



NOTICE OF MEETING

CABINET MEMBER FOR RESOURCES

THURSDAY, 8 MARCH 2018 AT 10.00 AM

THE EXECUTIVE MEETING ROOM - THIRD FLOOR, THE GUILDHALL

Telephone enquiries to Vicki Plytas 023 9283 4058

Email: Vicki.plytas@portsmouthcc.gov.uk

If any member of the public wishing to attend the meeting has access requirements, please notify the contact named above.

CABINET MEMBER FOR RESOURCES

Councillor Frank Jonas BEM (Conservative)

Group Spokespersons

Councillor Colin Galloway, UK Independence Party

Councillor Hugh Mason, Liberal Democrat

Councillor Yahiya Chowdhury, Labour

(NB This Agenda should be retained for future reference with the minutes of this meeting.)

Please note that the agenda, minutes and non-exempt reports are available to view online on the Portsmouth City Council website: www.portsmouth.gov.uk

Deputations by members of the public may be made on any item where a decision is going to be taken. The request should be made in writing to the contact officer (above) by 12 noon of the working day before the meeting, and must include the purpose of the deputation (for example, for or against the recommendations). Email requests are accepted.

A G E N D A

- 1 Apologies for Absence**
- 2 Declaration of Members' Interests**
- 3 Volunteering Strategy 2018-2021 (Pages 5 - 22)**

The purpose of the report is to seek approval for the Portsmouth City Council Volunteering Strategy 2018-21

RECOMMENDED that approval is given to implement the Volunteering

Strategy attached as appendix 1.

4 City Priority Standard (Pages 23 - 30)

The purpose of the report is to seek approval for the implementation of the Portsmouth City Priority Standard to support colleagues in the voluntary and community sector with applications they make for external funds.

Recommendations

- (1) That the Cabinet Member approves the Portsmouth City Priority Standard (the Standard)**
- (2) That the Cabinet Member requests that the Director of Community and Communications ensures that the Standard is communicated to colleagues in the Voluntary Community Sector (VCS) and statutory partners**

5 Monuments and Memorials Policy (Pages 31 - 60)

To consider the adoption of a comprehensive memorials policy in the city of Portsmouth, to govern the decision making criteria with regard to requests for stone and sculpture memorials, benches and plaques, trees and urban meadows. Secondly to make clear the Authority's position, with regard to roadside memorials.

RECOMMENDED that the Cabinet Member approves the adoption of the memorials policy.

6 Cemetery Fees - Fees and Charges for 2018-2019 (Pages 61 - 66)

The purpose of the report is to seek Member approval to the proposed revision of Cemetery Fees for 2018/19 as permitted by Local Authority Cemeteries Order 1977.

RECOMMENDED that charges for burials and associated services be increased as per Appendix 1 with effect from 1 April 2018.

7 Resources Monitoring Report Q3 (Pages 67 - 72)

The purpose of the report is to inform the Cabinet Member and Opposition Spokespersons of:

- The forecast revenue expenditure for the year compared with the cash limited budget.
- The forecast capital expenditure against the revised capital programme for the Resources portfolio.

Recommendations

That the content of this report be noted.

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Title of meeting:	Resources Portfolio
Date of meeting:	8 th March 2018
Subject:	Volunteering Strategy 2018-2021
Report by:	Director of Community and Communications
Wards affected:	All
Key decision:	No
Full Council decision:	No

1. Purpose of report

- 1.1 To seek approval for the Portsmouth City Council Volunteering Strategy 2018-21

2. Recommendations

- 2.1. That approval is given to implement the Volunteering Strategy attached as appendix 1.

3. Background

- 3.1 A number of PCC directorates have benefited from volunteers supporting a number of services over many years. Recruitment and management of those volunteers has remained a local service / team responsibility.
- 3.2 The development of 'Portsmouth Together' has supported an increase in volunteers for existing and new PCC services. However, increasing the number of hours worked by existing volunteers is a more effective and economic way of increasing volunteer support for services.
- 3.3 PCC is now well placed to develop and enhance volunteering across the Council. The world we live in is now faster, more hectic and offers more choice than ever before and volunteering experiences need to keep pace with these changes. Whilst there is no need to abandon all traditional roles, there is a need to start exercising more creativity and flexibility in the way volunteer roles are identified and set up to ensure that they will match the expectations of existing and prospective volunteers now and in the future.
- 3.4 The Portsmouth City Council Volunteering Strategy 2018-21 provides a corporate strategy and action plan to not only increase the number of volunteer hours gifted to

PCC services, but also to measure the impact of what has been delivered by volunteering to the residents of Portsmouth.

4. Reasons for recommendations

- 4.1 Issues of insurance compliance, health and safety training compliance and, more recently, the General Data Protection Regulations (GDPR) have shown that the council is at risk of compliance failure by what, in some areas, are inappropriate methods of record keeping and personal information management, with no centralised audit control.
- 4.2 The implementation of a central volunteer management system, supporting the volunteering strategy, will enable members and senior managers to understand the true benefits and impact of volunteers across council services and to better coordinate and direct resources.
- 4.3 The aspirations through this strategy are to:
- Deliver a consistently high quality, enjoyable volunteer experience
 - Diversify our volunteer population so that it is more reflective of our service users and the communities we seek to serve
 - Increase the contribution volunteers make throughout the council, demonstrating their impact on the lives of the communities of Portsmouth
 - Enable the experience of supporting Portsmouth City Council services as a volunteer to be outstanding and inspirational.
- 4.4 This will be achieved through building on existing foundations over the next three years by:
1. Embedding volunteering and social action throughout the council
 2. Promoting volunteering by improving the profile, quality and range of volunteering opportunities.
 3. Providing flexible inclusive opportunities for volunteering that consider individuals' diverse needs and overcome barriers to getting involved particularly for young people and those from disadvantaged communities.
 4. Increasing our use of technology
 5. Developing and supporting staff who recruit and manage volunteers

5. Equality impact assessment

- 5.1 A preliminary EIA was completed, the recommendations do not have a disproportionate negative impact on any of the specific protected characteristics as described in the Equality Act 2010. The main points from the EIA were:
- We have to encourage disadvantaged groups to volunteer at PCC and ensure the roles are interesting and appropriate training is given to individuals for them to undertake the volunteering role.
 - This strategy will ensure PCC comply with various legislation for example GDPR and health and safety with proper record keeping and training.

- We have to ensure there is a consistent approach to volunteering across all services
- The organisation needs to be aware of the need to give volunteers recognition and to increase the number of volunteers across the authority

6. Legal implications

- 6.1** The main legal considerations have been identified within the report (insurance, GDPR, risk along with gender equality and diversity promotion) to the extent that it would be appropriate to deal with a centralised process for volunteering. Additionally the process/ gateway for applications should be disclosed to our insurance service so that any overarching policy covering liability re volunteers can be put on risk.

7. Director of Finance's comments -

- 7.1** Any costs associated with the implementation of the Volunteering Strategy will be met from existing revenue budgets.

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Signed by:

Appendix 1: The Portsmouth City Council Volunteering Strategy 2018-21

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by on

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Signed by:

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Portsmouth City Council

Volunteer Strategy 2018-2021

Introduction

Our vision and aspirations

Individuals, groups and communities will be inspired to volunteer, developing and applying their skills, talents and passions so that together we can deliver better outcomes for the communities of Portsmouth.

Our aspirations through this strategy are to:

- Deliver a consistently high quality, enjoyable volunteer experience
- Diversify our volunteer population so that it is more reflective of our service users and the communities we seek to serve
- Increase the contribution volunteers make throughout the council, demonstrating their impact on the lives of the communities of Portsmouth

We want the experience of supporting Portsmouth City Council services as a volunteer to be outstanding and inspirational. We will achieve this through building on our existing foundations over the next three years by:

- 1. Embedding volunteering and social action throughout the council**
- 2. Promote volunteering by improving the profile, quality and range of volunteering opportunities.**
- 3. Provide flexible inclusive opportunities for volunteering that consider individuals' diverse needs and overcome barriers to getting involved particularly for young people and those from disadvantaged communities.**
- 4. Increasing our use of technology**
- 5. Develop and support staff who recruit and manage volunteers**

With this strategy we will build a consistent and united volunteering culture across the Council. We will increase not only the number of volunteers, but their diversity, their contribution and the ways in which communities can engage with us to deliver better outcomes for the city.

Context:

A number of PCC directorates have had volunteers supporting a number of services over many years. Following the introduction of the Volunteer Policy in December 2015, we are now well placed to develop and enhance volunteering across the Council; however we recognise there is more we can do.

The world we live in is now faster, more hectic and offers more choice than ever before and volunteering experiences can't remain stuck in the past. We do not need to abandon all traditional roles, but we do need to start exercising more creativity and flexibility in the way volunteer roles are identified and set up to ensure that there will match the expectations of existing and prospective volunteers now and in the future.

Volunteer Survey 2016

In June 2016 the Council conducted a survey of its volunteers at the same time it conducted a staff survey. The full results are available in a separate report. Key findings from the survey:

- 141 respondents - unable to give percentage of responses as we do not know the number of current volunteers
- 96% rated their volunteering experience as excellent or good
- 56% of respondents were retired - 65% over 55 years of age
- 61% of respondents were female, 14% are working, 8% stay at home parents and 7% students
- 74% have volunteered for over a year, while 44% have been doing so for more than 3 years
- 61% might consider volunteering more
- On average a volunteer will spend just over 14 hours every month and 8% volunteer for 30 hours per week or more.
- 45% of respondents did not feel part of PCC, although 88% felt that their opinion was valued
- 22% said that there was no training for their role, although the training received was considered to be excellent or good.

"Part of recognising what volunteers do is including them in the wider picture, letting them see what they are part of, and making them feel proud of what they are doing as part of the organisation, rather than just an individual person. Feeling that other people are aware is going on is also a boost". Feedback from PCC Volunteer survey 2016

Where we are now:

- We have a good system of maintaining and updating policy and guidance in relation to volunteers and volunteering, but no way of auditing the use of policy and templates.
- We have clear policy and procedures in place for introducing new volunteers to their role, the organisation, its work, policies, practices and relevant personnel.
- The survey showed that 96% of volunteers rated their volunteering experience as excellent or good. However there was variation in terms of communication, training, support, also depending on where you are working within the council
- We have no accurate way to confirm the number of volunteering roles, how many volunteers are there actively performing each role, or how many hours are being worked by volunteers across PCC services
- From the volunteer survey it was clear that the majority of volunteers are not on the PCC intranet / email system and we have no central way of communicating to some of our most effective ambassadors
- We believe we have a lack of Black and Minority Ethnic (BME) and younger volunteers

Where we want to be:

- There is an expressed commitment to the involvement of volunteers, and recognition throughout the council that volunteering is a two-way process which benefits volunteers and the organisation.
- A more diverse organisation, with volunteers who are reflective of service user population, particularly young people and those from disadvantaged communities
- An effective communication strategy that ensures all our volunteers feel part of PCC, and that their opinion is valued
- Offering high quality, consistently good volunteering experiences wherever volunteers are supporting us
- The organisation commits appropriate resources to working with all volunteers, such as money, management, staff time and materials.
- The whole organisation is aware of the need to give volunteers recognition

"In my experience (both as a volunteer and as someone who is in charge of volunteers), volunteers generally feel happy if their work is acknowledged and appreciated and they know they are appreciated. Work that you do to ensure that happens is not wasted".
Feedback from PCC Volunteer survey 2016

How we will get there:

1. Embedding volunteering and social action throughout the council

Reviewing and updating our existing professional support for volunteering, aligning it to the delivery of this strategy and embedding a culture of employee volunteering throughout the council. We will do this by:

- Establishing a stakeholder group to maintain momentum in delivering the strategy and ensuring it remains relevant to the needs of the council and our volunteers
- Working with senior leaders to establish new and innovative ways of embedding volunteering and social action within their work and their teams
- The use of volunteers is considered in all key strategy developed with the council, including measuring the impact that volunteers on services provided

2. Improving the quality of the volunteer experience, how we engage and recognise the contribution of our volunteers

Ensuring we become a place of choice for volunteers, highly recommended with a growing population of volunteers who are engaged with our purpose and delivering more for the communities of Portsmouth. We will do this by:

- Continuing the use of volunteer satisfaction survey across the organisation, ensuring that by 2018 our volunteer engagement score is above the sector average
- Creating a volunteer forum(s) giving volunteers the chance to engage in conversations directly with senior managers about their volunteer experience and to help shape the future direction of the council
- Piloting new ways of engaging communities and recruiting volunteers, increasing the hours they contribute by 20% by 2021, including:
 - Volunteer 'volunteer managers'
 - cross service volunteering initiatives
 - Increasing our engagement with national initiatives such as National Citizens Service (NCS) and Step Up to Serve
- Improved learning and development offer for our volunteers
- Develop a volunteer recognition scheme in conjunction with Portsmouth Together
- Achieving external recognition for our staff involvement and volunteer schemes.

3. Provide flexible inclusive opportunities for volunteering that consider individuals' diverse needs and overcome barriers to getting involved particularly for young people and those from disadvantaged communities.

Building a volunteer population that we know, and can evidence, is more reflective of the communities and children we seek to serve. We will do this by:

- Building wider community partnerships through Portsmouth Together Partnership
- Working with the Diversity Officer and HR to improve our volunteering equality and diversity agenda
- Creating specific campaigns to target young people, those with disabilities and & BME volunteers
- Reimbursing volunteering expenses fairly & easily

4. Increasing our use of technology

We will bring our volunteering experience into the digital age, through the introduction of a volunteer management system (VMS) that not only ensures that the council is compliant in its duty of care and statutory responsibilities, but also supports greater efficiency in the coordination of volunteers. We will develop this system to ensure that we can evidence the impact our volunteers make consistently and effectively. We will do this by:

- Introduce a volunteer management system (Volunteer Impact) including capturing and evidencing our volunteer's impact
- Using the 'Portsmouth Together' volunteering portal and the primary online volunteer recruitment tool
- Make the volunteer recruitment process more efficient
- Continue to develop our communications within our existing volunteer population and the wider community, through a range of communication tools and social media

5. Develop and support staff who recruit and manage volunteers

Embed high quality volunteer management within the councils learning culture, supporting everyone who manages / supervises volunteers, regardless of their primary role. We will do this by:

- Support volunteer managers and supervisors in their continued professional development
- Maximise attendance at the PCC Volunteer Network by all services that work with volunteers
- Embed understanding of volunteer management in Leadership and Management Behaviours including suitable apprenticeships

PCC Volunteering 2018-21 Action Plan

Strategic Theme		Focus	Activity	Comments
1	Embedding volunteering and community engagement throughout the council	Volunteer Policy	Completed	
		Volunteer Strategy	Being developed	
		Stakeholder Group	Being developed	
		Develop 'volunteer impact' measurement	Work with existing and new volunteer schemes to encourage greater impact measurement	
2	Improving the quality of the volunteer experience, how we engage and recognise the contribution of our volunteers	PCC volunteer survey	Second survey in 2018	
		Volunteer management accreditation	Options being considered	
		Increase recognition of volunteer efforts		Increase use of 'Value You' project
		Increase number of volunteers nominated for Inspiring Volunteer awards	Next round opens January 2019	Start promoting December 2018
3	Provide flexible inclusive opportunities for volunteering that consider individuals' diverse needs and overcome barriers to getting involved particularly for young people and those from disadvantaged communities	Young people 16-24	Develop PCC younger persons volunteer programme	
		Those with disabilities	Options being considered	
		BME Communities	Options being considered	
4	Increasing our use of technology	Introduce volunteer management system	Volunteer Impact	
		Use Portsmouth Together website as main recruiting source online	All services to use the website	
		Electronic newsletter to PCC volunteers	Via Volunteer Impact system	
		Use of social media to encourage wider collaboration and recognition	Further work to be done by stakeholder group	
5	Develop and support staff who recruit and manage volunteers	Maintain library of policies, procedures and templates	Ongoing	

		PCC Volunteer management Network	Ongoing	
		Promote and support CPD in volunteer management	Options being considered	

Key Performance Indicators – by financial year

KPI		2018/19	2019/20	2020/21
1	Increasing our overall volunteer numbers	Establish baseline		
2	Increase volunteers contribution in hours by 20% by 2019 (2016 baseline 14 hrs per month)	Establish baseline	Average 16 hours per month	Average 18 hours per month
3	Increase the percentage of volunteers recruited from BME communities	Establish baseline		
4	Increase the percentage of volunteers aged 16 – 25	Establish baseline		
5	Increase % of volunteers who feel they are part of PCC (2016 baseline 54 hrs %)	Establish baseline		
6	Increase the number of volunteers enquiring about volunteer opportunities	Establish baseline using Portsmouth Together data		
7	Time in days to respond to volunteer enquiries is below (3 or 5) working days	Establish baseline using Portsmouth Together data		

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Equality Impact Assessment

Preliminary assessment form v5 / 2013

www.portsmouth.gov.uk

The preliminary impact assessment is a quick and easy screening process. It should:

- identify those policies, projects, services, functions or strategies which require a full EIA by looking at:
 - negative, positive or no impact on any of the equality groups
 - opportunity to promote equality for the equality groups
 - data / feedback
- prioritise if and when a full EIA should be completed
- justify reasons for why a full EIA is not going to be completed

Directorate:

Director of Community & communications

**Function e.g. HR,
IS, carers:**

Volunteering service

Title of policy, service, function, project or strategy (new or old) :

Internal volunteering Strategy 2018-2021 for PCC

Type of policy, service, function, project or strategy:

- ☐ Existing
- ☒ New / proposed
- ☐ Changed

Q1 - What is the aim of your policy, service, function, project or strategy?

To create an internal PCC strategy to encourage volunteering across the authority and that individuals, groups and communities will be inspired to volunteer, developing and applying their skills, talents and passions so that together we can deliver better outcomes for the communities of Portsmouth.

Q2 - Who is this policy, service, function, project or strategy going to benefit or have a detrimental effect on and how?

A number of PCC directorates have had volunteers supporting a number of services over many years. Following the introduction of the Volunteer Policy in December 2015, we are now well placed to develop and enhance volunteering across the Council; however we recognise there is more we can do. The world we live in is now faster, more hectic and offers more choice than ever before and volunteering experiences can't remain stuck in the past. We do not need to abandon all traditional roles, but we do need to start exercising more creativity and flexibility in the way volunteer roles are identified and set up to ensure that there will match the expectations of existing and prospective volunteers now and in the future.

- There is an expressed commitment to the involvement of volunteers, and recognition throughout the council that volunteering is a two-way process which benefits volunteers and the organisation.
- A more diverse organisation, with volunteers who are reflective of service user population, particularly young people and those from disadvantaged communities
- An effective communication strategy that ensures all our volunteers feel part of PCC, and that their opinion is valued
- Offering high quality, consistently good volunteering experiences wherever volunteers are supporting us
- The organisation commits appropriate resources to working with all volunteers, such as money, management, staff time and materials.
- The whole organisation is aware of the need to give volunteers recognition

Q3 - Thinking about each group below, does, or could the policy, service, function, project or strategy have a negative impact on members of the equality groups below?

Group	Negative	Positive / no impact	Unclear
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Transgender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other excluded groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If the answer is "negative" or "unclear" consider doing a full EIA

Q4 - Does, or could the policy, service, function, project or strategy help to promote equality for members of the equality groups?

Group	Yes	No	Unclear
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Transgender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy or maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other excluded groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If the answer is "no" or "unclear" consider doing a full EIA

Q5 - Do you have any feedback data from the equality groups that influences, affects or shapes this policy, service, function, project or strategy?

Group	Yes	No	Unclear
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Transgender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other excluded groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If the answer is "no" or "unclear" consider doing a full EIA

Q6 - Using the assessments in questions 3, 4 and 5 should a full assessment be carried out on this policy, service, function or strategy?

☐ yes ☒ No

Q7 - How have you come to this decision?

A full EIA will not be completed as this will not give us any more information that we have not already collected, this strategy will only encourage people to volunteer at PCC, enable individuals to get the opportunity to volunteer and feel valued but also to ensure PCC complies with various legislation e.g. GDPR, health and safety. This strategy will not have any adverse impacts on any of the protected characteristics.

We know as an authority we need to target particular groups to make sure our volunteers are as diverse as the community we serve, working with the community and voluntary sector we can look at ways of how to do this but also ensure the volunteering roles at PCC are suitable and interesting to encourage disadvantaged groups to volunteer with us.

In June 2016 the Council conducted a survey of its volunteers at the same time it conducted a staff survey. The full results are available in a separate report. Key findings from the survey:

- 141 respondents - unable to give percentage of responses as we do not know the number of current volunteers
- 96% rated their volunteering experience as excellent or good
- 56% of respondents were retired - 65% over 55 years of age
- 61% of respondents were female, 14% are working, 8% stay at home parents and 7% students
- 74% have volunteered for over a year, while 44% have been doing so for more than 3 years
- 61% might consider volunteering more
- On average a volunteer will spend just over 14 hours every month and 8% volunteer for 30 hours per week or more.
- 45% of respondents did not feel part of PCC, although 88% felt that their opinion was valued
- 22% said that there was no training for their role, although the training received was considered to be

excellent or good.

If you have to complete a full EIA please contact the Equalities and diversity team if you require help
Tel: 023 9283 4789 or email:equalities@portsmouthcc.gov.uk

Q8 - Who was involved in the EIA?

Gina Perryman

This EIA has been approved by: Brian Bracher

Contact number: x1280

Date: 19/02/18

Please email a copy of your completed EIA to the Equality and diversity team. We will contact you with any comments or queries about your preliminary EIA.

Telephone: 023 9283 4789

Email: equalities@portsmouthcc.gov.uk

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Title of meeting:	Cabinet Member for Resources
Date of meeting:	8 th March 2018
Subject:	Portsmouth City Priority Standard
Report by:	Louise Wilders, Director of Community and Communications
Wards affected:	n/a
Key decision:	No
Full Council decision:	No

1. Purpose of report

- 1.1 The purpose of the report is to seek approval for the implementation of the Portsmouth City Priority Standard to support colleagues in the voluntary and community sector with applications they make for external funds.

2. Recommendations

- 2.1 That the Cabinet Member approves the Portsmouth City Priority Standard (the Standard)**
- 2.2 That the Cabinet Member requests that the Director of Community and Communications ensures that the Standard is communicated to colleagues in the Voluntary Community Sector (VCS) and statutory partners**

3. Background

- 3.1 The concept of a City Priority Standard has been mooted several times in the past, but recently it was raised as a request for consideration by the Chair of Portsmouth Voluntary and Community Network (PVCN).
- 3.2 The concept is a simple one - the Council ratifies a set of specific priorities from across the City where it believes the valuable resources of external funders can be directed and used to serve the best interests of the people of Portsmouth.
- 3.3 The aim of the Standard will be to endorse applications made for external funding by the VCS. It is hoped that this endorsement will add weight to any application thus improving chances of success. Endorsement will be given on the basis that an application is made against an identified priority for which there is insufficient or no funding.
- 3.4 The City Priority Standard can be used as a tool by the City Council, other statutory partners and the VCS to achieve the following benefits:

1. Improved outcomes for people across Portsmouth by attracting external funding that targets specific identified priorities across the City
 2. Improved communications between the City Council, statutory partners and the VCS– highlighting to elected members and senior officers the external funds generated to support targeted priorities that support their work
 3. Improved collaborative working across the City Council, statutory partners and the VCS – working together to identify specific targeted areas that need support
- 3.5 It is proposed that the Standard will be implemented in the first instance using the City Council's priorities as the basis for more detailed priorities to be agreed with PCVN. This will allow the Standard to be rolled out from April 2018.
- 3.6 The proposed application criteria, application form and PCC Endorsement document are attached as Appendix 1.
- 3.7 Following on from this a consultation exercise will take place with statutory partners and colleagues in the VCS to sense check the agreed priorities and add to or amend them as relevant.

Areas for consultation may include :

Health and well-being – priorities of NHS, CCG, PCC, VCS and local people

Education, Employment and Training – priorities of PCC, FE and HE, business, VCS and local people

Crime and Safety – priorities of PCC, Police, Fire, Ambulance and local people

Housing and welfare support – priorities of PCC, landlords, VCS and local people

4. Reasons for recommendations

- 4.1 The value of the work undertaken by the voluntary and community sector in Portsmouth should not be under-estimated. As the funding of public services continues to reduce, so does the funding from statutory partners to our colleagues in the VCS. This results in more organisations competing against each other nationally for external funding opportunities such as the lottery and government department funding.
- 4.2 It is hoped that the introduction of the Portsmouth City Priority Standard will give greater weight to applications from VCS partners in Portsmouth.
- 4.3 The Portsmouth City Priority Standard attempts to channel external resources to those clearly identified issues that will have the maximum impact on people's lives. In addition it will highlight Voluntary and Community Sector (VCS) bids that are duplicating effort and will also help to identify gaps.

5. Equality impact assessment

An equality impact assessment is not required as the recommendations do not have a disproportionate negative impact on any of the specific protected characteristics as described in the Equality Act 2010 for the following reasons:

- The Priority Standard will only aid the voluntary and community groups in applying for funding to ensure money that is sourced externally will improve the lives of Portsmouth people and channelled where needed
- Any groups that represent people that hold a protected characteristics have the same opportunity to apply for the priority standard as those who do not
- This priority standard will work towards the aims of the Equality Act 2010 by advance equality of opportunity between people who share a protected characteristic and those who do not as well as fostering good relations between people who share a protected characteristic and those who do not.
- This will help the voluntary sector and community groups work together with statutory agencies to secure funding and work together to reach the same end goal regardless of age, gender, race, disability, religion or belief, gender reassignment, sexual orientation or pregnancy or maternity

6. Legal implications

- 6.1 Given the limited direct connection (support) the liability for Portsmouth City Council is very limited in that whilst support can be given it is the position that beyond that PCC is not involved in any direct application that may or may not be dealt with.

7. Director of Finance's comments

- 7.1 There are no direct financial implications arising from the recommendations in this report

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Signed by:

Appendices:

Appendix 1 - Application Criteria, Application Form and PCC endorsement

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by on

.....
Signed by:

CRITERIA FOR ENDORSEMENT

1. This initiative is open to all registered charities, CIOs, social enterprises and community groups that are working across the City of Portsmouth
2. The Portsmouth City Priority Standard Endorsement is not issued for an organisation it is issued for a particular project or a specific bid. Therefore organisations cannot transfer endorsements between projects
3. The Endorsement will only be valid for a period of 12 months as priorities are reviewed every year and may be subject to change
4. The Endorsement is only available to Projects for Portsmouth and that benefit Portsmouth residents
5. Organisations applying for the Endorsement must be active and have a base in Portsmouth
6. Applications for an Endorsement must clearly meet one of the City Priorities
7. It is desirable that projects are working in collaboration or partnership with other services or VCS – although it is recognised that this is not always necessary or possible
8. Organisations can apply to Portsmouth City Council for an endorsement at any time of the year but should allow a minimum of 4 weeks for a response. It is therefore important to notify Portsmouth City Council as soon as possible of your intentions to request a City Priority Standard Endorsement
9. All organisations applying for an endorsement must be set-up and active on the Portsmouth City Council database
10. If an organisation is not awarded an Endorsement they will have 21 days to request feedback from Portsmouth City Council

Applicant organisation		
Status of organisation (limited company, registered charity, social enterprise, etc)		
Company/charity registration number (where applicable)		
VAT number (where applicable)		
Applicant address		
Applicant address (Line 2)		
Applicant address (Line 3)		
Area of City		
Postcode		
Main contact		
Job Title / Position in the Organisation		
Email		
Telephone Number		
Mobile Number (optional)		
Project Details		
Project Name		
Number of beneficiaries		
Total Project Cost (for entire period)		(£)
Of Which	Portsmouth City Council Funds	(£)
	External Funds	(£)
Project Description		

Partnerships	
City Priority being addressed	
Explain how the project meets the City Priority Standard and how it will help local Portsmouth residents	
Deadline for Bid	

DATE:

SIGNED:

TITLE:

PORTSMOUTH'S CITY PRIORITY STANDARD

"ENDORSEMENT"

Portsmouth City Council, has reviewed the application from { } for Project { } which supports { } of beneficiaries and will attract £ { } to support the initiative.

The project targets the following City Priority/ies:

{Priority 1}

The review panel acknowledges that this project meets the requirements of the Portsmouth City Priority Standard and will make a significant difference to the lives of those involved and add value to the work being carried out in this area across the City.

Portsmouth City Council can confirm that this project has its full endorsement.

DATE:

SIGNED:

TITLE:



Title of meeting: Cabinet Member for Resources

Date of meeting: 8 March 2018

Subject: Monuments and Memorials policy

Report by: Stephen Baily

Wards affected: All

Key decision: No

Full Council decision: No

1 Purpose of report

To consider the adoption of a comprehensive memorials policy in the city of Portsmouth, to govern the decision making criteria with regard to requests for stone and sculpture memorials, benches and plaques, trees and urban meadows. Secondly to make clear the Authority's position, with regard to roadside memorials.

2 Recommendations

It is recommended that the Cabinet Member approve the adoption of the memorials policy.

3 Background

- 3.1 Portsmouth has over 50 memorials and other stone commemorations due to its naval and military connections. A significant number of these memorials are located on the Southsea seafront and subject to salt damage. There is also a considerable number of memorials in Victoria Park and elsewhere in the city.
- 3.2 There are many benches in the city of disparate material and design. As they wear with age it will not be possible (nor aesthetically advisable) to replace them on a like for like basis.
- 3.3 The Council does not have the resources available to maintain these structures beyond minimal restorative work. In some instances, the Council reserves the right for the memorial to fall into natural disrepair.

- 3.4 A number of other local authorities have issued policy guidance in this connection, including Camden, Westminster and Bristol¹.
- 3.5 Currently the Council has no coherent policy around commemorative structures and this policy seeks to redress this.

4 Reasons for recommendations

The policy (attached at Appendix 1) sets out stringent criteria and the key points are summarised as follows:

4.1 Stone memorials

It is proposed that a Memorial Advisory Panel considers each application on its own merit. Consideration by the Panel will not mean that the application is automatically permitted. There are strict guidelines set out in the policy which include the submission of evidence to show that the applicant is able to self-fund the design, construction, installation and ongoing maintenance of the memorial. This will enable a process for applications to be considered by the Council, in circumstances where the Council is unable to provide any financial assistance. It will also allow for greater control by the Council over feasibility as all applications will need to go through a process to include consideration of site suitability by appropriately qualified architects and stonemasons.

4.2 Benches

The policy will ensure that future applications for benches are reviewed in a considered approach due to the current volume and where benches are replaced they must adhere to the Council's specification. Applicants will be encouraged in all instances to consider alternatives, to ensure that further additions are not made to current 'bench hotspots'. Through the policy, bench design and volume will be controlled and consistent across the city.

4.3 Sustainability

The memorials policy supports the Council's sustainability policy, to improve '*the long-term wellbeing of the area without storing up problems for the future*'. Residents will be encouraged to consider green alternatives to constructed memorials, for example the sponsorship and adoption of trees, or sponsoring a share of Urban Meadow.

¹ For London Borough of Camden, please see <https://www.camden.gov.uk/ccm/content/leisure/arts-music--culture/arts-policy-and-research/apply-to-place-artworks-and-memorials-in-parks-and-open-spaces/>
For Westminster City Council, please see <https://www.westminster.gov.uk/sites/default/files/uploads/workspace/assets/publications/S-and-M-FINAL-VERSION-1243433604.pdf>
For Bristol City Council, please see <https://www.bristol.gov.uk/museums-parks-sports-culture/treebristol-planting-trees-in-bristol>

Such sustainable memorials offer a living memorial to the applicant, enhance the Council's existing planting scheme and benefit the city as a whole by contributing to the environment.

Currently there is a high volume of existing commemorative structures in the city. In conjunction with the sustainability objective, the Council seeks to impose a 'saturation zone' limiting further structures from being erected in certain areas of the city. Please refer to the proposed zone maps at Appendix 2.

4.4 Alternative memorials

There is provision in the policy for memorials to be made by way of practical gifting to the community.

Alternative memorials in the city will ensure that:

- 4.4.1 The Council can put current resources towards restorative work, insofar as possible.
- 4.4.2 There is a long lasting community benefit, for example through usable legacies (e.g. bicycle rack, play equipment, outdoor gym)
- 4.4.3 The use of memorial legacies is promoted for the educational benefit of the city.
- 4.4.4 The Council maintain the aesthetic of the current open green space in the city.

4.5 Roadside memorials

The policy includes a section which covers roadside memorials as there are currently no guidelines to cover this sensitive topic. In the unfortunate event of accidents in the city, roadside memorials can create a safety hazard. Whilst the Council would look to support residents in such difficult situations, the policy seeks to make it clear under what circumstances temporary memorials are acceptable.

5 Equality impact assessment (EIA)

A preliminary Equality Impact Assessment has been undertaken and no protected characteristics are affected by the proposals in this report.

6 Legal Implications

- 6.1 The effect of the memorials policy on the terms of the PFI contract should be borne in mind. Within the policy, memorials are to include statues, monuments, sculptures, benches and plaques. The Service Company ("Ensign") is contractually obliged under the PFI contract to ensure that *architectural street furniture* within the boundaries of the Project Network show no signs of significant degradation, corrosion (other than superficial) or suffer positional defects. There is no definition of "*architectural street furniture*" and this is therefore a matter of interpretation.
- 6.2 In practice, the Service Company do not generally maintain or repair memorials (except benches along the seafront) under the PFI contract (even those within the

Project Network). It is understood that there are various third party contracts as between PCC and Colas to maintain and repair memorials both within and outside of the Project Network. Legal Services have not had sight of these contracts and the commissioner will need to satisfy itself as to these. In terms of practicality, the amalgamation of these third party contracts into one overarching "memorial repair and maintenance" contract may be advisable.

- 6.3 Section 42 of the Public Health Acts, Amendment Act 1890 (as amended) gives the Council power to authorise the erection in any street or public place within its district any statue or monument, and it may maintain but also remove the same. This legislation has not been delegated to the Service Company under the PFI contract and therefore the authority for this remains with the Council.
- 6.4 Section 14 of the Public Health Act 1925 (as amended) governs that the authorities (or their delegates) may, in proper and convenient situations and in any street or public place, erect and maintain seats for the use of the public. This legislation has been delegated to the Service Company under Schedule 19 of the PFI contract. However, there is no express Service Requirement obligation which brings this into effect but the delegation is there should it be required.
- 6.5 In terms of war memorials, the relevant legislation is the War Memorials (Local Authorities' Powers) Act 1923. Section 1 states that a local authority may incur reasonable expenditure in the maintenance, repair and protection of any war memorial within their district. This shall include the alteration of any memorial so as to make it serve as a memorial in connection with any war subsequent to that in connection with which it was erected and the correction of any error or omission in the inscription on any such memorial (section 133 Local Government Act 1948). This legislation has not been delegated to the Service Company under the PFI contract.
- 6.6 It is advisable that the memorials policy contains an obligation that all workings of the policy will be in accordance with any applicable statute or any delegated or subordinate legislation, any enforceable community rights within the meaning of section 2 of the European Communities Act 1972, duly applicable guidance, code of practice, direction, judgment or determination with which the Council and/or the applicant is bound to comply, including the Council's rules, procedures, guidelines, policies, codes of practice, standing orders, financial regulations and standards from time to time.

7 Finance Comments

- 7.1 The costs associated with the application process detailed in the memorials policy will be funded from the existing budget resources of the Culture and City Development Service.
- 7.2 The detailed procedure will provide clarity for both applicants and officers providing a more efficient and economical way of administering the process.

.....
Signed by:

Appendices:

Appendix 1: Memorials policy

Appendix 2: Saturation zones

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

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.....
Signed by:

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Monuments and Memorials Policy

Background

Portsmouth has a large number of memorials and statues, which often reflect the city's strong military heritage and heroic events. Some of the city's most striking monuments and statues, such as the Cenotaph in Guildhall Square, were designed by leading artists of their day and reflect a particular period in the history of art and design. Their importance to the city is also reflected in the fact that a significant number of them are nationally listed (due to their special architectural or historic interest) or locally listed (due to the historic character and interest to the city).

The city also has a significant number of commemorative benches, which usually include a plaque dedicated to an individual.

The location of existing monuments / statues and benches are not evenly distributed across the city. There are a large number of memorials located in Victoria Park, Old Portsmouth and along the Seafront / on Southsea Common.

Each year, the Council receives numerous enquiries from people seeking to honour individuals, groups, organisations and events through different types of memorials, monuments and statues. With the demand to locate such memorials the greatest in those locations where there are already a significant number.

Unfortunately, it is not possible to continue to accommodate new monuments / statues and commemorative benches in the same way as in the past as suitable sites are limited. It should be borne in mind that installing considerable numbers of memorials / commemorative plaques or installing in an inappropriate fashion diminishes the value of the existing memorials in recognising noteworthy individuals or events from Portsmouth's past. Therefore, the following guidance sets out how the council will assess each request for a new memorial and whether such a request will be acceptable. Applicants will be asked to consider alternative commemorative arrangements where appropriate.

Memorials

The term 'memorial' refers to any one of the following:

- Statue
- Monument
- Sculpture
- Plaque or other commemorative work, structure or feature

The term 'memorial' does not refer to benches or trees, and you should refer to the guidance specifically provided in this respect.

Saturation Zones

Due to the high volume of current commemorative structures, further memorials are not permitted in the following areas unless there is an exceptionally good reason:

1. Victoria Park
2. Seafront / Southsea Common
3. Guildhall Square
4. Old Portsmouth

Please refer to Saturation Zone map at Appendix 1.

Memorial criteria

The following criteria need to be met for a commemorative sculpture to be considered:

1. There must be an exceptional and unequivocal connection between the proposed site and the person, group or event which the memorial is seeking to commemorate.
2. There must be clear justification that a memorial, rather than alternative commemoration is the most appropriate way to remember the connection between the location and person of the city.
3. For the majority of applications, a period of at least 10 years must have elapsed since the death of the person or the specified event.
4. The memorial would enhance and not detract from the current use and purpose of the proposed site.
5. The memorial will prove meaningful for lasting generations.
6. A long term funding proposal is included in the application.
7. Memorial construction including but not limited to materials, weight, method of placement and fixing, and a specified contractor must all be approved by the council.

Formal Consents / Permissions

It is likely that there will be a number of formal consents / permissions required to install a memorial. This can include the need for planning permission, land owners consent and consent under other legislation such as the Highways Act 1980.

The Council will not support any proposal without the formal agreement from the land owner.

Process for enquiries

Agreement to a particular memorial, finding and agreeing an appropriate site, developing an acceptable design and securing the necessary finance can involve lengthy and complex discussions, consultation and fund raising. It is important, therefore, that the applicant allows a realistic timescale is allowed for the proposal.

All enquiries for new memorials in the city should be made to the Culture and City Development Service of the Council (CCDS - contact details are provided at the back of this document). The application process will comprise of an initial meeting to ascertain whether the criteria are met, followed by a subsequent meeting to cover the detailed design work.

CCDS (in consultation with other Council services, such as the Local Highway Authority, Legal Services, Property and Housing and relevant ward councillors), will assess the enquiry and provide advice on the following:

- Whether the proposal would be acceptable in terms of its location and design quality.
- Consultation in developing your proposal design in conjunction with stakeholders (as applicable) including but not limited to materials, weight, method of placement and fixing.
- Fabrication - the manufacturer and cost of producing the concept
- Installation, including:
 - Cost and method of delivery including use of lifting equipment
 - Site investigation and preparation
 - Site health & safety
 - Risk assessment method statements (RAMS)
 - Contractor selection
 - Subsequent maintenance
- Project management (as required)
- Future maintenance programme and insurance
- Legal ownership

Any proposal for a monument or statue must have a clear and well defined historical or theoretical relationship with its proposed location. Proposals for new statues and monuments where there is no relationship between subject and location will not be acceptable.

Procedure for application

It is recommended that proposals are presented to CCDS at an early stage (before a design is finalised), to ensure agreement in principle on issues such as location, form, materials and artist selection. After initial discussions, CCDS will advise on the appropriate way forward, including;

1. Public consultation on the proposal.
2. Confirmation on the need for planning permission and / or listed building consent (and information required to support such an application).
3. Provision of advice to the Local Planning Authority (including the planning committee) on the artistic merit, siting, setting and appropriateness of any new memorials. Please note it is important that any proposal for a new monument / statue is submitted for consideration by CCDS before a planning application is made.

4. Confirmation that the Council is the landowner of the preferred location for the memorial and confirmation that landowners consent would be granted including any Property & Housing technical advice and recommendations or conditions related to the monument approval as appropriate related to the installation and maintenance of the monument. If the Council is not the landowner, advice will be provided on how to obtain landowners consent.

Once all the above have been met, officers will make recommendations to a cross party member Memorial Advisory Panel, chaired by the Portfolio Holder for Culture, Leisure & Sport. The Panel will sit quarterly. A final decision will then be taken by the Portfolio Holder together with the Director for Culture and City Development. It should be noted that if your application is accepted, this does not mean that you will be automatically granted planning permission.

Should a dispute ensue concerning the application this will be referred to the next sitting of the Panel for determination.

Commissioning the work

The Council expects only the best quality examples of new sculptural work for its public realm. Many of the existing monuments (and their settings) are of high quality, and any new work must enhance this legacy.

For monuments and statues, the council will expect commissions to be undertaken by established artists, and to have arisen through a robust and transparent commissioning process. The use of suitably qualified and experienced architects and landscape architects will also be expected to ensure the best setting for any new statue or monument. The artist / architect commissioned must be approved by the Council before work is commenced.

The Council will need to be kept informed regarding project installation timescales so that it can ensure that any advice, recommendations and conditions of approval have been met prior to the installation as well as be informed when the installation work has been completed so that it can signed off as completed and the Council asset database can be updated accordingly.

Funding

The funds available to the Council only cover the minimal restorative work to current structures and no funds are available for the installation or ongoing care for new structures.

Any application for stone memorials will need to show evidence that a suitable funding mechanism has been set up to support the project from initiation to completion and beyond. You might consider partnering with a local business to fund the project. You should note that it may be necessary to deposit a sum with the Council at the initial stage of the project.

The Council will require evidence that the applicant can fund the entire project costs (including landscaping and where necessary alterations to the highway) and that provision is made for it to be maintained into perpetuity, and if it is on Council land to the agreed specification of the Council.

Where the memorial is located within the public realm the Council will need to be satisfied with the arrangements for future maintenance. It should be noted that maintenance costs associated with monuments / statues can be substantial (and should include provision for the cleaning of any graffiti and accumulation of moss or lichen). Responsibility for maintenance may rest with a number of different parties. The Council will expect to see a formal record of rights and responsibilities between those different parties.

It should be noted that the Council's insurance does not cover memorial structures.

In circumstances where the memorial is donated to the Council the donation needs to include sufficient funds for the long term maintenance as set out above.

You also should note that any donated memorial is subject to the same criteria as established in this policy for construction approval.

Decommissioning / Removal of memorials

- Where memorials are vandalised or stolen, the Council cannot bear responsibility beyond the current allocation of funds. It may be possible in exceptional circumstances to consider a repair but this will be looked at on a case by case basis, as financial constraints allow.
- The City Council reserves the right to remove a memorial after 10 years or at a point at which the asset requires replacement in order to maintain its amenity.
- Where memorials are more than 10 years old, the Council reserves the right for the memorial to fall into natural disrepair.
- The Council reserves the right to remove the memorial at any time, should this be required by any future development scheme, or to maintain the amenity of the city or in circumstances of disrepair where the memorial compromises the safety of residents.

Blue Plaques

These monuments celebrate the link between notable and significant Portsmouth figures of the past and the buildings in which they lived or worked. To be considered for a blue plaque, the proposed recipient must have died at least 30 years ago. This is to help ensure that the decision about whether or not to approve a nomination is made with a sufficient degree of hindsight.

Portsmouth follows the English Heritage London scheme for blue plaques that is to celebrate the relationship between people and place. The Portsmouth scheme is one where nominations are sent in from individual members of the public but they will be also be responsible for the fundraising as no PCC funding allocation can be made. Once approval has been given and funding is in place, the request is

forwarded to the PCC designated Monuments and Memorials officer who will arrange for the artwork to be produced and this must be signed as correct and approved by the nominee. From this artwork the plaque will be produced and installed. Any public event relating to the installation will require the nominee must go through the event application process.

Alternative Forms of Memorial

There are many alternatives to the more traditional sculptures or the Victorian concepts for memorials, which may be more appropriate to modern times. Such alternatives could include:

- **Events** – regular events, such as the two minute silence on Remembrance Day, can be an appropriate, and more poignant, memorial than a physical monument.
- **Memorial legacies** – physical monuments can be very expensive to install and maintain and often require a public campaign for funds. The creation of a financial grant to a charity or educational institution ensures that the money raised will be put to a long term beneficial use. The funds can be put in a particular Council Reserve for a specific use and the legacy recorded by way of certificate and online register.
- **Dedicated municipal equipment** for the community: an alternative lasting legacy might include the purchase and dedication of a bicycle rack or a piece of equipment in a community play area.
- **Other forms of public art** - such as plaques or lighting schemes, embedded decorative/inscribed paving, tiling or bricks, are easier to accommodate in the public realm than freestanding sculptures. It is strongly recommended that an artist is involved in the creation of this type of memorial as their involvement can add interest and sincerity to the design of such a memorial. Art installations may be temporary or permanent, depending on the commemoration sought.

Alternative commemorative structures and features

Benches

It should be noted that further applications for additional benches are not permitted within the Saturation Zones as set out in Appendix 1 to this policy.

Applications for benches in the Parks and open spaces outside the Saturation Zone will be at the discretion of the appointed Parks Officer, subject to a vacant seating bay or other suitable and available space (additional seats will not be considered on sites where there is already adequate provision)

It should also be noted that due to the current number of benches in the city, an application may be referred for an alternative form of memorial.

The following criteria shall apply:

- Benches must adhere to the Council's specification to ensure aesthetic unity throughout the city. The specification will cover colour and measurement. The current specifications are:
 - The Ogilvie Seat
 - The Baltimore Seat
 - Any alternative specification must be agreed by the Council
- The Council are responsible for all installation work in connection with the fitting of the bench. Current costs for installation and maintenance (for a bench lifetime of 10 years) are in the region of £2,500.
- Memorial plaques will be purchased and engraved by the Council. The wording on the plaque must receive approval from the Council prior to fabrication.
- The Council accepts no replacement liability for the bench or the plaque. Maintenance by a third party following installation will be by strict agreement with the Council.
- No additional items are permitted in the vicinity of the bench (flowers, wreaths, vases). Any found will be removed without notice.
- The Council will not commence installation of the bench until the total cost (bench, base, material, labour plus administration charge of 10%) has been settled by the applicant. Procurement of the bench, materials and labour will be undertaken by the Council. Current costs are in the region of £2500
- Where it is not possible to accommodate the request for a new bench, the applicant may be offered an existing (refurbished) bench (that does not have a plaque) within the park to place a memorial plaque but this is not guaranteed.

The Council reserves the right to remove or relocate any bench in the following circumstances:

- after a period of 10 years (lifetime period);
- in the event of disrepair and/or vandalism;
- the safety of the bench becomes compromised and the bench structurally unsafe;
- In the event of any future redevelopment scheme.

In the event of redevelopment, where existing benches are required to be removed, the Council will consider the salvage of any affixed plaques where possible. Such plaques will be relocated to a suitably located memorial wall in the city and either affixed or replaced with an inscription. Alternatively the donator of the bench and plaque may request the same to be returned to them

Procedure where applications for a new bench are permitted

- CCDS officers will liaise with you concerning the proposed location of the bench.

- CCDS officers will contact the ward councillors and other relevant officers in the Council
- CCDS officers will take into account any responses received and consider these against the following factors:
 - Policy decisions in relation to the public realm
 - Responsibilities in relation to the city highways

Trees and Urban Meadows

The planting of additional trees and urban meadow pockets within the city can contribute to creating a quiet and attractive location for reflection. You will be contributing directly towards the development and maintenance of green space within the city and encouraging biodiversity.

You might wish to contribute to the purchase of or sponsor a tree or urban meadow pocket to celebrate a wedding anniversary or birthday or as a living memorial.

Trees - the following criteria shall apply:

- The Council's Arboricultural Officer / Parks Officer's decision is final if the requested location is deemed unsuitable or unable to accommodate further trees.
- Trees must be chosen in accordance with the planting scheme of the particular park or area. The applicant will be provided with a choice of trees and the associated costs.
- The choice of trees and locations will be approved by the Council's Arboricultural Officer / Parks Officer. Memorial plaques are not permitted on or adjacent to trees.
- The Council will maintain the tree in line with its current maintenance programme.
- It should be noted there are limited opportunities for the planting of street trees due to the following:
 - Location of underground service pipes
 - Restriction due to pavement, signage and above ground services
 - Actual or planned changes to the immediate area
 - Sites where long term success is doubtful
 - Locations of previous subsidence
- On making a financial contribution towards the purchase of a tree, your gift will be recorded on the Council's electronic mapping system and a tree certificate issued to you.
 - For £295-500 you can sponsor a tree which covers the purchase of the tree, initial planting and watering for the first 2 years. An additional donation will be required if you wish to continue tree sponsorship for a further period, in order to cover ongoing maintenance costs.
 - For £35 - £50 per annum you can adopt an existing tree.

Urban Meadows: the criteria above shall apply as applicable with regard to choice of seeding and location. No personal plaques or signs shall be permitted in the meadow spaces.

- The cost to adopt a section of Urban Meadow is £2.50 per m² and this covers one annual seeding of the pocket of meadow concerned. A minimum contribution is 10m² or £25
- On making a financial contribution towards the purchase of the section of urban meadow, your gift will be recorded on the Council's electronic mapping system (approximate location) and a certificate issued to you.

The Council reserves the following rights in respect of trees and urban meadow:

- Legal ownership of the sponsored tree or section of meadow remains with the Council.
- The Council reserves the right to move / remove and replace any tree (or cease to seed a particular location of urban meadow) if unforeseen circumstances require it to do so.

Funds raised through sponsorship will go directly towards establishment and maintenance of trees and urban meadows.

Memorials Funding summary

<i>Type of memorial</i>	<i>Fund</i>	<i>Use</i>
Stone memorial	Deposit fund - not Council funds	A self-administered funding mechanism should be used to cover both the commissioning, installation and ongoing maintenance and repair.
Memorial tree / Urban meadow	Financial contribution towards the Parks Budget or Sustainability Reserve within Leisure Portfolio.	Contribution towards a tree or urban meadow pocket for a fixed period.
Bench	Financial contribution towards the Parks Budget or Sustainability Reserve within Leisure Portfolio.	Contribution towards the installation and ongoing maintenance for a period of up to 10 years.
Memorial legacy	Deposited to the allocated reserve or if a sizeable sum, a specific Reserve will be set up.	For educational use (libraries, centres for young people) or community use e.g. play equipment.

Roadside Memorials

The Council has produced the following guidance in connection with the tendency towards temporary memorials for road traffic accidents and requests for permanent memorials. The Council recognises that this is a sensitive issue.

Temporary Memorials

The Council will take no action in relation to fresh floral tributes (for a 2 week cycle up to a period of 12 weeks). The Council recognises this is an important part of the grieving process.

Tributes will be removed where there is a road safety / maintenance concern.

Road Peace (Remember Me) memorial signs are not permitted under current legislation and the Council cannot authorise the placement of these signs on / adjacent to the highway.

Permanent Memorials

The Council does not permit permanent roadside memorials due to the potential risk and hazard posed to pedestrians and road users. You should consider an alternative form of memorial as set out in this policy.

Interpretation of this Policy

All workings of this policy will be in accordance with any applicable statute or any delegated or subordinate legislation, any enforceable community rights within the meaning of Section 2 of the European Communities Act 1972, duly applicable guidance, code of practice, direction, judgment or determination with which the Council and/or the applicant is bound to comply, including the Council's rules, procedures, guidelines, policies, codes of practice, standing orders, financial regulations and standards from time to time.

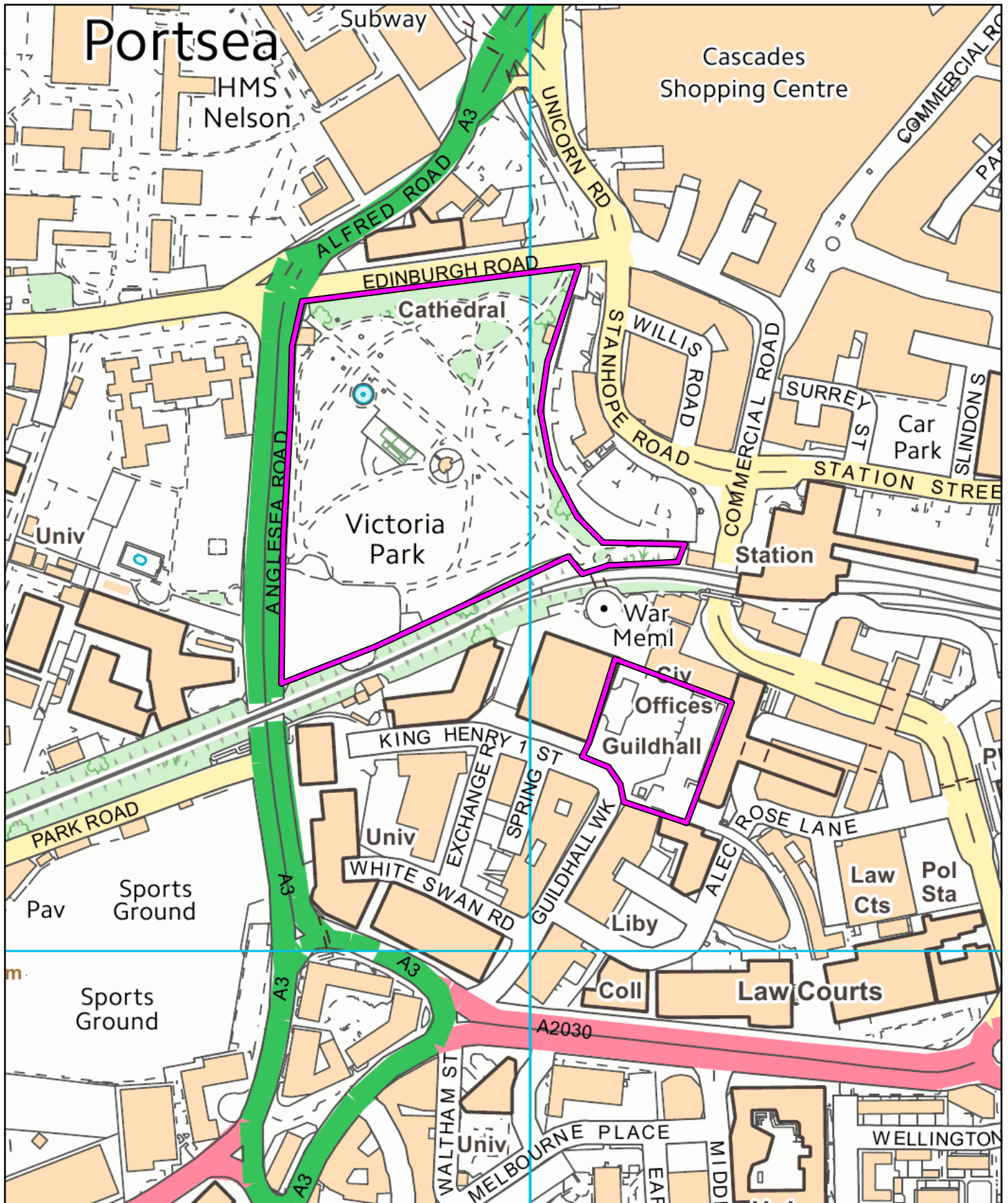
The above guidance is consistent with other policies adopted by local authorities across the UK.

Culture and City Development Service

Enquiries to:

culturalservices@portsmouthcc.gov.uk

Appendix 1 - Saturation Zones map



Title: **Victoria Park & Guildhall Square
Portsmouth**

Drg No: **101**



Portsmouth
CITY COUNCIL

Prepared for: **Cabinet Member for Resources**

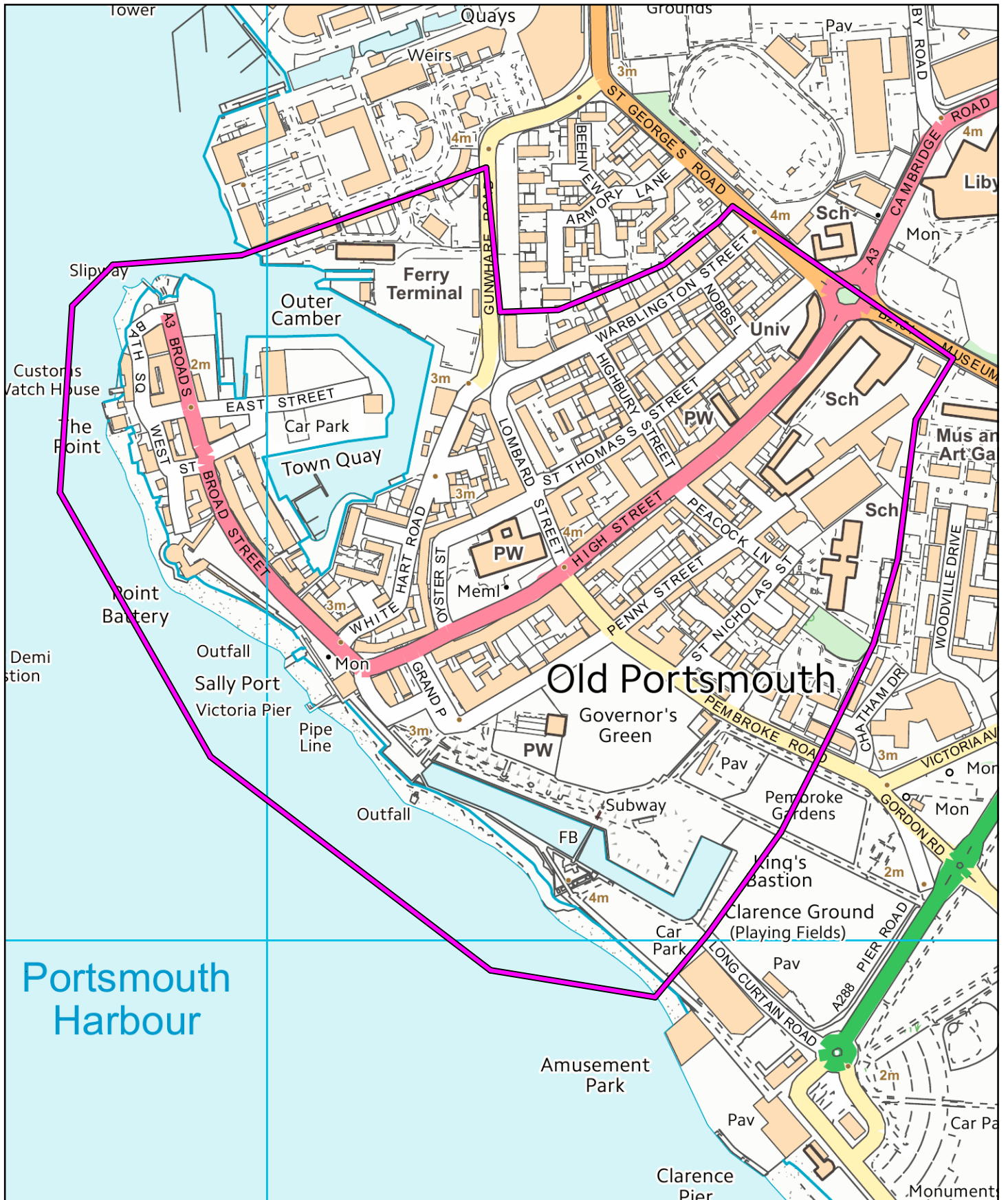
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Prepared by: **Geographic Information Service**

Date: **03/01/2018**



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Portsmouth
CITY COUNCIL

Title: **Old Portsmouth**
Portsmouth

Drg No: **102**

Scale: **1:5000**

Date: **03/01/2018**

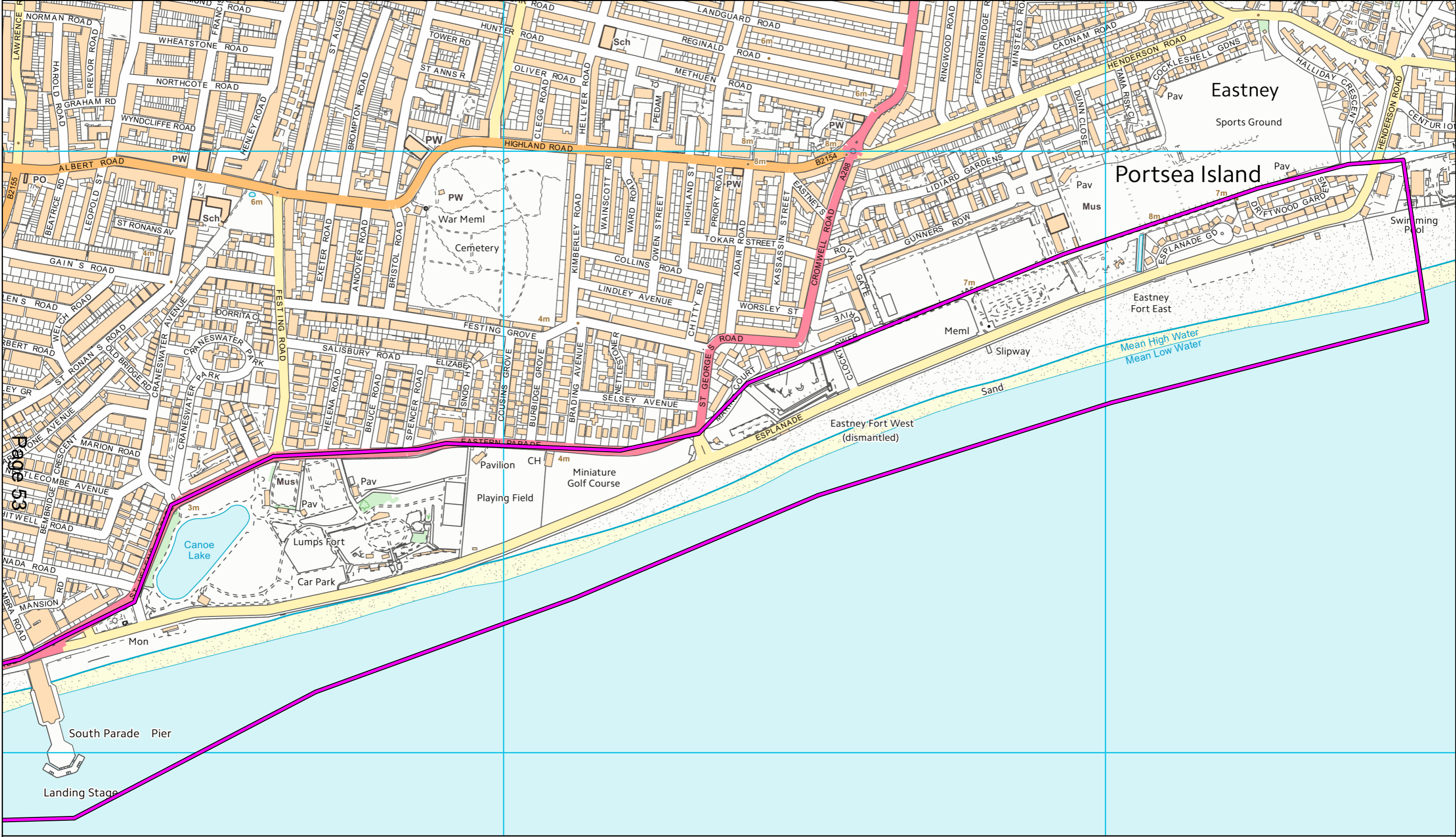
Prepared for: **Cabinet Member for Resources**
Prepared by: **Geographic Information Service**



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Page 53

Title: **Southsea Seafront (eastern end)**

Drg No: **104**



Prepared for: **Cabinet Member for Resources**
Prepared by: **Geographic Information Service**

Scale: **1:6000**

Date: **03/01/2018**

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Equality Impact Assessment

Preliminary assessment form v5 / 2013

www.portsmouth.gov.uk

The preliminary impact assessment is a quick and easy screening process. It should:

- identify those policies, projects, services, functions or strategies which require a full EIA by looking at:
 - negative, positive or no impact on any of the equality groups
 - opportunity to promote equality for the equality groups
 - data / feedback
- prioritise if and when a full EIA should be completed
- justify reasons for why a full EIA is not going to be completed

Directorate:

Director of City Development & Culture

**Function e.g. HR,
IS, carers:**

Parks and Open Spaces

Title of policy, service, function, project or strategy (new or old) :

Monuments and Memorials Policy

Type of policy, service, function, project or strategy:

☐

Existing

☒

New / proposed

☐

Changed

Q1 - What is the aim of your policy, service, function, project or strategy?

To provide a comprehensive coherent policy for decision making criteria with regard to applications for stone and sculpture memorials, benches and plaques, memorial trees, urban meadows and roadside memorials.

Q2 - Who is this policy, service, function, project or strategy going to benefit or have a detrimental effect on and how?

The policy will be of benefit to the residents of Portsmouth as it will provide direction in terms of both the location, number and coherence of style of memorials across the city.

Following redevelopment schemes in the city (for example the sea defences) it is likely that a number of old benches will be removed and replaced in conjunction with the scheme.

The policy designates 'saturation zones' where there are currently a high volume of benches in said areas. Additional benches will not be permitted in these areas, as the number of obstacles must be controlled to ensure the safe passage for vulnerable residents. The Council will look to remove any benches which are structurally unsafe to ensure the safety of pedestrians in all areas of the city. There will be no advantage of any route over another.

Q3 - Thinking about each group below, does, or could the policy, service, function, project or strategy have a negative impact on members of the equality groups below?

Group	Negative	Positive / no impact	Unclear
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Transgender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other excluded groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If the answer is "negative" or "unclear" consider doing a full EIA

Q4 - Does, or could the policy, service, function, project or strategy help to promote equality for members of the equality groups?

Group	Yes	No	Unclear
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Transgender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy or maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other excluded groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If the answer is "no" or "unclear" consider doing a full EIA

Q5 - Do you have any feedback data from the equality groups that influences, affects or shapes this policy, service, function, project or strategy?

Group	Yes	No	Unclear
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Transgender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other excluded groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If the answer is "no" or "unclear" consider doing a full EIA

Q6 - Using the assessments in questions 3, 4 and 5 should a full assessment be carried out on this policy, service, function or strategy?

☐ yes ☒ No

Q7 - How have you come to this decision?

The new policy does not promote any particular equality group.
By seeking to discourage the saturation of memorials in any one area of the city, over the long term the effect of the policy will be to minimise disparity between different areas of the city and protect the safe passage of vulnerable pedestrians.
It will benefit all equality groups by promoting green alternative memorials across the city.

If you have to complete a full EIA please contact the Equalities and diversity team if you require help
Tel: 023 9283 4789 or email:equalities@portsmouthcc.gov.uk

Q8 - Who was involved in the EIA?

Claire Watkins

This EIA has been approved by: Stephen Baily

Contact number: 02392-834175

Date:

Please email a copy of your completed EIA to the Equality and diversity team. We will contact you with any comments or queries about your preliminary EIA.

Telephone: 023 9283 4789

Email: equalities@portsmouthcc.gov.uk

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Title of meeting:	Resources - Decision Meeting
Date of meeting:	8th March 2018
Subject:	Cemetery Fees - Fees and Charges for 2018-2019
Report by:	Stephen Baily - Director of Culture
Wards affected:	All
Key decision:	No
Full Council decision:	No

1. Purpose of report

To seek Member approval to the proposed revision of Cemetery Fees for 2018/19 as permitted by Local Authority Cemeteries Order 1977.

2. Recommendations

- 2.1 That charges for burials and associated services be increased as per Appendix 1 with effect from 1 April 2018.

3. Background

- 3.1 The City Council currently owns and operates three Cemeteries within the city of Portsmouth. These are Milton Cemetery, Kingston Cemetery and Highland Road Cemetery.

Charges are made to those who wish to use the services of these facilities. The service carries out approximately 450 burials per year.

At the Full Council meeting on 11th December 2012 it was decided that the budget for the Cemeteries Service was to become cost neutral over a two year period which at that time had a net cost to the city council of approximately £85,000. At the Environment and Community Safety Decision Meeting on 27th February 2013 it was subsequently agreed to increase fees and charges over the two year period and for 2014/15 to increase the period of Rights of Ownership on a newly purchased grave. The additional income generated enabled the department to work to a cost neutral budget.

There were no increases in the fees and charges for Cemeteries for the following two years 2015/16 and 2016/17. An increase in cemetery fees of 5% for 2018/19 was approved by Full Council on 12 Dec 2017. This will generate additional income of £22,000 which will fund the approved saving and also offset the loss of income previously received for the rental of Milton Cemetery Lodge.

4. Reasons for recommendations

- 4.1 In line with Audit Commission recommendations charges have been compared to other Local Authorities and based on comparisons the proposed increase will remain competitive and in most cases is below the overall average. The current and proposed charges are identified in Appendix 1 and it is expected that this will generate an additional £22k income.

5. Equality impact assessment

- 5.1 An equality impact assessment is not required as the recommendation does not have a negative impact on any of the protected characteristics as described in the Equality Act 2010.

6. Legal implications

- 6.1 The Council as a Local Authority, by virtue of section 214 of the Local Government Act 1972 is a 'burial authority'. Further, the functions with respect to cremation were added to the functions of burial authorities under the Local Authorities Cemeteries Order 1977.
- 6.2 Paragraph 15 of the said Order provides the authorities with the power to charge such fees as they think are proper;- "(a) for or in connection with burials in a cemetery; (b) for any grant of a right to place and maintain a tombstone or other memorial in a cemetery ... (c) for any grant of a right to put an additional inscription on such tombstone or other memorials".
- 6.3 In addition, under section 11A a burial authority may charge such fees as they think proper for the making by them of searches, and the provision of certified copies of entries in the register of burials or the record of disinterment.
- 6.4 Under section 9 of the Cremation Act 1902, the Council as a burial authority may demand payment of charges and fees for cremating human remains in any crematorium provided by it.
- 6.5 The Local Authorities Cemeteries Order 1977 requires the Council to keep a table of fees available for inspection by the public at all reasonable times.

7. Director of Finance's comments

- 7.1 The proposed fee increase for 2018/19 will fully fund the service saving approved by Full Council in February 2018.

- 7.2 Income previously received through the rental of Milton Cemetery Lodge will not continue in the future due to the condition of the building. The additional income received from fees will enable the service to maintain the current level of day to day expenditure on cemetery sites.

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Signed by:

Appendices:

Appendix 1 - Current and proposed fees and charges.

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by on

.....
Signed by:

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EXISTING FEES 2017					
	Grave for Two	Rights of Burial	(Total Cost)	Re-open/Grave for One	Burial of C.R.'s
Eastleigh	£1,120.00	£765 = 30 yrs (£25.50 per year)	£1,885.00	£950.00	£295.00
Southampton	£785.00	£865 = 30 yrs (£29.00 per year)	£1,650.00	£620.00	£220.00
Fareham	£710.00	£540 = 30 yrs (£18.00 per year)	£1,250.00	£540.00	£170.00
Gosport	£500.00	£550 = 30 yrs (£18.30 per year)	£1,050.00	£500.00	£160.00
East Hampshire	£975.00	£1335 = 30 yrs (£44.50 per year)	£2,310.00	£975.00	£320.00
Havant	£850.00	£650 = 30 yrs (£21.70 per year)	£1,500.00	£610.00	£250.00
Natural Burial Centre	£2,526.00		£2,526.00	£1,860.00	N/A
Portsmouth (Existing)	£677.00	£725.00 (£14.50 per year)	£1,402.00	£573.00	£182.00
Portsmouth + 5%	£745.00	£761.00 (£15.22 per year)	£1,506.00	£602.00	£192.00
Averages	£1,066.58	£784.00	£1,738.70	£865.00	£236.00
Cremation at The Oaks - £949.00 (Including medical fees)					
Cremation at Portchester - £759.00 (Including medical fees)					

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Portsmouth

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Agenda Item 7



Portsmouth
CITY COUNCIL



Title of meeting: Resources Portfolio

Subject: Monitoring of the Third Quarter 2017/18 Revenue Cash Limits and Capital Programme

Date of meeting: Thursday 8th March 2018

Report by: Director of Finance and Information Technology

Wards affected: ALL

1. Requested by

The Cabinet member for Resources Portfolio

2. Purpose of report

2.1 To inform the Cabinet Member and Opposition Spokespersons of:

- The forecast revenue expenditure for the year compared with the cash limited budget.
- The forecast capital expenditure against the revised capital programme for the Resources portfolio.

3. Recommendations

3.1 The content of this report be noted.

4. Information Requested

4.1 Cash Limit 2017/18

	£000's
Net Requirement	22,457
Less;	
Capital Charges	2,786
Net Insurance Costs	131
FRS17	859
Employee Benefit Accruals	468
Controllable Cash Limit 2017/18	<u>18,213</u>

4.1 Forecast Outturn 2017/18

	£000's	% of Budget
Controllable Cash Limit 2017/18	18,213	
Total Forecast Controllable Expenditure 2017/18	17,588	96.57%
Variance - (Under)/Overspend	<u>(625)</u>	3.43%

4.2 Appendices

Analysis of this portfolio's variations from the revenue cash limit is attached at Appendix A.

Analysis of the portfolio's capital expenditure for 2017/18 is attached at Appendix B.

5. **Revenue Expenditure**

(Please read in conjunction with the attached Appendix A)

5.1 The provisional forecast outturn for the portfolio compared to the cash limit indicates a net underspend of £624,900.

5.2 Within the portfolio there are services whose budgets are deemed 'windfall' budgets by the City Council. These services are Spinnaker Tower, Rent Allowances, Rent Rebates, Land Charges and District Audit Fees (within Corporate Management). These 'windfall' budgets represent income and expenditure which is demand led and largely out of the control of budget managers. Consequently any under or overspending is absorbed corporately. The overall net underspend excluding windfall items is £208,400 i.e. 1.14%

5.3 Item 2 HR - underspend £99,000

The small under-recovery in the Internal Agency is offset by additional income being generated in HR and Internal Audit and an underspend arising from 3 vacant posts in the service.

5.4 Item 9 PFI - underspend £59,100

The underspend in PFI is due to a number of posts that have been vacant for part of the year. All posts are now filled apart from one full time vacancy remaining within the team.

5.5 Item 10 Design and Maintenance - overspend £98,500

A delay in establishing an energy services company has resulted in anticipated savings of £60,000, linked to staff secondments, not being realised. There is also £30,000 of abortive fee work which could not be capitalised in this year.

5.6 Item 21 Corporate Management - underspend £106,200

Additional income in Strategy has resulted in a £68,700 underspend. District Audit is reporting £30,900 underspend which relates to lower external audit fees and one off rebate being received.

5.7 Item 23 Welfare Burials - overspend £77,900

The reported overspend is due to unrecovered costs of burials from prior and current years.

6. Summary

6.1 The overall forecast outturn position on the portfolio is a net underspend of £624,900 representing 3.43% of the total cash limited budget. Within this net position there are various other less significant under and overspendings as shown in Appendix A.

6.2 Since 2013/14 portfolio underspends have been retained in a portfolio specific earmarked reserve. This reserve is to be used initially to cover future year end overspendings, budget pressures, contingent items and spend to save schemes. Once these instances have been satisfied, the reserve may be used for other developments or initiatives. The portfolio holder is responsible for approving any releases from the earmarked reserve in consultation with the Director of Finance and Information Services & S151 Officer.

6.3 To date the uncommitted balance on the reserve is £632,600

7. Capital Programme

(Please read in conjunction with the attached Appendix B)

7.1 The capital programme 2018/19 to 2022/23 was approved at full council meeting on Tuesday 13th February 2018. It has been updated to reflect new schemes, approved amendments, re-phasing of expenditure and the removal of completed schemes.

7.2	<u>Forecast Outturn 2017/18</u>	£000's	£000's
	Total Revised Budget 2017/18		7,947
	Actual Net Expenditure 1 Apr 2017 to 31 Dec 2017	4,894	
	Forecast Net Expenditure 1 Oct 2017 to 31 Mar 2018	<u>3,053</u>	
	Total Forecast Expenditure 2017/18		7,947
	Forecast Variance - (Under) / Overspend		<u><u>(0)</u></u>
7.3	The additions to this portfolio's capital programme since the start of the financial year have been as follows:		
			£000's
	MMD Capital Loans (item 4) (from Port Regeneration Scheme)		950
	Guildhall Capital Works (item 14) (RCCO)		312
	Bi Hardware and Implementation (item 28) (RCCO)		30
	Council Chamber Modernisation (item 34) (RCCO)		91
	Guildhall Square Electrical Upgrade (New scheme) (RCCO)		33
	Kingston Lodge North Renovation (New scheme) (RCCO)		130
	Landlords Maintenance (item 2) (CorpRsv) (Approved at Council)		2,395
	Total Additions		3,941
7.4	The forecast outturn for the portfolio capital programme compared to the approved budget is a net breakeven position.		
7.5	The following schemes have been added to the capital programme as part of the 2018/19 budget approved by Full Council on the 13 th February 2018.		
7.6	<u>Item 34 - Channel Shift Phase 2 approved £582,500</u> This project will build on the initial Channel Shift programme to provide 24/7 accessible online Council Services. It constitutes a substantial programme of work to continue to transform the council's customer contact arrangements by moving more customer contacts online, further streamlining back office processes.		
7.7	<u>Item 35 - Windows 10 Upgrade and Hardware Refresh £1,800,000</u> The project will update ageing IT equipment. The project involves replacing laptops and upgrading to Windows 10 Operating System from Windows 7.		

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Signed: Director of Finance and Information services

Appendices:

- A Revenue Outturn Statement**
- B Capital Monitoring Statement**

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location
Service Budget monitoring files	CRS Accountancy team

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