of an alarm scheme to enable those being victimised by an ex partner or person outside the household to activate and log their call to a call centre which, in turn, quickly activates the local police. The use of this scheme has enabled the Council to prevent 21 households from becoming homeless so far.

This scheme is being expanded to include wider partnership working with Fareham Borough Council housing and community safety teams to fund wider installation of the alarm scheme and also purchase mobile alarm system equipment which can be used via mobile phones. The revised scheme will be delivered through an agreement with Fareham and Gosport Family Aid outreach service.

As a forum partner, service provider and as an employer, the Council is committed to providing easy access to information about domestic violence support services to its customers and to its staff. Updated information provided through the Fareham and Gosport Domestic Abuse Forum will be maintained on the Council's website.

Objective 3: We will promote gender equality in the Council's employment practices, including equal pay, and work with our strategic partners to address gender inequalities in the training and development of the Borough's workforce.

National and regional statistics vary, but all indicate gender inequalities still exist across the labour market. The Office for National Statistics Annual Survey of Hours and Earnings 2006, showed the average gender pay gap in the South East based on the hourly earnings of full-time women employees compared to their male counterparts was 21.6%, the second largest pay gap after London figures.

This is mirrored in pay statistics for Gosport residents from 2006 which show the median hourly pay rates for both male and female full-time workers to be below the median hourly pay rates for men and women across the South East. The gender pay gap is still prevalent in the Borough, indicating the hourly pay rate for male full-time workers in Gosport to be £11.72 compared to just £8.51 for women in full-time employment.

Employment by occupation figures between April 2006- March 2007 also indicate Gosport has a lower percentage of its workforce employed in senior management roles and in professional or associate professional and technical roles, but exceeds the South East average of the workforce in other occupational groups. The figures for occupational roles have not been disaggregated by gender to show a clearer picture of occupations by gender.

Statistics for 2006 on qualification levels also show 15.1% of the total working age population have no qualifications as compared to 9.6% for the South East. Gosport also shows a much

lower percentage of working age population having at least NVQ2 and above qualification compared to the South East figures.

Baseline information compiled for Gosport's Local development Framework 2006 also noted that out-commuting from the Borough increased by 41% from 1991 to 2001 according to Census 2001 figures which also indicated the Borough was only providing work for 51% of its resident workers. The out-commuting figure remains high and provides a further indication that more residents have to travel outside the Borough to obtain the types of employment they want or need.

The Council, in partnership with various other agencies is involved in promoting local business skills training and workforce development opportunities, increasing opportunities for the unemployed, generating of new local businesses as well as attracting businesses to relocate to the Borough. Some of these initiatives are described here.

The Impact Project works with the business community to broker in business support agencies and identify training needs. It also provides opportunities for school age young people to develop their entrepreneurial talents and business skills. The Council also promotes services that are delivered by various partner organizations, including Business Link, Enterprise Gateways, Enterprise First, etc that include enterprise skills training specifically to assist women and people from black and ethnic minority communities to develop or grow their businesses.

The Council is involved in the development of the Rowner Neighbourhood Management Scheme, with one of its key objectives being to develop opportunities for working age adults, including lone parents. Working as a member of the Gosport Area Regeneration Forum (a sub group of the Gosport Partnership), the aim is to develop a series of actions to assist those who are not working to have better opportunities to access the labour market and help those in low paid or temporary employment progress through the labour market.

As a local employer, the Council is also committed to understanding the needs of its workforce and ensuring equality good practice is mainstreamed within all areas of human resources. The Council is committed to identify and close any gender pay gaps within its own organisation. It recognises this is not just about equal work for equal pay, but recognises that a variety of factors which include domestic arrangements, caring responsibilities, stereotyped career paths and occupations can affect choices and options for men and women in employment.

The Council has committed to an Equal Pay Audit every two years and works closely with UNISON in conducting this audit. National research has identified that the three main causes of the gender pay gap are discrimination (including pay discrimination and pregnancy); the impact of women's disproportionate share of caring responsibilities and the concentration of women in particular occupations. Because of these factors, the Gender Equality Duty requires organisations to identify where there are pay inequalities between genders and what can be done to address them.

The Council monitors a range of indicators by gender and updates its workforce profile by gender every year which is appended to this Scheme. Information from the Council's workforce profile is found in Appendix A and results of the most recent Equal Pay Audit are found in Appendix B.

Objective 4: We will actively consider the diverse needs of our customers and staff in the planning and delivery of our services.

Despite 30 years of individual legal rights to sex equality, there is still widespread disadvantage and discrimination experienced by men and women. Services often do not recognise the greater caring responsibilities still experienced by women, the different patterns of their working lives and differences in income and access to resources. Services can also disadvantage men by applying gender stereotypes that assume they have little or no caring responsibilities or require less choice and flexibility in accessing public services.

The Council recognises it has a duty to ensure its services and practices meet the needs of men and women in ways sensitive to all aspects of their differing identities. Disadvantage and discrimination based on a person's gender status is but one consideration in the Council's approach to mainstreaming equality. The Council recognises that women, men and transgender people can experience different forms of disadvantage depending on their age, race, ethnicity, religion and belief, sexual orientation, marital or civil partnership status or whether or not they have a disability. Equality of opportunity cannot be assessed by gender alone or by any of these other equality groups in complete isolation of the others.

The Council is committed to understanding the effects of its practices and policies on its customers through a wide range of corporate processes. These include:

- equality impact assessments for its main policies, strategies and functions across all service areas;
- effective equality monitoring systems to identify inequalities in service take up, usage and satisfaction levels to inform service development and implementation;
- inclusive and comprehensive approach to consultation and customer care.

Details of these processes are part of the Council's Corporate Equalities Policy and are described in the following sections of this scheme. Through these processes, the Council hopes to learn if particular groups of women or men or transgender people are experiencing particular disadvantages which the Council can address.

The Council has established consultation links with Inscape, a sexual health service for lesbian, gay, bisexual and transsexual people based in Portsmouth, and the Portsmouth Transgender Support Group. The Council seeks input from this group in raising awareness among its staff to ensure the Council's services and practices do not disadvantage customers or staff on the basis of their gender identity or sexual orientation.

The Council is also interested in understanding the impact of faith, culture and ethnicity factors which could create differences between how men and women may access information or services from the Council.

As mentioned earlier, a partnership between Hampshire Primary Care Trust, Hampshire County Council and the Council has led to the placement of a community development worker for black and minority ethnic people (BME) based with the Council.

This is in recognition that BME people living in areas with small or newly established BME communities such as Gosport often experience more real or perceived barriers in accessing or influencing local services than others. Small and newly established communities can experience greater feelings of social isolation from the wider communities. For example,

research by the Fawcett Society indicates significant differences in the ability of BME women compared to white women to access local services and participate in community activities.

So far this post has helped the Council and other local service providers to improve understanding and consultation links with local BME people that will help ensure local service planning and delivery is responsive to their needs.

The Council is also part of a wider Gosport Diversity Network which provides information exchange between local statutory and voluntary and community providers of services to local BME people. This network helps providers to better co-ordinate information and tailor support for people who may feel isolated or marginalised in the community.

7.0 IDENTIFICATION OF RELEVANCE TO THE GENDER EQUALITY DUTY

Public authorities must identify their policies, strategies and functions (including proposed policies) which are relevant to the general duty to promote gender equality.

Under its Corporate Equalities Policy, the Council is committed to mainstreaming consistent equality practices within human resource processes, service planning and delivery and democratic activity. Therefore, the Council considers most policies, strategies and functions are relevant, either directly or indirectly to gender equality.

Given the number of existing policies, strategies and functions involved, the Council sought to provide a means to determine the degree of relevance to the current statutory schemes in order to prioritise them for Equality Impact Assessments. Each service area completes a self-assessment Relevance Checklist to help them identify a low, medium or high degree of relevance of their main policies, strategies and functions against the general duty for gender, race and disability equality.

Existing policies, strategies and functions, those under development and those contracted out and held within partnership arrangements are all assessed for relevance to the general duty. They will be re-assessed at least every three years.

8.0 EQUALITY IMPACT ASSESSMENTS

As part of the development of the Council's Race Equality Scheme, existing policies, strategies and functions, those under development and those contracted out and held within partnership arrangements were all assessed for relevance to the general duty for gender equality as well as for race and disability equality. The resulting three-year timetable for completing equality impact assessments is applied to this scheme and can be found in the Council's Race Equality Scheme 2007-2011.

Equality impact assessment guidance notes are also posted on the Council's web site and on its staff Infonet. Training and additional support are provided to employees who are responsible for undertaking equality impact assessments by the Equality and Diversity Steering Group (EDSG).

An equality impact assessment is a valuable mechanism for identifying and addressing 'gender blindness' which is where gender issues are not recognised in terms of the different

experiences of or impact on men and women; or where gender issues are identified only where services or functions are exclusively geared for men or for women.

The process of completing equality impact assessments not only improves staff awareness of gender equality issues but challenges the notion that any policy, strategy or function can be 'gender neutral' by identifying any differences in how services are accessed, delivered and received by men or women. This process enhances the Council's corporate understanding and application of gender equality which will help identify and chart gender equality objectives in the future.

9.0 CONSULTATION

Council Consultation Activity

A comprehensive consultation policy was produced in 2007 to provide information and toolkits to ensure effective and meaningful consultation with stakeholders on proposed policies, services and quality of life issues.

One of the key consultation principles in the policy is 'inclusiveness' to ensure all sections of the community have an opportunity to express their views.

The Consultation Policy also establishes standards for the collection of demographic data and requires all surveys to contain specific questions regarding accessibility of services. Data analysis requirements are stated as well to ensure that data is used to monitor trends in service delivery and customer satisfaction for equality target groups.

The Council has adopted a co-ordinated approach to consultations throughout its service areas by requiring all planned consultations to be registered with and approved by Council Management Team. A Consultation Finder can log all planned and completed consultations on the Council's web site in order to avoid duplication of effort, encourage joint working and share results to inform service planning and delivery.

The Council as an employer has a consultation agreement with UNISON and utilises both informal and formal consultation mechanisms to ensure their full involvement, on behalf of staff, in all relevant employment issues. UNISON is also represented on the Council's Equality and Diversity Group.

Consultation with Partners and Networks

The Council recognises its leadership role in promoting gender equality within any of the partnerships in which it participates, ensuring that the general duty of the Equality Act 2006 and the Sex Discrimination Act 1975 are applied to all aspects of the partnerships' work.

The Council, through representation by its officers or elected members, plays an active role in numerous partnerships, networks and specialist forums. Some have already been mentioned as contributors to the development of the scheme. These provide opportunities to share local knowledge and best practice with a diverse range of community groups and statutory and voluntary organisations that provide local services and support.

Partnerships and networks also provide valuable vehicles through which the Council can consult with local people and organisations.

10.0 ACCESS TO INFORMATION AND SERVICES

The Council is committed to equal opportunities for all and to providing information and services to meet accessibility needs regardless of gender. The Customer Care Handbook is a corporate reference document providing guidance on communicating with customers through face-to-face contact, by telephone, email and letter and meeting their needs for interpreting and translation services, alternate formats for print and electronic information, and sensory and physical aids to access services and events.

The Council's web site and community magazine, Coastline, which reaches nearly all households in the Borough, are other vehicles through which the Council provides information and invites feedback on its services and performance. New information about services and events is also circulated through local libraries, community centres, and promoted through partner organisations.

Analysis of responses to the Council's annual general surveys by gender is also used to determine if there are discernable differences in the ways men and women want to contact the Council. Although not conclusive, results of analysis from the Council's 2006 Annual General Survey indicated women were more likely to phone the Council while men were more likely to use email. The results of further consultation exercises will add to the Council's understanding of the different accessibility needs and preferences of its customers.

The needs and views of staff are obtained through regular meetings between staff and managers, and through an annual staff survey.

11.0 TRAINING AND AWARENESS RAISING

The Council's Corporate Learning and Development Group identifies corporate training needs and delivery mechanisms for Council staff and is involved in the delivery of training sessions and events for staff on a wide range of issues. The Equality and Diversity Steering Group liaises with this group to design and deliver training on equality legislation and corporate equality processes.

Specific guidance on undertaking equality impact assessments for developing and existing policies, strategies and functions is available on the staff Infonet. A briefing session on completing equality impact assessments was provided to service managers and lead officers tasked with completing high priority assessments. Further support to managers and officers is offered through section and team meetings by members of the Equality and Diversity Steering Group and the Corporate Policy and Performance Section.

Awareness sessions for Council staff and elected members to launch its Equality Schemes and the Corporate Equalities Policy have been incorporated into the corporate training calendar. Training includes specific guidance on the Gender Equality Scheme's General and Specific Duties.

Training reinforces the Council's statutory duties and provides the opportunity for staff and elected members to apply the general and specific duties of the Gender Equality Scheme to their areas of work and responsibility. Staff and elected members also understand how the Gender Equality Scheme furthers the Council's goal of mainstreaming good equality standards and practices throughout all of the Council's activity. The Equality and Diversity Steering

Group review the completed training evaluation forms to determine and plan additional training if needed and evaluation is also carried out on a more individual basis by managers.

All new staff receives induction training that includes information and advice about the Council's Corporate Equalities Policy, equal opportunities policy, and the Equality Schemes. More formal and general equalities training is provided for new staff and as a refresher for others on a bi-annual basis.

The staff Infonet provides a vehicle for disseminating guidance and toolkits to promote equality and inclusive approaches to all Council activity. The Council's Customer Care Handbook has been updated to include guidance and resources for its staff for meeting the diverse communication needs of their customers.

Bi-annual personal reviews provide an opportunity for managers to discuss with staff individual training needs or areas of performance improvement with respect to gender equality or any area of equality. Each member of staff has his/her own personal training plan that is updated annually. Individual training needs are met through a variety of internal and external providers.

12.0 POLICY AND SERVICE MONITORING ARRANGEMENTS

As both a service provider and as an employer, the Council uses a wide range of tools for monitoring its policies, functions and services for compliance with the general and specific duties relating to gender equality.

12.1 Monitoring As a Service Provider

Service Statistics

Service usage statistics, collected through a standardised demographic question, allow sub-analysis of data and assist with service monitoring.

For example, responses to the Council's 2006 Annual General Survey were analyzed by gender to determine if there were discernible differences between male and female respondents to questions in the following categories: what most needs improving in the local area, satisfaction levels with the services the Council provides, how the Council informs local people about its services, how to make a complaint, contacting the Council generally and opportunities to participate in local decision making.

Overall, analysis by gender was possible for 1,130 respondents (Male – 468 and Female – 642). It showed no appreciable differences in responses to questions in the above categories. However, it did indicate women were more likely than men to contact the Council by telephone while more males tended to contact the Council by email than women.

Additionally, the Council adds a standardised question to its surveys regarding accessibility of its services. This is used to measure satisfaction with access to Council services and asks those who are dissatisfied to comment further. Qualitative analysis of any further comments and of all 'other comments' (which is generally the final question in the Council's surveys) is carried out. If there are any comments related to equalities or diversity these are specifically reviewed (even if they are not a key theme) and reported to the Corporate Policy and Performance Section in addition to being considered within the Service Unit. These comments

are also reported to the Equality and Diversity Steering Group as part of its overview of equality monitoring arrangements.

Survey analysis is generally carried out either by consultants or the Corporate Policy and Performance Section. If it is carried out in the Service Units it is done in accordance with the Corporate Consultation Policy and can be subject to scrutiny by the Corporate Policy and Performance Section.

Service Improvement Plans

The Race, Disability and Gender Equality Schemes have action plans. Actions in reference to either of the statutory schemes are identified as such in the Service Improvement Plan for each service area. The Council's Performance Officer monitors the Service Improvement Plan performance regularly. Quarterly performance reports are presented to the Performance Sub Group and reports are prepared for EDSG to review the implementation of the Corporate Equalities Policy and its associated schemes.

The Equality and Diversity Steering Group provides updates to the Council Management Team detailing corporate progress on these action plans and an annual report to the Overview and Scrutiny Committee.

Each Equality Scheme is reviewed every three years and updated to ensure compliance with current legislation and best practice. Their action plans are reviewed annually by the Equality and Diversity Steering Group as part of the overall Corporate Equalities Action Plan. The Corporate Equalities Policy itself will be reviewed annually to ensure compliance with current legislation.

Compliments and Complaints

Compliments and complaints received about services also help to identify the impact of good practices and any adverse impact of existing practices.

Gosport Borough Council is committed to providing excellent service to all of its customers and wants to know if any aspect of its service, procedures or performance is unsatisfactory. It responds to complaints as quickly and as efficiently as possible from customers and considers their suggestions for improvements.

The formal three-stage complaints procedure is detailed on the Council web site and available in print formats from the Town Hall.

In addition to the service areas responding to complaints, the Council Management Team regularly reviews summary reports on complaints received by the Council with a focus on any related to equality and diversity issues. These are then reported to Equality and Diversity Steering Group for further review and recommendations for corporate actions to address.

The Standards and Governance Committee also receives and scrutinises reports on complaints received to assess for further actions required to address them.

These corporate protocols for monitoring and review should ensure Gosport Borough Council is meeting both its statutory duties and organisational commitment to promoting equality and diversity throughout its services and practices.

External Accreditation and Assessment

The Council has attained external accreditation and awards that indicate high standards in performance or service delivery e.g. Investors in People, Charter Mark. The documentation required to prove the standard has been achieved can often include collecting evidence that a particular service area or the Council, as a whole, has demonstrated good equality practices. Collection of this evidence in order to maintain an accreditation or award can serve as an ongoing monitoring and assessment tool for equalities good practice.

Partnerships and Networks

Through its active representation in many partnerships and networks, the Council seeks to improve its understanding of local issues and local needs. Opportunities to draw upon the expertise and local knowledge held by Gosport residents and organisations, and shared experiences, help to raise awareness of community issues and address local concerns.

Regular consultation with, and feedback from, these formal and informal networks assists the Council in assessing and monitoring services in relation to local equality issues and their impact on local people. The Council understands its role as a part of the fabric of the local community and not an entity outside of it.

12.2 Monitoring as an Employer

Personnel Management and Information Systems

Personnel collects and monitor extensive information to ensure equality standards are maintained throughout its staff management processes. Profile information on the Council's workforce, including gender information, is routinely collected and monitored.

The Council's current workforce profile information is found in Appendix A.

Equal Pay Review / Audit

The Council complies with the Equal Pay Act and an Equal Pay Review was completed in May 2007, the findings of which inform this scheme The Council's Corporate Plan also contains a commitment to undertake an Equal Pay Audit every two years.

Information from the latest Equal Pay Audit is found in Appendix B.

The Council also monitors the grading structure through the Job Evaluation Steering Group, the membership of which includes the Branch Secretary of UNISON.

Such reviews identify and inform the Council of the possible risks and its responsibilities relating to Equal Pay. They help to ensure pay structures are fair and therefore greatly reduce the likelihood of unjustifiable pay gaps between jobs of equal value.

The Council will consider results with regard to 'vertical segregation' and 'horizontal segregation'. Vertical segregation occurs when one gender is under-represented in higher levels of an organisation while horizontal segregation occurs where one gender may be concentrated in certain types of job within the organisation.

The Single Status Agreement, which came into force in 1997, affected the way in which former manual workers were paid, removing certain bonus schemes, and simplifying their pay structure, joining them in the same terms and conditions as former 'Administrative, Professional and Technical Staff'. As a result of this, all jobs were evaluated using the nationally agreed Job Evaluation Scheme, and appropriate grades applied. Since the full implementation of this Job Evaluation Scheme the Council has carried out a review of equal pay, looking at the statutory aspect of gender, and also revised the grading structure.

Personal Reviews and Individual Training Assessments

Personal review processes and training assessment processes provide mechanisms for monitoring equality of opportunity in the development of the Council's workforce

Personal reviews also provide an opportunity for managers to discuss with staff areas for performance improvement with respect to customer care, service delivery and any aspect of the Council's Corporate Equalities Policy. Each member of staff has his/her own personal training plan that is reviewed annually to help identify training needs and allocate training resources. Refresher training on the personal review process is offered regularly to managers. A range of training is available to staff from internal and external sources.

Annual Staff Survey

The Council conducts an annual survey to determine satisfaction levels and concerns among its staff across a wide range of areas every year. Results are shared with staff and used by Council Management Team to identify staff issues which may need to be addressed. The Equality and Diversity Steering Group also reviews the results to determine if there are any equality issues raised by staff which need to be addressed.

Flexible Working Provision

The Council has extended flexible working requests to all staff as a response to understanding the changing caring responsibilities and work-life balance needs of its staff. As a result, the number of part-time and job-share opportunities have increased and are monitored through the Personnel Section by gender. The Council also operates a flexitime working scheme around core business hours which provides staff with additional flexibility in working time.

The number of flexible working requests made and granted are monitored by the Personnel Section and included in the Council's annual update of its Workforce Profile to ensure no gender bias is applied.

Managing Pregnancy and Return from Maternity/ Paternity Leave

The Council encourages a workplace culture that is positive towards pregnancy and family responsibilities and recognises good management and support of pregnancy, maternity and paternity leave leads to better staff retention rates and higher staff motivation.

National statistics have shown discrimination against pregnant workers and women returning to work after maternity leave are still widespread in Britain. National research shows pregnant workers and those returning to work can experience threats of dismissal, poor treatment by colleagues and managers and denied opportunities for promotion or training. Some have, in consequence, been obliged to take jobs at lower levels of pay and responsibility in exchange for a move to part-time working. This has not been the case in the Council.

Return-to-work rates can provide a good indicator of how well an organisation is managing pregnancy. The Council has introduced monitoring of its return- to-work rate and pay levels of women returning from maternity leave and includes this information in its annual Workforce Profile.

Tackling Bullying and Harassment

The Council is committed to tackling all forms of bullying and harassment and has specific procedures in place to deal with any such allegations.

It recognises that any form of bullying and harassment can have a serious impact on the physical and mental well-being of victims. Sexual harassment occurs when there is unwanted conduct which is sexual in nature- such as making sexually explicit comments, sending sexually explicit emails or making inappropriate physical contact. Harassment on grounds of sex is less favourable treatment which takes place simply because a person is a woman or a man- it is unwanted conduct related to a person's gender.

The Gender Reassignment Regulations under the Sex Discrimination Act also prohibit harassment in relation to employment or vocational training and in the provision of goods, facilities and services due to the gender reassignment of a person. This is the case whether a man or woman is intending to undergo gender reassignment, is currently going through the process or has undergone gender reassignment in the past. The Employment Equality Act (Sexual Orientation) Regulations 2003 also prohibit harassment in relation to employment on the basis of a person's sexual orientation or perceived sexual orientation by others.

The Council's Bullying and Harassment Policy reflects best practice and ensures that all employees are aware of the support and advice available if they experience such treatment. Awareness raising sessions for staff on gender equality include information on how to recognise and respond to bullying and harassment and the support available to them.

In addition to the comprehensive procedure included in both the Equality and Diversity in Employment Policy and the Bullying and Harassment Policy, the Council has a 'whistle blowing' procedure, which extends the protection for employees who want to report bad practice without fear of being victimised as a result.

Harassment cases, grievances and disciplinary hearings are monitored by the Personnel Section and these figures are included in the annual update of the Workforce Profile by gender.

Team Meetings

Equal Opportunities – 'Employment and Service Delivery Issues' is a corporate standard item on team meeting agendas and acts as a vehicle for raising and discussing equalities issues identified within teams. Managers can seek further information or guidance from the Personnel Section, Equality and Diversity Steering Group, Council Management Team and the Corporate Policy and Performance Section, to address issues raised in team meetings.

13.0 PUBLISHING RESULTS

Assessments, Consultations and Monitoring Reports

The Council's Gender Equality Scheme and Action Plan, including the schemes and action plans for Race Equality and Disability Equality, are published on the Council's web site on its Equality and Diversity pages. Completed Equality Impact Assessments are also published.

The Council has developed an online Consultation Finder that allows members of the public to view summaries of recent consultations as well as a list of consultation events or exercises being planned. Summary analysis of customer survey data is also available on the Consultation Finder.

In an attempt to remove barriers created by language differences or impairments, the Council endeavours to ensure its documents are fully accessible. Copies of documents can be requested in alternative formats and languages.

The Council's web site offers read aloud text, text only options and text size variations.

14.0 PARTNERSHIP AND PROCUREMENT ARRANGEMENTS

Working with Partners

The Council works closely with other public authorities and voluntary and community sector organisations in a variety of partnership arrangements.

It recognises its statutory obligations to comply with the duties of the Sex Discrimination Act and The Equality Acts also apply to all aspects of partnership working. It also recognises its leadership role in promoting equal opportunities and good race relations in all its partnership arrangements.

The Sex Discrimination Act applies to public authorities but places 'indirect requirements' on contractors and organisations with which a public authority may work in partnership or fund.

Procurement

The duty to promote gender equality applies to procurement. Where an external supplier carries out a function on the Council's behalf, the Council recognises it remains responsible for meeting the duty. All contracted services and functions are assessed for relevance to the general duty and undergo the Equality Impact Assessment process.

Contractors who intend to supply goods or services on behalf of the Council must provide evidence that they have systems in place to ensure equal access and treatment in their own employment practices and in the services they provide. The Council provides information on its commitment to equality practices as contained within its Corporate Equalities Policy and Equality Schemes as part of its Invitation to Tender documentation and ensures these commitments are part of its Contractual Agreements.

Post-contract monitoring is undertaken to assess equality performance including reports of any complaints from service users (including any related to harassment) and service audits to check on any problems in relation to the equalities in the specification.

Funding to Local Groups and Organisations

A Funding Code of Good Practice has been developed between the Council and local voluntary and community sector groups in Gosport which have signed up to the One Compact for Hampshire. It establishes specific undertakings for voluntary and community sector groups with regard to any Council funding which include:

- adopt policies and practices to ensure equality in all activities and ensure the appropriate involvement of service users, and
- recognise that Gosport Borough Council applies equality standards to all of its activities and that it requires organisations with which it has contractual arrangements to do likewise.

15.0 REVIEW OF THIS SCHEME

The Council considers its Gender Equality Scheme as well as its other Equality Schemes to be 'live' documents. They will be adapted over the next three years to take account of the increasingly diverse composition of the local community, the needs and views of local people, and the development of new initiatives and best practices to eliminate gender discrimination, promote equal opportunities and good relations between women and men.

This Gender Equality Scheme will be reviewed, consulted on with the local community and updated every three years to ensure compliance with current legislation and responsiveness to local needs.

The Action Plan is monitored by the Equality and Diversity Steering Group as part of its own action plan and is developed and updated accordingly. The group provides monitoring reports to Council Management Team and an annual equalities report both to Council Management Team and the Overview and Scrutiny Committee.

APPENDIX A**Gosport Borough Council****Workforce Profile**

Based on statistics from April 2006 to March 2007

	Male	Female	% Male	% Female
Total no. of employees	145	280	34%	66%
No. of applicants for vacancies	548	1284	30%	70%
No. of applicants short-listed for interview as percentage of applicants of that gender	56	244	10%	19%
No. of applicants appointed as percentage of short-listed applicants of that gender	13	53	24.5%	22%
No. of part-time workers	15	123	11%	89%
No. of alternative working requests	1	13	7%	93%
No. of alternative working requests granted	1	11.5	9%	91%
No. of promotions	3	19	14%	86%
No. of grading re-evaluations requested	16	20	45%	55%
No. of grading re-evaluations approved	13	19	41%	59%
No. in top 5% of earners	13	4.8	73%	27%
No. of harassment cases	0	0	0	0
No. of grievances	0	2	0	100%
No. of disciplinary hearings	1	1	50%	50%

No. of redundancies	2	0	100%	0
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APPENDIX B**EQUAL PAY AUDIT****NUMBERS OF STAFF –
COMPARISON BY GENDER**

Year	% Males	% Females	Total	FTE
Mar 2005	36	64	407	336
Mar 2006	33	67	403	336
Mar 2007	34	66	425	365

ANALYSIS OF GRADES BY GENDER

as at March 2007

Grade	Total Posts	Male	Female
Fixed point	25	5	20
2	7	2	5
3	54	5	49
4	61	13	48
5	62	14	48
6	40	17	23
7	26	9	17
8	20	9	11
9	19	14	5
10	13	11	2
11	13	10	3

12	8	4	4
Linked	56	25	31
Chief Officer	9	8	1
Totals	413	146	267

Appendix C

Gender Equality Scheme Action Plan 2008-2011

Listed below are headline outcomes and actions to be achieved by Gosport Borough Council over three years. Details of service specific actions will be recorded and monitored through its Service Improvement Plans. A live Action Plan will be posted on the Council's website and be updated regularly.

Key to Abbreviations:

CMT – Council Management Team	EIA – Equality Impact Assessment
CPPS – Corporate Policy and Performance Section	LDF – Local Development Framework
EDSG – Equality and Diversity Steering Group	

Key to Specific Duties

1. prepare and publish a Gender Equality Scheme, showing how the authority will meet its general and specific duties and setting out its gender equality objectives	4. consult stakeholders- employees, service users and others, including trade unions – and take account of relevant information in order to determine its gender equality objectives
2. consider including objectives to address the cause of any gender pay gap	5. assess the impact of current and proposed policies and practices on gender equality
3. gather and use information on how the authority's policies and practices affect gender equality in the workforce and in the delivery of services	6. implement the actions set out in its scheme within three years, unless it is unreasonable or impracticable to do so
7. report against the scheme every year and review the scheme at least every three years.	

Objective 1: We will promote healthy lifestyles and work with our strategic partners to address areas of local health inequality.					
Outcome	Actions to Achieve	Specific Duty Link	By Whom	By When	✓ When Completed
1. A wide range of good quality, inclusive, safe and accessible play, leisure and youth activities are available to boys and girls in Gosport.	1a. The Gosport Play Strategy 2007-2012 was developed through consultation with service users and local partners.	4	Play Partners Group		✓
	1b. An equality impact assessment was completed on the strategy to determine that local provision did not exclude participation by any equality target group.	5	Leisure development worker		✓
	1c. Usage will be monitored by on-site staff and via user surveys to determine if any inequality exists in local provision.	3, 4, 5	Play and leisure staff, local agencies	Ongoing feedback and annual surveys	
	1d. The strategy's action plan will be reviewed and updated annually.	6	Play Partners Group	Annually	
2. The health and well-being of Gosport's children and young people will be improved through partnership working and the active participation of children and young people.	2a. Identify priority outcomes for the partnership to address in Gosport's Children and Young People's Plan 2007 -2010 based on research and consultation with local partners and local children and young people, their parents and carers.	3, 4	Gosport Children and Young People's Locality Partnership Gosport	Ongoing review	✓
	2b. Develop action plan to improve priority outcomes identified in the plan.	6		ongoing	

	2c. Develop monitoring arrangements for equality target groups to assess progress against priority outcomes.	3, 4, 5		ongoing	
3. Council staff is made aware of opportunities and events to improve their health and well-being.	3a. Officers use the Staff Infonet as a way to communicate healthy lifestyle events, courses and opportunities which may interest Council staff.	3	Council staff	ongoing	
	3b. Membership of the HLOWLA Health and Well-Being Group is maintained as a monitoring and information source				
4. Walking to Health initiative promotes regular exercise through guided walks around the Borough for men and women	4a. An updated programme of walks is promoted on the Council's website and through circulation of leaflets around the Borough.	1	Environmental health officers	ongoing	
Objective 2: We will work with our strategic partners to improve reporting of Domestic Violence and improve awareness of local support services.					
Outcome	Actions to Achieve	Specific Duty Link	By Whom	By When	✓ When Completed
1. Those affected locally by domestic violence know how to seek help from local services and report incidents.	1a. A directory of local domestic violence services and supports will be actively promoted by the Forum partners.	3, 4, 5	Fareham and Gosport Domestic Abuse Forum members	Updated at least every two years	
	1b. The Council will publish the local directory of domestic violence services and supports on its web site.	4	The Council	Updated at least every two years	
	1c. The source of referrals to local services will be monitored to gauge	4, 5	Fareham and Gosport	Annually	

	local awareness of services and gauge effectiveness of awareness-raising initiatives.		Family aid and forum partners		
	1d. The domestic violence alarm system will expand to include Fareham as well as Gosport housing through a joint funding arrangement and delivered by a local voluntary organisation who will report regularly on the progress of the scheme.	4, 5, 6	Fareham and Gosport Councils, Fareham & Gosport Family Aid	April 2008 Progress monitored at least annually.	
Objective 3: We will promote and monitor gender equality in our employment practices, including equal pay, and work with our strategic partners to address gender inequalities in the training and development of the Borough's workforce.					
Outcome	Actions to Achieve	Specific Duty Link	By Whom	By When	✓ When Completed
1. Staff has a good understanding of how gender equality impacts upon all relevant aspects of service delivery and employment, and what their responsibilities are.	1a. Ensure that gender equality is integrated into the delivery of the equality and diversity training strategy including induction training of new staff and within equality refresher training for staff.	1, 2, 3,4, 5, 6, 7	Personnel in liaison with EDSG and the Learning and Development Group	Nov. 2008	
	1b. Incorporate guidance and views from the Inscape Sexual Health Service and Portsmouth transgender support group in development gender equality training for staff.			Nov. 2008	
2. Appointments are made on merit without discrimination, with positive action being taken where	2a. Complete analysis by gender of applicants for each post.	2, 3, 4, 5	Personnel	Sept. 2008	

appropriate to assist in maintaining a representative gender balance.					
	2b. As members of the HIOWLA Recruitment Portal group, liaise with that group on statistical equalities information to establish any common areas or problems.	4	Personnel and HIOWLA	Sept. 2008	
	2c. Research the use of possible positive actions in recruitment and training to encourage consideration of all career paths without gender bias.	2, 3, 4, 5	Personnel in liaison with Unison and CMT	Nov. 2008	
3. Good equality practices are demonstrated throughout the Council's employment functions.	3a. Data is routinely collected from all employment functions and analyzed to update the Council's workforce profile by gender.	2, 3, 4, 5, 6,	Head of Personnel	Annually	
	3b. Data is analyzed for any equality issues and brought to EDSG for recommendations to address them.	7		Annually	
4. Potential areas of pay inequality are identified and addressed to ensure fair and consistent practices are applied.	4a. The Council completes an Equal Pay Audit every two years.	2, 3, 4, 5, 6	Head of Personnel in consultation with Unison Branch Secretary	May 2009 May 2011	
	4b. Results are analyzed and compared to the results of the previous Audit to assess for improvements, changes or action needed to address.	2, 3, 4, 5, 6		July 2009 July 2011	
5. Skills development training and networking opportunities are promoted to local businesses and their employees, including women-only support and training services	5a. Attendance and feedback from partnership training courses and networking events are monitored by gender to inform future courses and events to meet local skills development needs.	4, 5	Head of Economic Prosperity	Quarterly	
6. Barriers to employment among working age adults are addressed	6a. Ensure that barriers to employment are addressed through	4		annually	

through partnership initiatives, including access to childcare and transport.	partnership and/or Council actions identified in the Economic Strategy and Action Plan 2008-2011.				
Objective 4: We will actively consider the diverse needs of our customers in the planning and delivery of our services.					
Outcome	Actions to Achieve	Specific Duty Link	By Whom	By When	✓ When Completed
1. Gender equality is fully addressed in equality impact assessment process.	1a. Proposed and existing policies, strategies and functions relevant to gender equality are subjected to Equality Impact Assessments in all service areas and added to the corporate timetable.	3, 4, 5, 6	All service areas to identify EIA lead officers for each assessment	ongoing	
	1b. A corporate timetable for completing EIAs is regularly updated and reviewed.	3	EDSG	ongoing	
	1c. Post completed EIAs on the Council's website and ensure guidance notes and forms for completing EIAs are updated and maintained on the Council's Infonet.	3, 4, 5	CPPS	ongoing	
	1d. All EIAs are subjected to review and recommendations for further action.	5	EDSG, EIA Review Group	ongoing	
	1e. Incorporate findings and actions from the EIA process to inform service planning processes.	6	EIA lead officers and section heads		
2. Service areas review and develop consistent gender monitoring processes for their key areas of service provision to better	2a. Establish some corporate guidance for service areas on monitoring practices for all equality strands, including gender identity.	3	EDSG	Dec. 08	

<p>identify any specific needs or gaps in service take up or provision which could be related to gender.</p> <p>Links to RES action plan Outcome 6.</p>	2b. Review processes in each service areas for consistent and appropriate monitoring of service take up, participation and satisfaction based on gender.	3, 4, 5, 6	All service areas	Feb. 09	
	2c. Analyse monitoring results for possible gender inequalities within services which may need to be addressed through alternative approaches or provisions.	3, 4, 5, 6	All service areas	ongoing	
	2d. Establish process for reporting any gender inequalities indicated from monitoring to EDSG for review.	5, 6, 7	EDSG via service representatives	Dec. 08	
	2e. Build consultation links with Inscape and other groups to gain views of transgender people on Council service provision.	4	EDSG	ongoing	
	2f. Establish a corporate overview process for reporting results of monitoring information annually to CMT.	3, 4, 5	EDSG	Dec. 08	
<p>3. The Council's Procurement Strategy promotes equality, including Gender Equality, in all of its procurement functions.</p> <p>Link to RES action plan Outcome 9.</p>	3a. Review current procurement functions to ensure potential and existing external contractor understand and comply with the Council's commitment to Gender Equality.	3, 4, 5	Internal Audit	12-08	
	3b. Collect post-contract monitoring data from contractors and review annually to assess compliance with the Council's equalities standards.	3, 4, 5	Internal Audit	Dec.09 Dec.10	
4. There will be improved understanding of experiences of	4a. The BME Community Development Worker (CDW) will establish effective	3, 4, 5	BME CDW and HCC,	ongoing	

BME women and key issues affecting their access to and participating in local services.	networks with service partners and local BME service users to help identify any gender differences in provision, awareness and access to local services.		GBC and Hants PCT		
	4b. CDW will facilitate BME people to find effective pathways across a range of statutory and non-statutory services and this work will help inform the Council’s GES.	3, 4, 5			
5. Monitoring Progress on Meeting Objectives					
Outcome	Actions to Achieve	Specific Duty Link	By Whom	By When	✓ When Completed
1. Key actions for this scheme will be further developed after the first full year in consultation with community groups, partner agencies and staff	1a. The action plan is monitored and updated regularly on the Council’s website.	ALL	EDSG	ongoing	
	1b. A progress monitoring report is provided to CMT and the Overview and Scrutiny Committee	6, 7	EDSG	Annually	
	1c. Discuss action plan progress with key partners to identify new needs or trends and set new actions to address them.	4, 6, 7	CPPS	Annually	
2. Full review of the GES and Action Plan 2008-2011 will inform the development of a new scheme	2a. Results of annual Action Plan monitoring, service monitoring, impact assessments and relevant consultation will be pooled to inform development of a new scheme.	ALL	EDSG	Sept. 2011	
	2b. Research is undertaken on latest policy guidance and best practice to inform development of new scheme.	ALL	CPPS	Sept. 2011	



Gender Equality Scheme

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Gosport Borough Council is committed to equal opportunities for all.

If you need this document in large print, on tape, in Braille or in other languages, please ask.

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1.0 INTRODUCTION

Gosport Borough Council is pleased to produce and publish its first Gender Equality Scheme.

This scheme furthers the Council's commitment to mainstream equality practices within its human resources processes, service planning and delivery and democratic activity. Practices and policies that may appear gender neutral can have significantly different effects on women, men and transgender people. This can lead to gender inequality and disadvantage by perpetuating gender-based stereotypes which can hinder individuals from fulfilling their personal and professional aspirations.

Within its roles as an employer, a provider of a wide range of local services and as a strategic partner organisation working with others in Gosport, the Council is committed to ensuring such disadvantage does not occur.

2.0 PURPOSE

This Gender Equality Scheme 2008-2011 is designed to ensure Gosport Borough Council is addressing its legal duties and responsibilities under The Equality Act 2006 which prohibits discrimination on the basis of an individual's gender in the delivery of services and employment.

This is the Council's first Gender Equality Scheme in response to this recent legislation. The purpose of this scheme is therefore to:

- show how the Council will mainstream gender equality in all areas of its work
- meet its legal duties and demonstrate its commitment to gender equality
- set out our priorities on how we intend to tackle gender inequality, eliminate discrimination and promote equality of opportunity between women, men and transgender people.

3.0 SCOPE

This scheme applies to all employees, volunteers and those on placements and will be reflected in arrangements with contractors. Members of the Council are bound by the Code of Conduct which covers equalities issues; this Scheme is complementary to that Code.

The designation of key responsibilities under this scheme is detailed within the Council's Corporate Equalities Policy.

4.0 THE LEGAL FRAMEWORK

The Equality Act 2006 amends the Sex Discrimination Act 1975 to place a statutory general duty on all public authorities, when carrying out their functions, to have due regard to the need

- to eliminate unlawful discrimination and harassment
- to promote equality of opportunity between women, men and transgender people.

To help meet its general duty, the Council has a specific duty to:

- prepare and publish a Gender Equality Scheme, showing how the authority will meet its general and specific duties and setting out its gender equality objectives
- consider including objectives to address the cause of any gender pay gap
- gather and use information on how the authority's policies and practices affect gender equality in the workforce and in the delivery of services
- consult stakeholders which include employees, service users and trade unions and take account of relevant information in order to determine its gender equality objectives
- assess the impact of current and proposed policies and practices on gender equality
- implement the actions set out in its scheme within three years, unless it is unreasonable or impracticable to do so
- report against the scheme every year and review the scheme at least every three years.

5.0 LINKS TO OTHER PLANS, POLICIES AND SCHEMES

This Gender Equality Scheme forms part of the Council's statutory commitment to equal opportunities for all under its Corporate Equalities Policy. Other schemes linked to the Corporate Equalities Policy are the Disability Equality Scheme 2007-2010 and the Race Equality Scheme 2007 -2010.

The Corporate Equalities Policy is the Council's framework equalities document which sets out how it intends to meet its duties under all relevant anti-discrimination legislation and Codes of Practice, and mainstream equality practices within human resource processes, service planning and delivery and democratic activity.

The list of relevant anti-discrimination legislation and Codes of Practice is contained in the Corporate Equalities Policy as well as the list of Council plans and policies regarding employment and other corporate processes which are directly linked to this Gender Equality Scheme.

6.0 DEVELOPMENT OF GENDER EQUALITY OBJECTIVES

The Council considered its various roles in the local community when identifying areas of gender inequality to address in this scheme. It considered its three main roles:

- a local authority working in partnership with other statutory, voluntary and community sector and private organisations to ensure the Borough remains a good place to live, work and visit for all people;
- a provider of many essential local services
- an employer of more than 400 people.

The following information provides a local snapshot of some nationally identified areas of gender inequality and establishes a basis for identifying the local gender equality objectives the Council wants to address under this scheme.

The Council recognises these objectives are merely starting points and will evolve over time as it works with its partners, local people and its staff to identify and address any possible further areas of gender inequality.

Specific outcomes and actions on the following gender equality objectives are identified in the Action Plan for this scheme found in Appendix C.

Objective 1: We will promote healthy lifestyles and work with our strategic partners to address areas of local health inequality.

Office of National Statistics figures for the Borough from 2006 show a resident population of 78,200. This also shows there are 38,000 males in the Borough to 40,200 females- a slightly smaller ratio of males to females than the South East England population figures from 2006.

Gosport residents experience poorer health than the average for the South East according to the National Health Service Profile for 2007. Life expectancy is similar to that for England as a whole and is increasing. Nationally and in Gosport women on average live longer than men. Inequalities of life expectancy at birth for men and women in Gosport between 2001- 2005 show the gap widens between genders when viewed by the five local income groups, with greater inequality of life expectancy present among the more income-deprived groups.

While health lifestyles are comparable to England, Sport England's Active People Survey of 2005-06 ranked Gosport as the second lowest district in Hampshire in terms of adult participation levels in sporting activities for 16-34 year olds and 35-54 year olds and second highest for participation levels among over 55s. Participation levels among men in sporting activities are greater than for women in all age categories.

The Gosport Children and Young People's Locality Partnership also identified some health inequalities between boys and girls which mirror health inequalities identified for adult populations. This partnership is working to address, through its Children and Young People's Plan 2007 – 2010, the differences between boys and girls with regard to participation levels in weekly sports activity, overweight and obesity levels and attitudes toward bullying.

Also of concern to the partnership are the consequences of poor sexual health, including pregnancies among young women under 18 years old and impacts of these on long-term health, education and employment prospects. Between 2003 and 2005, Gosport had the highest district conception rate among young women aged 15-17 years in Hampshire, a rate which was also notably higher than the England average.

The Council works to address health inequalities through promotion of healthy lifestyles. As a provider of local services and as an employer the Council also promotes healthy lifestyles choices through a range of sport, recreation and leisure provision. The Walking to Health initiative co-ordinated by the Council recruits local volunteers to develop and lead a series of walks around the Borough and promotes this initiative on the Council's website and through circulation of updated leaflets through local surgeries and health centres. The Council ensures that employees have an appropriate work/life balance, and is working in partnership with other authorities in the Hampshire and Isle of Wight area on health and well-being initiatives.

National Health Service research has indicated that black and minority ethnic (BME) people often experience more real or perceived barriers in accessing or influencing local services than others. This is especially true when accessing adult mental health and social care services.

In response to this, a partnership arrangement between Hampshire Primary Care Trust, Hampshire County Council and the district councils in Hampshire has led to the placement in local district authorities of a community development worker for black and minority ethnic people (BME). Gosport's community development worker, based in the Town Hall, has been in post since December 2007 and forging new links between Gosport's small but diverse and growing BME community and local statutory and voluntary services.

Objective 2: We will work with our strategic partners to improve reporting of Domestic Violence and awareness of support services available.

The Government defines domestic violence as "Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality."

Largely unreported, domestic violence has devastating consequences for the victims, the family and the wider community. National statistics estimate that 1 in 4 women and 1 in 6 men will be affected by domestic violence in their lifetime. The incidence of domestic violence as recorded by Hampshire Constabulary between 2001 and 2006 has seen a gradual climb as described in the Quality of Life Hampshire Report 2007. Gosport, as one of the three most urban districts across Hampshire, had one of the highest rates of domestic violence each year during this period.

National statistics can vary, but Home Office research reveals 89% of those suffering from four or more incidents of domestic violence are women. A report on Domestic Violence and Black and Minority Women from 2004 published by the Home Office further revealed on average a woman experiencing domestic violence contacts agencies 11 times before getting the help she needs but this figure rises to 17 times for a black woman.

Recent national research into domestic violence experienced by those in same sex relationships, including that commissioned by the Economic and Social Research Council in 2006, found that one in four individuals in same sex relationships probably experience domestic abuse at some time- similar to figures for heterosexual domestic abuse against women.

However, research also indicates under-reporting of incidents due to a variety of factors which include lack of knowledge or confidence in reporting mechanisms or perceived lack of a sympathetic response from local services.

The Council is a member of the Fareham and Gosport Domestic Abuse Forum and supports Fareham and Gosport Family Aid, a registered local charity associated with National Women's Aid.

The charity supports families through emergency accommodation and through a floating support service for families in the local community. The charity experienced a 75% increase in referrals in 2006-07 from the previous year. This meant 227 women were supported with a total of 399 children between 2006 -07. This forum works to improve local awareness of domestic

violence and promote access to support services and emergency accommodation for women and children.

Local organisations are working to ensure those experiencing domestic violence will seek and receive the help and support they need as early as possible.

In the provision of its housing services, the Council is committed to ensure that all customers experiencing domestic violence are offered sensitive, confidential and consistent treatment in discussing their housing options and that housing officers are trained to offer a flexible range of services to assist them to live in safety and security.

The Council's Housing and Community Safety services also work jointly to provide a domestic violence alarm scheme which is designed to prevent people having to leave their accommodation to escape domestic violence. This has led to the development of an alarm scheme to enable those being victimised by an ex partner or person outside the household to activate and log their call to a call centre which, in turn, quickly activates the local police. The use of this scheme has enabled the Council to prevent 21 households from becoming homeless so far.

This scheme is being expanded to include wider partnership working with Fareham Borough Council housing and community safety teams to fund wider installation of the alarm scheme and also purchase mobile alarm system equipment which can be used via mobile phones. The revised scheme will be delivered through an agreement with Fareham and Gosport Family Aid outreach service.

As a forum partner, service provider and as an employer, the Council is committed to providing easy access to information about domestic violence support services to its customers and to its staff. Updated information provided through the Fareham and Gosport Domestic Abuse Forum will be maintained on the Council's website.

Objective 3: We will promote gender equality in the Council's employment practices, including equal pay, and work with our strategic partners to address gender inequalities in the training and development of the Borough's workforce.

National and regional statistics vary, but all indicate gender inequalities still exist across the labour market. The Office for National Statistics Annual Survey of Hours and Earnings 2006, showed the average gender pay gap in the South East based on the hourly earnings of full-time women employees compared to their male counterparts was 21.6%, the second largest pay gap after London figures.

This is mirrored in pay statistics for Gosport residents from 2006 which show the median hourly pay rates for both male and female full-time workers to be below the median hourly pay rates for men and women across the South East. The gender pay gap is still prevalent in the Borough, indicating the hourly pay rate for male full-time workers in Gosport to be £11.72 compared to just £8.51 for women in full-time employment.

Employment by occupation figures between April 2006- March 2007 also indicate Gosport has a lower percentage of its workforce employed in senior management roles and in professional or associate professional and technical roles, but exceeds the South East average of the workforce in other occupational groups. The figures for occupational roles have not been disaggregated by gender to show a clearer picture of occupations by gender.

Statistics for 2006 on qualification levels also show 15.1% of the total working age population have no qualifications as compared to 9.6% for the South East. Gosport also shows a much lower percentage of working age population having at least NVQ2 and above qualification compared to the South East figures.

Baseline information compiled for Gosport's Local development Framework 2006 also noted that out-commuting from the Borough increased by 41% from 1991 to 2001 according to Census 2001 figures which also indicated the Borough was only providing work for 51% of its resident workers. The out-commuting figure remains high and provides a further indication that more residents have to travel outside the Borough to obtain the types of employment they want or need.

The Council, in partnership with various other agencies is involved in promoting local business skills training and workforce development opportunities, increasing opportunities for the unemployed, generating of new local businesses as well as attracting businesses to relocate to the Borough. Some of these initiatives are described here.

The Impact Project works with the business community to broker in business support agencies and identify training needs. It also provides opportunities for school age young people to develop their entrepreneurial talents and business skills. The Council also promotes services that are delivered by various partner organizations, including Business Link, Enterprise Gateways, Enterprise First, etc that include enterprise skills training specifically to assist women and people from black and ethnic minority communities to develop or grow their businesses.

The Council is involved in the development of the Rowner Neighbourhood Management Scheme, with one of its key objectives being to develop opportunities for working age adults, including lone parents. Working as a member of the Gosport Area Regeneration Forum (a sub group of the Gosport Partnership), the aim is to develop a series of actions to assist those who are not working to have better opportunities to access the labour market and help those in low paid or temporary employment progress through the labour market.

As a local employer, the Council is also committed to understanding the needs of its workforce and ensuring equality good practice is mainstreamed within all areas of human resources. The Council is committed to identify and close any gender pay gaps within its own organisation. It recognises this is not just about equal work for equal pay, but recognises that a variety of factors which include domestic arrangements, caring responsibilities, stereotyped career paths and occupations can affect choices and options for men and women in employment.

The Council has committed to an Equal Pay Audit every two years and works closely with UNISON in conducting this audit. National research has identified that the three main causes of the gender pay gap are discrimination (including pay discrimination and pregnancy); the impact of women's disproportionate share of caring responsibilities and the concentration of women in particular occupations. Because of these factors, the Gender Equality Duty requires organisations to identify where there are pay inequalities between genders and what can be done to address them.

The Council monitors a range of indicators by gender and updates its workforce profile by gender every year which is appended to this Scheme. Information from the Council's workforce profile is found in Appendix A and results of the most recent Equal Pay Audit are found in Appendix B.

Objective 4: We will actively consider the diverse needs of our customers and staff in the planning and delivery of our services.

Despite 30 years of individual legal rights to sex equality, there is still widespread disadvantage and discrimination experienced by men and women. Services often do not recognise the greater caring responsibilities still experienced by women, the different patterns of their working lives and differences in income and access to resources. Services can also disadvantage men by applying gender stereotypes that assume they have little or no caring responsibilities or require less choice and flexibility in accessing public services.

The Council recognises it has a duty to ensure its services and practices meet the needs of men and women in ways sensitive to all aspects of their differing identities. Disadvantage and discrimination based on a person's gender status is but one consideration in the Council's approach to mainstreaming equality. The Council recognises that women, men and transgender people can experience different forms of disadvantage depending on their age, race, ethnicity, religion and belief, sexual orientation, marital or civil partnership status or whether or not they have a disability. Equality of opportunity cannot be assessed by gender alone or by any of these other equality groups in complete isolation of the others.

The Council is committed to understanding the effects of its practices and policies on its customers through a wide range of corporate processes. These include:

- equality impact assessments for its main policies, strategies and functions across all service areas;
- effective equality monitoring systems to identify inequalities in service take up, usage and satisfaction levels to inform service development and implementation;
- inclusive and comprehensive approach to consultation and customer care.

Details of these processes are part of the Council's Corporate Equalities Policy and are described in the following sections of this scheme. Through these processes, the Council hopes to learn if particular groups of women or men or transgender people are experiencing particular disadvantages which the Council can address.

The Council has established consultation links with Inscape, a sexual health service for lesbian, gay, bisexual and transsexual people based in Portsmouth, and the Portsmouth Transgender Support Group. The Council seeks input from this group in raising awareness among its staff to ensure the Council's services and practices do not disadvantage customers or staff on the basis of their gender identity or sexual orientation.

The Council is also interested in understanding the impact of faith, culture and ethnicity factors which could create differences between how men and women may access information or services from the Council.

As mentioned earlier, a partnership between Hampshire Primary Care Trust, Hampshire County Council and the Council has led to the placement of a community development worker for black and minority ethnic people (BME) based with the Council.

This is in recognition that BME people living in areas with small or newly established BME communities such as Gosport often experience more real or perceived barriers in accessing or influencing local services than others. Small and newly established communities can

experience greater feelings of social isolation from the wider communities. For example, research by the Fawcett Society indicates significant differences in the ability of BME women compared to white women to access local services and participate in community activities.

So far this post has helped the Council and other local service providers to improve understanding and consultation links with local BME people that will help ensure local service planning and delivery is responsive to their needs.

The Council is also part of a wider Gosport Diversity Network which provides information exchange between local statutory and voluntary and community providers of services to local BME people. This network helps providers to better co-ordinate information and tailor support for people who may feel isolated or marginalised in the community.

7.0 IDENTIFICATION OF RELEVANCE TO THE GENDER EQUALITY DUTY

Public authorities must identify their policies, strategies and functions (including proposed policies) which are relevant to the general duty to promote gender equality.

Under its Corporate Equalities Policy, the Council is committed to mainstreaming consistent equality practices within human resource processes, service planning and delivery and democratic activity. Therefore, the Council considers most policies, strategies and functions are relevant, either directly or indirectly to gender equality.

Given the number of existing policies, strategies and functions involved, the Council sought to provide a means to determine the degree of relevance to the current statutory schemes in order to prioritise them for Equality Impact Assessments. Each service area completes a self-assessment Relevance Checklist to help them identify a low, medium or high degree of relevance of their main policies, strategies and functions against the general duty for gender, race and disability equality.

Existing policies, strategies and functions, those under development and those contracted out and held within partnership arrangements are all assessed for relevance to the general duty. They will be re-assessed at least every three years.

8.0 EQUALITY IMPACT ASSESSMENTS

As part of the development of the Council's Race Equality Scheme, existing policies, strategies and functions, those under development and those contracted out and held within partnership arrangements were all assessed for relevance to the general duty for gender equality as well as for race and disability equality. The resulting three-year timetable for completing equality impact assessments is applied to this scheme and can be found in the Council's Race Equality Scheme 2007-2011.

Equality impact assessment guidance notes are also posted on the Council's web site and on its staff Infonet. Training and additional support are provided to employees who are responsible for undertaking equality impact assessments by the Equality and Diversity Steering Group (EDSG).

An equality impact assessment is a valuable mechanism for identifying and addressing 'gender blindness' which is where gender issues are not recognised in terms of the different experiences of or impact on men and women; or where gender issues are identified only where services or functions are exclusively geared for men or for women.

The process of completing equality impact assessments not only improves staff awareness of gender equality issues but challenges the notion that any policy, strategy or function can be 'gender neutral' by identifying any differences in how services are accessed, delivered and received by men or women. This process enhances the Council's corporate understanding and application of gender equality which will help identify and chart gender equality objectives in the future.

9.0 CONSULTATION

Council Consultation Activity

A comprehensive consultation policy was produced in 2007 to provide information and toolkits to ensure effective and meaningful consultation with stakeholders on proposed policies, services and quality of life issues.

One of the key consultation principles in the policy is 'inclusiveness' to ensure all sections of the community have an opportunity to express their views.

The Consultation Policy also establishes standards for the collection of demographic data and requires all surveys to contain specific questions regarding accessibility of services. Data analysis requirements are stated as well to ensure that data is used to monitor trends in service delivery and customer satisfaction for equality target groups.

The Council has adopted a co-ordinated approach to consultations throughout its service areas by requiring all planned consultations to be registered with and approved by Council Management Team. A Consultation Finder can log all planned and completed consultations on the Council's web site in order to avoid duplication of effort, encourage joint working and share results to inform service planning and delivery.

The Council as an employer has a consultation agreement with UNISON and utilises both informal and formal consultation mechanisms to ensure their full involvement, on behalf of staff, in all relevant employment issues. UNISON is also represented on the Council's Equality and Diversity Group.

Consultation with Partners and Networks

The Council recognises its leadership role in promoting gender equality within any of the partnerships in which it participates, ensuring that the general duty of the Equality Act 2006 and the Sex Discrimination Act 1975 are applied to all aspects of the partnerships' work.

The Council, through representation by its officers or elected members, plays an active role in numerous partnerships, networks and specialist forums. Some have already been mentioned as contributors to the development of the scheme. These provide opportunities to share local knowledge and best practice with a diverse range of community groups and statutory and voluntary organisations that provide local services and support.

Partnerships and networks also provide valuable vehicles through which the Council can consult with local people and organisations.

10.0 ACCESS TO INFORMATION AND SERVICES

The Council is committed to equal opportunities for all and to providing information and services to meet accessibility needs regardless of gender. The Customer Care Handbook is a corporate reference document providing guidance on communicating with customers through face-to-face contact, by telephone, email and letter and meeting their needs for interpreting and translation services, alternate formats for print and electronic information, and sensory and physical aids to access services and events.

The Council's web site and community magazine, Coastline, which reaches nearly all households in the Borough, are other vehicles through which the Council provides information and invites feedback on its services and performance. New information about services and events is also circulated through local libraries, community centres, and promoted through partner organisations.

Analysis of responses to the Council's annual general surveys by gender is also used to determine if there are discernable differences in the ways men and women want to contact the Council. Although not conclusive, results of analysis from the Council's 2006 Annual General Survey indicated women were more likely to phone the Council while men were more likely to use email. The results of further consultation exercises will add to the Council's understanding of the different accessibility needs and preferences of its customers.

The needs and views of staff are obtained through regular meetings between staff and managers, and through an annual staff survey.

11.0 TRAINING AND AWARENESS RAISING

The Council's Corporate Learning and Development Group identifies corporate training needs and delivery mechanisms for Council staff and is involved in the delivery of training sessions and events for staff on a wide range of issues. The Equality and Diversity Steering Group liaises with this group to design and deliver training on equality legislation and corporate equality processes.

Specific guidance on undertaking equality impact assessments for developing and existing policies, strategies and functions is available on the staff Infonet. A briefing session on completing equality impact assessments was provided to service managers and lead officers tasked with completing high priority assessments. Further support to managers and officers is offered through section and team meetings by members of the Equality and Diversity Steering Group and the Corporate Policy and Performance Section.

Awareness sessions for Council staff and elected members to launch its Equality Schemes and the Corporate Equalities Policy have been incorporated into the corporate training calendar. Training includes specific guidance on the Gender Equality Scheme's General and Specific Duties.

Training reinforces the Council's statutory duties and provides the opportunity for staff and elected members to apply the general and specific duties of the Gender Equality Scheme to

their areas of work and responsibility. Staff and elected members also understand how the Gender Equality Scheme furthers the Council's goal of mainstreaming good equality standards and practices throughout all of the Council's activity. The Equality and Diversity Steering Group review the completed training evaluation forms to determine and plan additional training if needed and evaluation is also carried out on a more individual basis by managers.

All new staff receives induction training that includes information and advice about the Council's Corporate Equalities Policy, equal opportunities policy, and the Equality Schemes. More formal and general equalities training is provided for new staff and as a refresher for others on a bi-annual basis.

The staff Infonet provides a vehicle for disseminating guidance and toolkits to promote equality and inclusive approaches to all Council activity. The Council's Customer Care Handbook has been updated to include guidance and resources for its staff for meeting the diverse communication needs of their customers.

Bi-annual personal reviews provide an opportunity for managers to discuss with staff individual training needs or areas of performance improvement with respect to gender equality or any area of equality. Each member of staff has his/her own personal training plan that is updated annually. Individual training needs are met through a variety of internal and external providers.

12.0 POLICY AND SERVICE MONITORING ARRANGEMENTS

As both a service provider and as an employer, the Council uses a wide range of tools for monitoring its policies, functions and services for compliance with the general and specific duties relating to gender equality.

12.1 Monitoring As a Service Provider

Service Statistics

Service usage statistics, collected through a standardised demographic question, allow sub-analysis of data and assist with service monitoring.

For example, responses to the Council's 2006 Annual General Survey were analyzed by gender to determine if there were discernible differences between male and female respondents to questions in the following categories: what most needs improving in the local area, satisfaction levels with the services the Council provides, how the Council informs local people about its services, how to make a complaint, contacting the Council generally and opportunities to participate in local decision making.

Overall, analysis by gender was possible for 1,130 respondents (Male – 468 and Female – 642). It showed no appreciable differences in responses to questions in the above categories. However, it did indicate women were more likely than men to contact the Council by telephone while more males tended to contact the Council by email than women.

Additionally, the Council adds a standardised question to its surveys regarding accessibility of its services. This is used to measure satisfaction with access to Council services and asks those who are dissatisfied to comment further. Qualitative analysis of any further comments and of all 'other comments' (which is generally the final question in the Council's surveys) is carried out. If there are any comments related to equalities or diversity these are specifically

reviewed (even if they are not a key theme) and reported to the Corporate Policy and Performance Section in addition to being considered within the Service Unit. These comments are also reported to the Equality and Diversity Steering Group as part of its overview of equality monitoring arrangements.

Survey analysis is generally carried out either by consultants or the Corporate Policy and Performance Section. If it is carried out in the Service Units it is done in accordance with the Corporate Consultation Policy and can be subject to scrutiny by the Corporate Policy and Performance Section.

Service Improvement Plans

The Race, Disability and Gender Equality Schemes have action plans. Actions in reference to either of the statutory schemes are identified as such in the Service Improvement Plan for each service area. The Council's Performance Officer monitors the Service Improvement Plan performance regularly. Quarterly performance reports are presented to the Performance Sub Group and reports are prepared for EDSG to review the implementation of the Corporate Equalities Policy and its associated schemes.

The Equality and Diversity Steering Group provides updates to the Council Management Team detailing corporate progress on these action plans and an annual report to the Overview and Scrutiny Committee.

Each Equality Scheme is reviewed every three years and updated to ensure compliance with current legislation and best practice. Their action plans are reviewed annually by the Equality and Diversity Steering Group as part of the overall Corporate Equalities Action Plan. The Corporate Equalities Policy itself will be reviewed annually to ensure compliance with current legislation.

Compliments and Complaints

Compliments and complaints received about services also help to identify the impact of good practices and any adverse impact of existing practices.

Gosport Borough Council is committed to providing excellent service to all of its customers and wants to know if any aspect of its service, procedures or performance is unsatisfactory. It responds to complaints as quickly and as efficiently as possible from customers and considers their suggestions for improvements.

The formal three-stage complaints procedure is detailed on the Council web site and available in print formats from the Town Hall.

In addition to the service areas responding to complaints, the Council Management Team regularly reviews summary reports on complaints received by the Council with a focus on any related to equality and diversity issues. These are then reported to Equality and Diversity Steering Group for further review and recommendations for corporate actions to address.

The Standards and Governance Committee also receives and scrutinises reports on complaints received to assess for further actions required to address them.

These corporate protocols for monitoring and review should ensure Gosport Borough Council is meeting both its statutory duties and organisational commitment to promoting equality and diversity throughout its services and practices.

External Accreditation and Assessment

The Council has attained external accreditation and awards that indicate high standards in performance or service delivery e.g. Investors in People, Charter Mark. The documentation required to prove the standard has been achieved can often include collecting evidence that a particular service area or the Council, as a whole, has demonstrated good equality practices. Collection of this evidence in order to maintain an accreditation or award can serve as an ongoing monitoring and assessment tool for equalities good practice.

Partnerships and Networks

Through its active representation in many partnerships and networks, the Council seeks to improve its understanding of local issues and local needs. Opportunities to draw upon the expertise and local knowledge held by Gosport residents and organisations, and shared experiences, help to raise awareness of community issues and address local concerns.

Regular consultation with, and feedback from, these formal and informal networks assists the Council in assessing and monitoring services in relation to local equality issues and their impact on local people. The Council understands its role as a part of the fabric of the local community and not an entity outside of it.

12.2 Monitoring as an Employer

Personnel Management and Information Systems

Personnel collects and monitor extensive information to ensure equality standards are maintained throughout its staff management processes. Profile information on the Council's workforce, including gender information, is routinely collected and monitored.

The Council's current workforce profile information is found in Appendix A.

Equal Pay Review / Audit

The Council complies with the Equal Pay Act and an Equal Pay Review was completed in May 2007, the findings of which inform this scheme The Council's Corporate Plan also contains a commitment to undertake an Equal Pay Audit every two years.

Information from the latest Equal Pay Audit is found in Appendix B.

The Council also monitors the grading structure through the Job Evaluation Steering Group, the membership of which includes the Branch Secretary of UNISON.

Such reviews identify and inform the Council of the possible risks and its responsibilities relating to Equal Pay. They help to ensure pay structures are fair and therefore greatly reduce the likelihood of unjustifiable pay gaps between jobs of equal value.

The Council will consider results with regard to 'vertical segregation' and 'horizontal segregation'. Vertical segregation occurs when one gender is under-represented in higher

levels of an organisation while horizontal segregation occurs where one gender may be concentrated in certain types of job within the organisation.

The Single Status Agreement, which came into force in 1997, affected the way in which former manual workers were paid, removing certain bonus schemes, and simplifying their pay structure, joining them in the same terms and conditions as former 'Administrative, Professional and Technical Staff'. As a result of this, all jobs were evaluated using the nationally agreed Job Evaluation Scheme, and appropriate grades applied. Since the full implementation of this Job Evaluation Scheme the Council has carried out a review of equal pay, looking at the statutory aspect of gender, and also revised the grading structure.

Personal Reviews and Individual Training Assessments

Personal review processes and training assessment processes provide mechanisms for monitoring equality of opportunity in the development of the Council's workforce

Personal reviews also provide an opportunity for managers to discuss with staff areas for performance improvement with respect to customer care, service delivery and any aspect of the Council's Corporate Equalities Policy. Each member of staff has his/her own personal training plan that is reviewed annually to help identify training needs and allocate training resources. Refresher training on the personal review process is offered regularly to managers. A range of training is available to staff from internal and external sources.

Annual Staff Survey

The Council conducts an annual survey to determine satisfaction levels and concerns among its staff across a wide range of areas every year. Results are shared with staff and used by Council Management Team to identify staff issues which may need to be addressed. The Equality and Diversity Steering Group also reviews the results to determine if there are any equality issues raised by staff which need to be addressed.

Flexible Working Provision

The Council has extended flexible working requests to all staff as a response to understanding the changing caring responsibilities and work-life balance needs of its staff. As a result, the number of part-time and job-share opportunities have increased and are monitored through the Personnel Section by gender. The Council also operates a flexitime working scheme around core business hours which provides staff with additional flexibility in working time.

The number of flexible working requests made and granted are monitored by the Personnel Section and included in the Council's annual update of its Workforce Profile to ensure no gender bias is applied.

Managing Pregnancy and Return from Maternity/ Paternity Leave

The Council encourages a workplace culture that is positive towards pregnancy and family responsibilities and recognises good management and support of pregnancy, maternity and paternity leave leads to better staff retention rates and higher staff motivation.

National statistics have shown discrimination against pregnant workers and women returning to work after maternity leave are still widespread in Britain. National research shows pregnant workers and those returning to work can experience threats of dismissal, poor treatment by colleagues and managers and denied opportunities for promotion or training. Some have, in consequence, been obliged to take jobs at lower levels of pay and responsibility in exchange for a move to part-time working. This has not been the case in the Council.

Return-to-work rates can provide a good indicator of how well an organisation is managing pregnancy. The Council has introduced monitoring of its return- to-work rate and pay levels of women returning from maternity leave and includes this information in its annual Workforce Profile.

Tackling Bullying and Harassment

The Council is committed to tackling all forms of bullying and harassment and has specific procedures in place to deal with any such allegations.

It recognises that any form of bullying and harassment can have a serious impact on the physical and mental well-being of victims. Sexual harassment occurs when there is unwanted conduct which is sexual in nature- such as making sexually explicit comments, sending sexually explicit emails or making inappropriate physical contact. Harassment on grounds of sex is less favourable treatment which takes place simply because a person is a woman or a man- it is unwanted conduct related to a person's gender.

The Gender Reassignment Regulations under the Sex Discrimination Act also prohibit harassment in relation to employment or vocational training and in the provision of goods, facilities and services due to the gender reassignment of a person. This is the case whether a man or woman is intending to undergo gender reassignment, is currently going through the process or has undergone gender reassignment in the past. The Employment Equality Act (Sexual Orientation) Regulations 2003 also prohibit harassment in relation to employment on the basis of a person's sexual orientation or perceived sexual orientation by others.

The Council's Bullying and Harassment Policy reflects best practice and ensures that all employees are aware of the support and advice available if they experience such treatment. Awareness raising sessions for staff on gender equality include information on how to recognise and respond to bullying and harassment and the support available to them.

In addition to the comprehensive procedure included in both the Equality and Diversity in Employment Policy and the Bullying and Harassment Policy, the Council has a 'whistle blowing' procedure, which extends the protection for employees who want to report bad practice without fear of being victimised as a result.

Harassment cases, grievances and disciplinary hearings are monitored by the Personnel Section and these figures are included in the annual update of the Workforce Profile by gender.

Team Meetings

Equal Opportunities – 'Employment and Service Delivery Issues' is a corporate standard item on team meeting agendas and acts as a vehicle for raising and discussing equalities issues

identified within teams. Managers can seek further information or guidance from the Personnel Section, Equality and Diversity Steering Group, Council Management Team and the Corporate Policy and Performance Section, to address issues raised in team meetings.

13.0 PUBLISHING RESULTS

Assessments, Consultations and Monitoring Reports

The Council's Gender Equality Scheme and Action Plan, including the schemes and action plans for Race Equality and Disability Equality, are published on the Council's web site on its Equality and Diversity pages. Completed Equality Impact Assessments are also published.

The Council has developed an online Consultation Finder that allows members of the public to view summaries of recent consultations as well as a list of consultation events or exercises being planned. Summary analysis of customer survey data is also available on the Consultation Finder.

In an attempt to remove barriers created by language differences or impairments, the Council endeavours to ensure its documents are fully accessible. Copies of documents can be requested in alternative formats and languages.

The Council's web site offers read aloud text, text only options and text size variations.

14.0 PARTNERSHIP AND PROCUREMENT ARRANGEMENTS

Working with Partners

The Council works closely with other public authorities and voluntary and community sector organisations in a variety of partnership arrangements.

It recognises its statutory obligations to comply with the duties of the Sex Discrimination Act and The Equality Acts also apply to all aspects of partnership working. It also recognises its leadership role in promoting equal opportunities and good race relations in all its partnership arrangements.

The Sex Discrimination Act applies to public authorities but places 'indirect requirements' on contractors and organisations with which a public authority may work in partnership or fund.

Procurement

The duty to promote gender equality applies to procurement. Where an external supplier carries out a function on the Council's behalf, the Council recognises it remains responsible for meeting the duty. All contracted services and functions are assessed for relevance to the general duty and undergo the Equality Impact Assessment process.

Contractors who intend to supply goods or services on behalf of the Council must provide evidence that they have systems in place to ensure equal access and treatment in their own employment practices and in the services they provide. The Council provides information on its commitment to equality practices as contained within its Corporate Equalities Policy and

Equality Schemes as part of its Invitation to Tender documentation and ensures these commitments are part of its Contractual Agreements.

Post-contract monitoring is undertaken to assess equality performance including reports of any complaints from service users (including any related to harassment) and service audits to check on any problems in relation to the equalities in the specification.

Funding to Local Groups and Organisations

A Funding Code of Good Practice has been developed between the Council and local voluntary and community sector groups in Gosport which have signed up to the One Compact for Hampshire. It establishes specific undertakings for voluntary and community sector groups with regard to any Council funding which include:

- adopt policies and practices to ensure equality in all activities and ensure the appropriate involvement of service users, and
- recognise that Gosport Borough Council applies equality standards to all of its activities and that it requires organisations with which it has contractual arrangements to do likewise.

15.0 REVIEW OF THIS SCHEME

The Council considers its Gender Equality Scheme as well as its other Equality Schemes to be 'live' documents. They will be adapted over the next three years to take account of the increasingly diverse composition of the local community, the needs and views of local people, and the development of new initiatives and best practices to eliminate gender discrimination, promote equal opportunities and good relations between women and men.

This Gender Equality Scheme will be reviewed, consulted on with the local community and updated every three years to ensure compliance with current legislation and responsiveness to local needs.

The Action Plan is monitored by the Equality and Diversity Steering Group as part of its own action plan and is developed and updated accordingly. The group provides monitoring reports to Council Management Team and an annual equalities report both to Council Management Team and the Overview and Scrutiny Committee.

APPENDIX A**Gosport Borough Council****Workforce Profile**

Based on statistics from April 2006 to March 2007

	Male	Female	% Male	% Female
Total no. of employees	145	280	34%	66%
No. of applicants for vacancies	548	1284	30%	70%
No. of applicants short-listed for interview as percentage of applicants of that gender	56	244	10%	19%
No. of applicants appointed as percentage of short-listed applicants of that gender	13	53	24.5%	22%
No. of part-time workers	15	123	11%	89%
No. of alternative working requests	1	13	7%	93%
No. of alternative working requests granted	1	11.5	9%	91%
No. of promotions	3	19	14%	86%
No. of grading re-evaluations requested	16	20	45%	55%
No. of grading re-evaluations approved	13	19	41%	59%
No. in top 5% of earners	13	4.8	73%	27%
No. of harassment cases	0	0	0	0
No. of grievances	0	2	0	100%
No. of disciplinary hearings	1	1	50%	50%
No. of redundancies	2	0	100%	0

APPENDIX B**EQUAL PAY AUDIT****NUMBERS OF STAFF –
COMPARISON BY GENDER**

Year	% Males	% Females	Total	FTE
Mar 2005	36	64	407	336
Mar 2006	33	67	403	336
Mar 2007	34	66	425	365

ANALYSIS OF GRADES BY GENDER
as at March 2007

Grade	Total Posts	Male	Female
Fixed point	25	5	20
2	7	2	5
3	54	5	49
4	61	13	48
5	62	14	48
6	40	17	23
7	26	9	17
8	20	9	11
9	19	14	5
10	13	11	2
11	13	10	3
12	8	4	4
Linked	56	25	31
Chief Officer	9	8	1
Totals	413	146	267

Appendix C

Gender Equality Scheme Action Plan 2008-2011

Listed below are headline outcomes and actions to be achieved by Gosport Borough Council over three years. Details of service specific actions will be recorded and monitored through its Service Improvement Plans. A live Action Plan will be posted on the Council's website and be updated regularly.

Key to Abbreviations:

CMT – Council Management Team	EIA – Equality Impact Assessment
CPPS – Corporate Policy and Performance Section	LDF – Local Development Framework
EDSG – Equality and Diversity Steering Group	

Key to Specific Duties

1. prepare and publish a Gender Equality Scheme, showing how the authority will meet its general and specific duties and setting out its gender equality objectives	4. consult stakeholders- employees, service users and others, including trade unions – and take account of relevant information in order to determine its gender equality objectives
2. consider including objectives to address the cause of any gender pay gap	5. assess the impact of current and proposed policies and practices on gender equality
3. gather and use information on how the authority's policies and practices affect gender equality in the workforce and in the delivery of services	6. implement the actions set out in its scheme within three years, unless it is unreasonable or impracticable to do so
7. report against the scheme every year and review the scheme at least every three years.	

Objective 1: We will promote healthy lifestyles and work with our strategic partners to address areas of local health inequality.					
Outcome	Actions to Achieve	Specific Duty Link	By Whom	By When	✓ When Completed
1. A wide range of good quality, inclusive, safe and accessible play, leisure and youth activities are available to boys and girls in Gosport.	1a. The Gosport Play Strategy 2007-2012 was developed through consultation with service users and local partners.	4	Play Partners Group		✓
	1b. An equality impact assessment was completed on the strategy to determine that local provision did not exclude participation by any equality target group.	5	Leisure development worker		✓
	1c. Usage will be monitored by on-site staff and via user surveys to determine if any inequality exists in local provision.	3, 4, 5	Play and leisure staff, local agencies	Ongoing feedback and annual surveys	
	1d. The strategy's action plan will be reviewed and updated annually.	6	Play Partners Group	Annually	
2. The health and well-being of Gosport's children and young people will be improved through partnership working and the active participation of children and young people.	2a. Identify priority outcomes for the partnership to address in Gosport's Children and Young People's Plan 2007 -2010 based on research and consultation with local partners and local children and young people, their parents and carers.	3, 4	Gosport Children and Young People's Locality Partnership Gosport	Ongoing review	✓
	2b. Develop action plan to improve priority outcomes identified in the plan.	6		ongoing	

	2c. Develop monitoring arrangements for equality target groups to assess progress against priority outcomes.	3, 4, 5		ongoing	
3. Council staff is made aware of opportunities and events to improve their health and well-being.	3a. Officers use the Staff Infonet as a way to communicate healthy lifestyle events, courses and opportunities which may interest Council staff.	3	Council staff	ongoing	
	3b. Membership of the HIOWLA Health and Well-Being Group is maintained as a monitoring and information source				
4. Walking to Health initiative promotes regular exercise through guided walks around the Borough for men and women	4a. An updated programme of walks is promoted on the Council's website and through circulation of leaflets around the Borough.	1	Environmental health officers	ongoing	
Objective 2: We will work with our strategic partners to improve reporting of Domestic Violence and improve awareness of local support services.					
Outcome	Actions to Achieve	Specific Duty Link	By Whom	By When	✓ When Completed
1. Those affected locally by domestic violence know how to seek help from local services and report incidents.	1a. A directory of local domestic violence services and supports will be actively promoted by the Forum partners.	3, 4, 5	Fareham and Gosport Domestic Abuse Forum members	Updated at least every two years	
	1b. The Council will publish the local directory of domestic violence services and supports on its web site.	4	The Council	Updated at least every two years	
	1c. The source of referrals to local services will be monitored to gauge	4, 5	Fareham and Gosport	Annually	

	local awareness of services and gauge effectiveness of awareness-raising initiatives.		Family aid and forum partners		
	1d. The domestic violence alarm system will expand to include Fareham as well as Gosport housing through a joint funding arrangement and delivered by a local voluntary organisation who will report regularly on the progress of the scheme.	4, 5, 6	Fareham and Gosport Councils, Fareham & Gosport Family Aid	April 2008 Progress monitored at least annually.	
Objective 3: We will promote and monitor gender equality in our employment practices, including equal pay, and work with our strategic partners to address gender inequalities in the training and development of the Borough's workforce.					
Outcome	Actions to Achieve	Specific Duty Link	By Whom	By When	✓ When Completed
1. Staff has a good understanding of how gender equality impacts upon all relevant aspects of service delivery and employment, and what their responsibilities are.	1a. Ensure that gender equality is integrated into the delivery of the equality and diversity training strategy including induction training of new staff and within equality refresher training for staff.	1, 2, 3,4, 5, 6, 7	Personnel in liaison with EDSG and the Learning and Development Group	Nov. 2008	
	1b. Incorporate guidance and views from the Inscape Sexual Health Service and Portsmouth transgender support group in development gender equality training for staff.			Nov. 2008	
2. Appointments are made on merit without discrimination, with positive action being taken where	2a. Complete analysis by gender of applicants for each post.	2, 3, 4, 5	Personnel	Sept. 2008	

appropriate to assist in maintaining a representative gender balance.					
	2b. As members of the HLOWLA Recruitment Portal group, liaise with that group on statistical equalities information to establish any common areas or problems.	4	Personnel and HLOWLA	Sept. 2008	
	2c. Research the use of possible positive actions in recruitment and training to encourage consideration of all career paths without gender bias.	2, 3, 4, 5	Personnel in liaison with Unison and CMT	Nov. 2008	
3. Good equality practices are demonstrated throughout the Council's employment functions.	3a. Data is routinely collected from all employment functions and analyzed to update the Council's workforce profile by gender.	2, 3, 4, 5, 6,	Head of Personnel	Annually	
	3b. Data is analyzed for any equality issues and brought to EDSG for recommendations to address them.	7		Annually	
4. Potential areas of pay inequality are identified and addressed to ensure fair and consistent practices are applied.	4a. The Council completes an Equal Pay Audit every two years.	2, 3, 4, 5, 6	Head of Personnel in consultation with Unison Branch Secretary	May 2009 May 2011	
	4b. Results are analyzed and compared to the results of the previous Audit to assess for improvements, changes or action needed to address.	2, 3, 4, 5, 6		July 2009 July 2011	
5. Skills development training and networking opportunities are promoted to local businesses and their employees, including women-only support and training services	5a. Attendance and feedback from partnership training courses and networking events are monitored by gender to inform future courses and events to meet local skills development needs.	4, 5	Head of Economic Prosperity	Quarterly	
6. Barriers to employment among working age adults are addressed	6a. Ensure that barriers to employment are addressed through	4		annually	

through partnership initiatives, including access to childcare and transport.	partnership and/or Council actions identified in the Economic Strategy and Action Plan 2008-2011.				
Objective 4: We will actively consider the diverse needs of our customers in the planning and delivery of our services.					
Outcome	Actions to Achieve	Specific Duty Link	By Whom	By When	✓ When Completed
1. Gender equality is fully addressed in equality impact assessment process.	1a. Proposed and existing policies, strategies and functions relevant to gender equality are subjected to Equality Impact Assessments in all service areas and added to the corporate timetable.	3, 4, 5, 6	All service areas to identify EIA lead officers for each assessment	ongoing	
	1b. A corporate timetable for completing EIAs is regularly updated and reviewed.	3	EDSG	ongoing	
	1c. Post completed EIAs on the Council's website and ensure guidance notes and forms for completing EIAs are updated and maintained on the Council's Infonet.	3, 4, 5	CPPS	ongoing	
	1d. All EIAs are subjected to review and recommendations for further action.	5	EDSG, EIA Review Group	ongoing	
	1e. Incorporate findings and actions from the EIA process to inform service planning processes.	6	EIA lead officers and section heads		
2. Service areas review and develop consistent gender monitoring processes for their key areas of service provision to better	2a. Establish some corporate guidance for service areas on monitoring practices for all equality strands, including gender identity.	3	EDSG	Dec. 08	

<p>identify any specific needs or gaps in service take up or provision which could be related to gender.</p> <p>Links to RES action plan Outcome 6.</p>	2b. Review processes in each service areas for consistent and appropriate monitoring of service take up, participation and satisfaction based on gender.	3, 4, 5, 6	All service areas	Feb. 09	
	2c. Analyse monitoring results for possible gender inequalities within services which may need to be addressed through alternative approaches or provisions.	3, 4, 5, 6	All service areas	ongoing	
	2d. Establish process for reporting any gender inequalities indicated from monitoring to EDSG for review.	5, 6, 7	EDSG via service representatives	Dec. 08	
	2e. Build consultation links with Inscape and other groups to gain views of transgender people on Council service provision.	4	EDSG	ongoing	
	2f. Establish a corporate overview process for reporting results of monitoring information annually to CMT.	3, 4, 5	EDSG	Dec. 08	
<p>3. The Council's Procurement Strategy promotes equality, including Gender Equality, in all of its procurement functions.</p> <p>Link to RES action plan Outcome 9.</p>	3a. Review current procurement functions to ensure potential and existing external contractor understand and comply with the Council's commitment to Gender Equality.	3, 4, 5	Internal Audit	12-08	
	3b. Collect post-contract monitoring data from contractors and review annually to assess compliance with the Council's equalities standards.	3, 4, 5	Internal Audit	Dec.09 Dec.10	
4. There will be improved understanding of experiences of	4a. The BME Community Development Worker (CDW) will establish effective	3, 4, 5	BME CDW and HCC,	ongoing	

BME women and key issues affecting their access to and participating in local services.	networks with service partners and local BME service users to help identify any gender differences in provision, awareness and access to local services.		GBC and Hants PCT		
	4b. CDW will facilitate BME people to find effective pathways across a range of statutory and non-statutory services and this work will help inform the Council’s GES.	3, 4, 5			
5. Monitoring Progress on Meeting Objectives					
Outcome	Actions to Achieve	Specific Duty Link	By Whom	By When	✓ When Completed
1. Key actions for this scheme will be further developed after the first full year in consultation with community groups, partner agencies and staff	1a. The action plan is monitored and updated regularly on the Council’s website.	ALL	EDSG	ongoing	
	1b. A progress monitoring report is provided to CMT and the Overview and Scrutiny Committee	6, 7	EDSG	Annually	
	1c. Discuss action plan progress with key partners to identify new needs or trends and set new actions to address them.	4, 6, 7	CPPS	Annually	
2. Full review of the GES and Action Plan 2008-2011 will inform the development of a new scheme	2a. Results of annual Action Plan monitoring, service monitoring, impact assessments and relevant consultation will be pooled to inform development of a new scheme.	ALL	EDSG	Sept. 2011	
	2b. Research is undertaken on latest policy guidance and best practice to inform development of new scheme.	ALL	CPPS	Sept. 2011	

AGENDA ITEM NO. 11

Board/Committee:	COUNCIL
Date of Meeting:	14 JULY 2008
Title:	HM SUBMARINE AFFRAY DISASTER RELIEF FUND
Author:	BOROUGH SOLICITOR
Status:	FOR DECISION

Purpose

To advise Council of the situation regarding the HM Submarine Affray Disaster Relief Fund and to recommend a way forward.

Recommendations

That Council:

- (a) appoint two councillors, along with the Mayor, to the Trust's Administrative Committee to provide essential procedural support in order to satisfy the Committee's Quorum of five together with Portsmouth City Council's annual nomination of two councillors
- (b) support the arrangement of a meeting of the Trust's Administrative Committee, with the Public Trustee in attendance, to consider the options for winding up the HM Submarine Affray Disaster Relief Fund

1.0 Background

- 1.1 The Fund was raised by the Lord Mayor of Portsmouth and the Mayor of Gosport by public subscription for the aid of the widows, children and dependents of the persons who lost their lives in the disaster to HM Submarine "Affray" when she failed to re-surface after submerging in the English Channel on 17 April 1951.
- 1.2 By Deed dated 15 November 1951 the Public Trustee was appointed to act jointly with the Lord Mayor of Portsmouth and the Mayor of Gosport in accordance with a Scheme dated 15 November 1951.
- 1.3 The moneys contributed to the Fund up to 15 November 1951 amounted to £176,673.20, out of which grants to dependants and certain administration expenses totalling £8,904.70 were paid. The balance of £168,190.12, which included interest amounting to £421.62, was transferred to the Public Trustee.

2.0 Report

- 2.1 The Fund is administered by an Administrative Committee. The Trust Deed and Scheme states that the Committee shall consist of five ex-

officio members and 10 appointed members. The ex-officio members shall be the persons for the time being holding the following offices:

The Lord Mayor of Portsmouth
The Mayor of Gosport
The Commander-in-Chief Portsmouth
The Flag Officer Submarines
The Public Trustee

- 2.2 The Scheme states that 'At every meeting five members shall form a quorum'.
- 2.3 Over the years the scheme has been running down as the number of dependents requiring assistance has significantly reduced. At the present day there are three dependents in their 80's. From the 1980's the Administrative Committee has met every three years; Gosport Borough Council only providing the Mayor and an Honorary Alderman representative from the original representatives.
- 2.4 The Administrative Committee last met in 1999. The Administrative Committee, when it did meet on a tri-annual basis, relied on the figures provided by the Public Trustee, who runs the scheme on a day-to-day basis. The Administrative Committee in the main is rubber stamping the Public Trustee's recommendations concerning payments to dependents.
- 2.5 The Public Trustee's Office in London has been the subject of a number of reorganisations in the early part of this decade culminating in its merger with the Courts Funds Office and Official Solicitor.
- 2.6 Portsmouth City Council over the years has annually nominated two of its City Councillors together with the Lord Mayor to sit on any meetings of the Administrative Committee.
- 2.7 There has been reference in the local newspaper intermittently over the years regarding the Trust and speculation as to what funds are still invested in the Trust, this speculation being initiated by an alleged relative of one of the service men lost. There have been various options articulated for the use of the money, ranging from disposal of the balance of the Funds to the remaining relatives, Naval Charities or a permanent memorial in the grounds of Portsmouth Cathedral.

3.0 Risk Assessment

- 3.1 There are no risks to the Council.

4.0 Conclusion

- 4.1 The future of the HM Submarine Affray Disaster Relief Fund needs to be considered.

Financial Services comments:	As detailed in report
Legal Services comments:	Refer to Section 2.0 of the report
Service Improvement Plan implications:	N/A
Corporate Plan:	N/A
Risk Assessment:	N/A
Background papers:	None
Appendices/Enclosures:	None
Report author/ Lead Officer:	Linda Edwards

AGENDA ITEM NO. 13

Board/Committee:	MEETING OF THE FULL COUNCIL
Date of meeting:	MONDAY 14 JULY 2008
Title:	REDEVELOPMENT OF HOLBROOK RECREATION CENTRE – CONSULTANCY SERVICES
Author:	LEISURE & CULTURAL SERVICES MANAGER
Status:	FOR DECISION

Purpose

The Holbrook Recreation Centre Working Group met on Monday 07 July 2008 to consider the proposal from Strategic Leisure Ltd to undertake development planning services in advising the Council on options for redeveloping the existing facility. This report seeks the approval of the Council for the proposal to allow work to progress further on procuring the replacement recreation facility.

Recommendation

The Council is recommended to approve the extension of the work programme of Strategic Leisure Ltd. to undertake Stage 2 of the preparatory work to redevelop the Holbrook Recreation Centre.

1 BACKGROUND

- 1.1 Strategic Leisure Ltd. were appointed to work as the Council's consultant to produce a series of reports to allow the Council to procure a replacement recreation facility at the Holbrook site.
- 1.2 The work has been progressed over the past year to a stage where a number of issues have been clarified and the consultant has been able to provide the Working Group with a set of options for consideration.
- 1.3 As the Working Group is required to submit recommendations for approval to the Council, this report is seeking to extend the work required of Strategic Leisure Ltd so that the necessary supporting documentation can be prepared in order to submit a planning application later this year.

2 REPORT

- 2.1 The proposal from Strategic Leisure Ltd has been prepared by their parent organisation, Scott Wilson, and describes the process by which they would move the project from its current stage to submission of a planning application.

- 2.2 Appendix A outlines the contents of the proposal from Strategic Leisure Ltd. It is noted that the prescribed programme to progress to a planning application may be reduced as the Council and / or the County Council has some relevant background information that may replace the need for some studies e.g. Hotel and Traffic data.
- 2.3 The Council has expressed a desire to procure the replacement facility as soon as is practical, especially given the ageing condition of the existing centre. It is therefore important to complete the preparatory work so that a scheme can be agreed and a planning application submitted.

Options Mix

- 2.4 In the initial work undertaken by Strategic Leisure Ltd, two key outcomes related to identifying a facility mix and a preferred method of procurement and implementation.
- 2.5 Two options were considered to meet the needs expressed for a replacement facility. These are described as follows, together with their respective estimated costs.

- | | |
|--------------------------|--------|
| i) Baseline Facility Mix | £7.35m |
| ii) Optimum Facility Mix | £12.4m |

The Working Group agreed that the Optimum Mix was their preferred aspiration.

- 2.6 The Council will have some funding to apply to the redevelopment costs and this funding may be supplemented by enabling development e.g. hotel provision; bar / refreshment facility.
- 2.7 The final decision on what level of facility mix can be achieved will be informed by the responses to the procurement process which will be influenced by the interest expressed by the leisure market.
- 2.8 In terms of the preferred method of procurement and implementation, the Working Group accepted the recommendation of the consultants that a Design, Build, Operate and Manage (DBOM) route would be suitable for the Council to follow. They have also conducted 'soft market testing' to determine the extent of interest in the project.
- 2.9 All of the Companies consulted would be happy to enter into a DBOM contract. The advantages to the Council include the fact that internal resources do not need to be diverted into project management and the risks associated with cost and time overruns would be transferred away from the public sector. There are enough companies and consortia in the market place and sufficient interest in this particular opportunity to enter into a partnership with an organisation to provide a new facility via a DBOM arrangement. A further advantage of this is that the design and construction costs are likely to be lower than for a traditional public sector managed project. Under this approach the design is likely to be operator-led and this should result in a facility that is operationally effective and efficient.

3 CONCLUSIONS

- 3.1 In 2007, the Council agreed to appoint Strategic Leisure Ltd to progress Stage 1 at a cost of £31,775 and then to review the position at completion of Stage 1. The project is approaching completion of Stage 1 and it is necessary to move into Stage 2 to maintain momentum and achieve the earliest possible date for the replacement centre to be operational.
- 3.2 The proposal from Strategic Leisure Ltd is to allow progress of Stage 2 and is estimated to cost a maximum of £43,513 although this is expected to be reduced once the consultants have assessed the Council's supporting documentation and identified the gaps where further information is required.
- 3.3 The Council is therefore requested to approve the progress of the project to Stage 2 and to extend the consultancy work programme with Strategic Leisure Ltd.
- 3.4 Further reports will be brought to Members once the work in Stage 2 has been completed.

Financial Services comments:	The additional fees can be funded from the Replacement of Holbrook Recreation Centre budget within the approved Capital Programme 2007-2013.
Legal Services comments:	
Service Improvement Plan implications:	The provision of a new recreation facility is included in the Plan
Corporate Plan:	The following Strategic Priorities will be met: PEOPLE - Better Leisure facilities and increased usage PURSUIT OF EXCELLENCE - Enhanced customer service
Risk Assessment:	A replacement creation centre will address the risk to the Council of failure of the existing facility and loss of use of the Centre.
Background papers:	Referenced within the Report
Appendices / Enclosures:	
Appendix 'A'	Proposal from Strategic Leisure Ltd
Appendix 'B'	Facility Mix Options
Report Author / Lead Officer:	Leisure & Cultural Services Manager

METHOD OF APPROACH

1. The 2004 Planning Act makes explicit the requirements to establish a robust evidence base and to front-load information, including engagement with the community. We will ensure that the programme can be progressed in a manner that demonstrates how the scheme fits in with the Council's emerging LDF, accords with its Statement of Community Involvement and wider community strategies.
2. Our development planners are able to undertake submission of site allocation proposals, pre-application negotiations and optioneering in order to establish the best route for delivering the masterplan, and to identify the best form that it may take. We have an in-house consultation and engagement team, experienced in organising appropriately tailored consultation, presentations and publicity that can meet the aims of the programme.
3. We are experienced in the production of outline, detailed and hybrid planning submissions for large scale projects including new communities, commercial, industrial, transport and leisure proposals.
4. As part of the suite of documents that may be required to accompany the planning submission we can prepare technical documents including; Environmental Statement, Traffic Assessment, Flood Risk Assessment, Design & Access Statement, Ecology Assessments, Contamination and Geotechnical Surveys, Landscape and Visual Impact Assessment, Air Quality Assessment, Noise Impact Assessment, Archaeological Assessment, Equalities / Health / Economic Impact Assessments, Sustainability Statements and BREEAM Assessments. We also have experience of managing the discharge of conditions in relation to large scale projects, including the submission of ground remediation strategies, noise plans, travel plans, landscaping design and ecological monitoring.
5. If an appeal arises we have planners who have experience in giving evidence as expert witnesses, and we can undertake to manage the appeal process including preparation and submission of evidence to timetable, as well as preparation of instructions to Counsel and attendance at case conferences where necessary.
6. A 6 stage approach is proposed (see below) to the delivery of planning services to support the Borough Council. We have suggested a **maximum** period of **15 weeks, but if data and supporting information is already available** that allows us to progress certain stages more quickly than **this period can be foreshortened**. In particular the assessment of traffic movements will require a timely approach to data gathering, noting that the project period will be over the summer months when holidays significantly affect flows.

The assessment of alternative site availability may also be expedited by pre-existing studies held by the Council.

- **Stage 1 – Inception and Consultation**
- **Stage 2 – PPS6 Sequential Assessment**
- **Stage 3 - Development of Site Masterplan**
- **Stage 4 – Traffic Impact Assessment**
- **Stage 5 – Flood Risk Assessment**
- **Stage 6 – Preparation of outline planning applications – to submission**

Option 1: 'Baseline' Facility Mix

- Main Pool (25m x 6 lane)
- Teaching Pool
- Swimming Spectator Area 200
- Fitness Suite (40-60 station)
- Health Suite (sauna/steam etc)
- Studio/Function/Meeting Room x 1
- Cafeteria/Vending
- Staff, First Aid Room & Timing Room
- Storage
- Plant
- Dry Change
- Wet Change
- Outdoor Change
- Toilets
- Office/Reception

Option 2 'Optimum' Facility Mix

- Main Pool (25m x 6 lane)
- Teaching Pool
- Swimming Spectator Area 200
- Sports Hall (4 court)
- Fitness Suite (60-100 station)
- Health Suite (sauna/steam etc)
- Studio/Function/Meeting Rooms x 2
- Crèche
- Soft Play
- Cafeteria/Vending
- Floodlit Synthetic Pitch
- Staff, First Aid Room & Timing Room
- Storage
- Plant
- Dry Change
- Wet Change
- Outdoor Change
- Toilets
- Office/Reception