



NOTICE OF MEETING

CABINET

THURSDAY, 11 JUNE 2015 AT 1.00 PM

COUNCIL CHAMBER - FLOOR 2, THE GUILDHALL

Telephone enquiries to Joanne Wildsmith, Democratic Services Tel 9283 4057
Email: joanne.wildsmith@portsmouthcc.gov.uk

Membership

Councillor Donna Jones (Chair)

Councillor Luke Stubbs
Councillor Ken Ellcome
Councillor Lee Mason
Councillor Robert New

Councillor Linda Symes
Councillor Steve Wemyss
Councillor Neill Young

(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.

AGENDA

- 1 **Apologies for Absence**
- 2 **Declarations of Interests**
- 3 **Record of Previous Decision Meeting - 5 March 2015** (Pages 1 - 12)

A copy of the record of the previous decisions taken at Cabinet on 5 March 2015 are attached.

RECOMMENDED that the record of decisions of the Cabinet meeting held on 5 March are approved as a correct record and signed by the Chair.

4 Carer's Strategy (Pages 13 - 50)

The report by the Director of Integrated Commissioning Unit and the Director of Adult Social Care presents the Portsmouth Carers Strategy 2015-2020 to Cabinet.

RECOMMENDED that Cabinet note, support and endorses the Portsmouth Carers Strategy 2015-2020 (as set out in appendix 1 to this report).

5 EDCL Scrutiny Report - Revitalising local high streets and secondary shopping areas - with response report (Pages 51 - 94)

The report of the Economic Development, Culture & Leisure (EDCL) Scrutiny Panel 'Revitalising Local High Streets and Secondary Shopping Areas in the City' is attached to the response report by the Director of Culture and City Development and the Director of Transport, Environment and Business Support. Councillor Julie Swan as Chair of EDCL for this review is invited to the meeting to present the panel's findings.

RECOMMENDED

(1) **That the Panel is thanked for its work in undertaking the review;**

(2) **That the Economic Development Culture and Leisure Scrutiny Panel's recommendations be approved in line with the responses noted in item 4 of the Directors' response report.**

6 Notice of motion - Domestic Violence (Pages 95 - 96)

The information report by the Director of Regulatory Services, Community Safety and Troubled Families details the domestic abuse campaigns. This report is in response to the Notice of Motion proposed by Councillor Julie Swan at Council on 11 November 2014.

RECOMMENDED that the action taken be noted.

7 Responses to March Notices of Motions (Pages 97 - 98)

There are 2 responses to be made to previous Notices of Motion referred from 17 March 2015 Council (the reference letters reflect those used on the agenda of that meeting for agenda item 16, and minute number 32):

c) Isle of Wight Ferry Terminal

The information report attached by the Director of Property report is in response to the Notice of Motion 'Moving the Isle of Wight vehicle ferry terminal' proposed by Councillor Denny, which asked:

"Council asks Cabinet to consider encouraging Wightlink to move its vehicle operations from The Camber to the Continental Ferry Port and report back to councillors as soon as possible. Such a move would have benefits in removing a large number of vehicle movements from the city centre and release valuable land at The Camber for commercial re-development such as a five-star hotel. Wightlink would have better facilities for docking, customers would have better road links via the M275 and under-used facilities at the

Continental Ferry Port would have increased business."

RECOMMENDED that Cabinet note the contents of the report and recommend to City Council accordingly.

e) Job Growth

The Notice of Motion proposed by Councillor Hugh Mason was that:

"Council notes that Portsmouth has been amongst the top half dozen cities in the UK for job growth over the last decade and appreciates the work which has been done by Council officers as well as by PUSH and the LEP in achieving this growth. The growth in high technology engineering and scientific jobs is especially to be welcomed.

Council recognises that there is still great potential for high technology manufacturing development both within the City and on sites owned by the City in the proximity but that the City faces intense competition for investment in this sector from other areas in the south of the country.

Council therefore requests the Cabinet Member for Planning, Regeneration and Economic Development to establish a cross party working group comprising officers and members to work with stakeholders in the City to develop strategies for promoting investment in the advanced engineering and scientific manufacturing sectors in order to keep this City at the forefront of the national economy"

A response by the Cabinet will be made at the meeting to report back to Council.

8 Volunteer Snow Wardens (information item)

On 6 March 2015 the Scrutiny Management Panel met and resolved:

"that the Scrutiny Management Panel reports to Cabinet for noting:

- (1) That it has held a meeting on the notice of motion referral to fulfil the resolution from the Council meeting held on 20 January 2015 concerning volunteer snow wardens;
- (2) It has requested more information about best practice in other local authorities to be included in a further report to be brought to a future meeting of Scrutiny Management Panel;
- (3) That recommendations on whether and how to implement a scheme will be made to a future cabinet meeting, if appropriate."

RECOMMENDED that the progress of this item at Scrutiny Management Panel be noted.

9 Appointments - including annual appointments to outside bodies (Pages 99 - 112)

a) Annual Appointments to outside bodies

The purpose of this item is to facilitate appointments to outside bodies, mostly for the 2015/16 municipal year, but in some cases for longer terms.

The scheme of delegation to individual cabinet members include authority to make appointments to outside bodies falling within that member's portfolio.

This authority has to be exercised in accordance with a political proportional protocol (the protocol provides, amongst other things, that the appointments must be made at a formal decision making meeting , that where an appointment involves the proposed appointment of the cabinet member, the appointment must be made by the Cabinet collectively.

The schedule prepared by the Local Democracy Manager; nominations from all groups is attached.

RECOMMENDED that the individual cabinet members make appointments to the outside bodies falling within their remit as per the circulated schedule, other than in certain circumstances where the Cabinet collectively needs to make appointments.

b) Champions

There is the opportunity to consider appointment of member 'champions', such as for Skills (as recommended by the Chamber of Commerce), Dementia (as previously suggested in a Notice of Motion to Council), the Armed Forces Liaison representative (last year undertaken by Councillor Frank Jonas).

10 Dates of Cabinet Meetings for 2015-16 municipal year

The proposed dates for Cabinet meetings, generally starting at 1pm, for this municipal year are:

Friday 3 July 2015

Thursday 13 August (provisional, if needed)

Thursday 24 September

Thursday 5 November

Thursday 3 December

Thursday 7 January 2016

Thursday 4 February &

Thursday 3 March

11 Exclusion of Press and Public

“That, under the provisions of Section 100A of the Local Government Act, 1972 as amended by the Local Government (Access to Information) Act, 1985, the press and public be excluded for the consideration of the following item on the grounds that the report(s) contain information defined as exempt in Part 1 of Schedule 12A to the Local Government Act, 1972”.

The public interest in maintaining the exemption must outweigh the public interest in disclosing the information.

Under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) England Regulations 2012, regulation 5, the reasons for exemption of the listed item is shown below.

Members of the public may make representation as to why the item should be held in open session. A statement of the Council’s response to representations received will be given at the meeting so that this can be taken into account when members decide whether or not to deal with the item under exempt business.

(NB The exempt/confidential committee papers on the agenda will contain information which is commercially, legally or personally sensitive and should not be divulged to third parties. Members are reminded of standing order restrictions on the disclosure of exempt information and are invited to return their exempt documentation to the Local Democracy Officer at the conclusion of the meeting for shredding.)

Item	Paragraph
12. Dunsbury Hill Farm (main exempt report and appendix 2)	3

(Paragraph 3 relates to information relating to the financial or business affairs of any particular person or authority)

12 Dunsbury Hill Farm (Pages 113 - 118)

The purpose of the report by the Director of Property is to seek approval to the aims of the Dunsbury Hill Farm (DHF) project and to delegate authority to develop Dunsbury Hill Farm in accordance with those aims. The main report is exempt, however a summary report is attached which is open as is Appendix 1 the plan of the development site.

RECOMMENDED

That the Cabinet agree the following recommendations:-

- 1) To approve the aims of the Dunsbury Hill Farm Project as set out in paragraph 3.1.**

- 2) Subject to City Council project governance arrangements and to financial appraisal(s) approved by the Director of Finance and Section 151 officer, authority is delegated to the Director of Property and Director of Finance and Section 151 Officer to:**
- i. Develop Dunsbury Hill Farm in pursuance of the approved aims.**
 - ii. Determine the most appropriate route to market which could include either or a potential combination of the following:**
 - Sale of the undeveloped site**
 - Direct development of the site by PCC**
 - Entering a joint venture with an external organisation**
 - iii. Apply for grants or resources to finance the Dunsbury Hill Farm development.**
- 3) The Deputy Chief Executive (City Solicitor) and the Director of Finance and Section 151 Officer are authorised to enter into all legal and financial documentation required.**

And that the Cabinet recommends to City Council that:-

- 1) Authority is delegated to the Director of Finance and Section 151 Officer in consultation with the Leader of the Council to:**
- i. Borrow as required for the Dunsbury Hill Farm development subject to the financial appraisal demonstrating that any borrowing costs in aggregate can be met from either the additional income or an increase in market value arising.**
 - ii. Amend the Corporate Capital Programme as required to reflect expenditure and financing for the Dunsbury Hill Farm development.**

Members of the public are now permitted to use both audio visual recording devices and social media during this meeting, on the understanding that it neither disrupts the meeting or records those stating explicitly that they do not wish to be recorded. Guidance on the use of devices at meetings open to the public is available on the Council's website and posters on the wall of the meeting's venue.

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Agenda Item 3

CABINET

RECORD OF DECISIONS of the meeting of the Cabinet held on Thursday, 5 March 2015 at 1.00 pm at the Guildhall, Portsmouth

Present

Councillor Donna Jones (in the Chair)

Councillors Luke Stubbs
Ken Ellcome
Frank Jonas
Lee Mason
Robert New
Linda Symes
Steve Wemyss
Neill Young

14. Apologies for Absence (AI 1)

These were received for late arrival from Councillors Lee Mason and Steve Wemyss.

The chairs of the two scrutiny panels submitting reports had been submitted, Councillors Will Purvis and Darren Sanders, also had sent their apologies for absence for this meeting.

15. Declarations of Interests (AI 2)

Councillor Wemyss made a non-prejudicial declaration as an employee of the NHS, relating to the scrutiny review of hospital admissions in Portsmouth (agenda item 8).

16. Record of Previous Decision Meeting - 5 February 2015 (AI 3)

RESOLVED that the record of decisions of the Cabinet Meeting held on 5 February 2015 were agreed as a correct record to be signed by the chair accordingly.

17. Local Transport Plan 3 - 2015/16 (AI 4)

A report by the Head of Transport & Environment was presented by Marc Griffin, Assistant Head of Service and Hayley Chivers, Strategic Transport Planner. They were thanked for their comprehensive report and positive schemes that would help progress safety issues in the city which were welcomed by the Cabinet.

RECOMMENDED that Council :

- 1) Approves the Implementation Plan (as attached to the report)

- 2) **Delegates authority to the Head of Transport and Environment* in consultation with the Cabinet Member for Traffic and Transportation, the Strategic Director for Regeneration* and the Section 151 Officer to agree any minor amendments to the Implementation Plan that may be required to take account of future funding changes and policy announcements.**

(*or their successors in title)

18. Special Educational Needs and Disabilities (SEND) - Implementation Grant (New Burdens) 2015-16 allocation (AI 5)

Julia Katherine, the Inclusion Commissioning Manager presented her report and was thanked by the Leader and portfolio holder for Children & Education for her work, and that of her team, which had been recognised and praised by the Secretary of State for Education as well as the Department of Education. It was noted that there would need to be approximately 1,000 statements converted to Education Health and Care Plans over the next three years.

DECISIONS the Cabinet:

- 1) **Approved the full allocation of the Special Educational Needs Implementation Grant of £116,389 in 2015-16.**
- 2) **Approved the proposals for utilising the grant to continue to fund the staff who have been employed on a fixed term basis to enable successful conversion of existing statements and Moving-on Plans to Education Health and Care Plans.**

19. Building Control Partnership - update (AI 6)

Claire Upton-Brown, City Development Manager and Robin Rimmer, Business Change Manager, presented their report. There was an update on the progress with discussions between the city council and the established Fareham partnership.

DECISIONS the Cabinet noted:

- (1) **That the Strategic Director (SD) for Regeneration in consultation with the portfolio holder for PRED have endorsed the recommendation that PCC enter into a partnership arrangement with the Fareham and Gosport Building Control partnership.**
- (2) **The progress and that the proposed date for the formation of the new partnership is 1st May 2015 (subject to formal endorsement by Fareham and Gosport Borough Councils -March /April).**

20. ECYP Scrutiny report on pupil premium in Portsmouth Schools with response report (AI 7)

Marc Harder, Education Improvement Commissioning Manager, presented the report on behalf of Julien Kramer, Interim Head of Education and explained the scrutiny panel had investigated how schools were using and identifying PPG and the sharing of good practice in the city, hearing from teachers and governors as part of the review. Councillor Young as the Cabinet Member for Children & Education thanked the panel for their sensible report as it was important to see that the Pupil Premium was used well. Marc Harder was also thanked by the Cabinet for his services to the council and he was wished good luck with his new job at Hampshire County Council.

DECISIONS:

- (1) That the panel is thanked for its work in undertaking the review**
- (2) The Cabinet noted and supported the recommendations in the report (as listed on pages 6-7 of the report).**
- (3) The original report is circulated with a covering letter to all schools to advise of the panel's findings and to highlight the ongoing importance of the PPG.**

21. Housing & Social Care Scrutiny Review into hospital discharge arrangements in Portsmouth with response report (AI 8)

Councillor Wemyss made a non-prejudicial declaration of interest in that he works for the National Health Service.

Rob Watt, the Head of Adult Social Care presented the response report and explained that the Housing & Social Care Scrutiny Panel had looked at the processes and what may lead to delays. Whilst most of the recommendations were supported his response report included comment and points of clarification where things had moved on. The panel's recommendation 1b) regarding giving next of kin status to officers had not been supported as this was incompatible with their professional status. Members of the Cabinet recounted their own interactions with the discharge unit at QA Hospital and felt that the staff there were working well under pressure. Councillor Wemyss further commented that the report had looked at processes rather than the structure and there was some duplication that could be further investigated such as both the city council and NHS employing their own occupational therapists. He felt the report could have gone further in recommending savings. The Leader asked that it be placed on record their thanks to the chair, panel and the professionals for their work on this review.

DECISIONS:

- (1) The Cabinet noted the comments by the Head of Adult Services in relation to the Scrutiny Panel recommendations at Point 3.1 within the response report (thereby not supporting the panel's recommendation 1b)**

- (2) **The Cabinet noted the points of clarification in Point 5 of the response report.**
- (3) **The Cabinet thanked the Chair and HSC Scrutiny Panel for their report.**

22. Treasury Management Strategy for 2015/16 (AI 9)

Chris Ward presented his report which would be discussed at council on 17 March.

The report set out the borrowing limits and the policy of how the repayment of debts would be determined. He explained the associated policy changes which represented opportunities for greater returns for very little extra risk. It was noted that the city council were performing better than the benchmark colleagues regarding the risk appetite to attract extra income; the current estimate for income from these investments for 2015 was £3.3m.

RECOMMENDED to Council

- 1a the prudential indicators in Appendix A be approved;**
- 1b the Head of Financial Services and Section 151 Officer and officers nominated by him be given authority to lend surplus funds as necessary in accordance with the Treasury Management Policy;**
- 1c the Head of Financial Services and Section 151 Officer is given delegated authority to either replace maturing debt or repay it depending on the outlook for long term interest rates that exists at the time**
- 1d the upper limits for fixed interest exposures are set as follows:**

2014/15	£272m
2015/16	£304m
2016/17	£377m
2017/18	£383m
- 1e the upper limits for variable interest exposure are set as follows:**

2014/15	(£246m) – Investments up to £246m
2015/16	(£278m) – Investments up to £278m
2016/17	(£332m) – Investments up to £332m
2017/18	(£331m) – Investments up to £331m

1f the following limits be placed on principal sums invested for periods longer than 364 days:

31/3/2015 £265m
 31/3/2016 £243m
 31/3/2017 £231m
 31/3/2018 £228m

1g the City Council set upper and lower limits for the maturity structure of its borrowings as follows:

Amount of projected borrowing that is fixed rate maturing in each period as a percentage of total projected borrowing that is fixed rate.

	Upper Limit	Lower Limit
Under 12 Months	10%	0%
12 months & within 24 months	10%	0%
24 months & within 5 years	20%	0%
5 years & within 10 years	20%	0%
10 years & within 20 years	40%	0%
20 years & within 30 years	40%	0%
30 years & within 40 years	40%	0%
40 years & within 50 years	50%	0%

1h authority to reschedule debt during the year is delegated to the Head of Financial Services and Section 151 Officer subject to conditions being beneficial to the City Council;

1i no restriction be placed on the amount that can be borrowed in sterling from an individual lender provided it is from a reputable source and within the authorised limit for external debt approved by the City Council;

1j the principles upon which the apportionment of borrowing costs to the Housing Revenue Account (HRA) should be based are as follows:

- The apportionment is broadly equitable between the HRA and the General Fund, and is detrimental to neither;
- The loans portfolio is managed in the best interests of the whole authority;

- The costs and benefits of over and under borrowing above or below the capital financing requirement (CFR) are equitably shared between the General Fund and the HRA;
- 1k the regulatory method of calculating Minimum Revenue Provision (MRP) be applied to pre 1 April 2008 debt and new government supported debt but excluding finance leases and service concessions (including Private Finance Initiative schemes);
- 1l the asset life (equal instalment) method of calculating MRP is applied to post 1 April 2008 self-financed borrowing but excluding:
- Finance leases
 - Service concessions (including Private Finance Initiative schemes)
 - Borrowing to fund long term debtors (including finance leases);
- 1m MRP on finance leases and service concessions including Private Finance Initiative (PFI) arrangements equals the charge that goes to write down the balance sheet liability;
- 1n the principal element of the income receivable from long term debtors be set aside to repay debt if the asset was financed through self-financed borrowing in order that the repayment of the debt is financed from the capital receipt;
- 1o the principal element of the rent receivable from finance leases be set aside to repay debt if the asset was financed through self-financed borrowing in order that the repayment of the debt is financed from the capital receipt;
- 1p the Housing Revenue Account (HRA) provide for the repayment of the Self Financing Payment over 30 years;
- 1q that specified investments should only be placed with institutions that have a long term credit rating of at least A- from at least two credit rating agencies except registered social landlords for which a single credit rating will be required;
- 1r investments should only be placed with institutions based in either the United Kingdom or sovereign states with a AA+ credit rating;
- 1s the Council's investments are limited to senior debt;
- 1t the bodies meeting the criteria of categories 1 to 8 in paragraph 16.15 are approved as repositories of specified investments of the City Council's surplus funds;

- 1u that investments in banks, building societies and registered social landlords (RSLs) with a duration exceeding 2 years are secured**
- 1v credit ratings be reviewed monthly and that any institution whose credit rating falls below the minimum level stated in paragraph 16.15 of the Treasury Management Policy be removed from the list of specified investments;**
- 1w institutions that are placed on negative watch or negative outlook by the credit rating agencies be reassigned to a lower category;**
- 1x non-specified investments in aggregate are limited to the following:**

	£
Building societies with a BBB credit rating and unrated building societies	81m
Investments in MMD (Shipping Services) Ltd including funds lodged to guarantee the company's banking limits. MMD is a wholly owned subsidiary of the City Council.	2m
Long term investments	243m
Investments denominated in foreign currencies to hedge against contracts priced or indexed against foreign currencies	5m
Total	331m

- 1y the total amount that can be directly invested with any organisation at any time should be limited as follows (see paragraph 18.1):**

	Maximum Investment in Single Organisation
Category 1	Unlimited for up to 5 years
Category 2	£30m for up to 5 years
Category 3	£30m for up to 10 years
Category 4	£26m for up to 5 years
Category 5	£20m for up to 10 years
Category 6	£20m for up to 5 years
Category 7	£13m for up to 5 years
Category 8	£10m for up to 5 years
Category 9	£10m for up to 2 years
Category 10	£6m for up to 2 years
Category 11	£6m for up to 364 days
MMD (Shipping Services) Ltd including sums lodged to guarantee the company's banking limits	£2m for up to 364 days

1z the Head of Financial Services and Section 151 Officer in consultation with the Leader of the Council is given delegated authority to revise the total amount that can be directly invested with any organisation at any time

1aa that the following investment limits be applied to sectors:

Money market funds	£80m
Building societies	£107m
Registered social landlords	£80m

1ab that the following investment limits be applied to regions outside the United Kingdom:

Asia & Australia	£40m
Americas	£40m
Continental Europe	£30m

2 the Head of Financial Services and Section 151 Officer submits the following:

- (i) an annual report on the Treasury Management outturn to the Cabinet by 30 September of the succeeding financial year;**
- (ii) A Mid Year Review Report to the Cabinet and Council;**
- (iii) the Annual Strategy Report to the Cabinet in March 2016;**
- (iv) quarterly Treasury Management monitoring reports to the Governance and Audit and Standards Committee.**

23. Budget and Performance Management 2014/15 (3rd Quarter) to end December 2014 (AI 10)

Chris Ward presented his report which would be going to council for noting whist it was a decision for the Cabinet. Questions were raised regarding the overspend in Children's Social Care and the variances in forecast for each quarter. It was reported that this was due to a key assumption that agency staff were not being used who were still in place. The Leader stressed that this was being addressed by herself and the Cabinet Member with Chris Ward, David Williams, Richard Webb and Stephen Kitchman who would be meeting on a fortnightly basis.

DECISIONS:

- (i) The forecast outturn position for 2014/15 be noted:**

- (a) An overspend of £822,200 after further forecast transfers to Portfolio Specific Reserves
 - (b) An overspend of £562,000 before further forecast transfers to Portfolio Specific Reserves.
- (ii) Members note that any actual overspend at year end will in the first instance be deducted from any Portfolio Specific Reserve balance and once depleted then be deducted from the 2015/16 Cash Limit.
- (iii) Members note that the following actions have been instigated by the Head of Finance and S151 Officer in relation to the Children & Education Portfolio overspend:
- (a) Initiated a review of the cost effectiveness of the use of supernumerary and agency posts and the contribution to the Integrated Commissioning Unit by Children's Social Care
 - (b) Requested that the Head of Children's Social Care produce a detailed action plan for reducing expenditure within the service to operate within the authorised cash limit for 2015/16
 - (c) Initiated fortnightly budget monitoring meetings, to review progress against budget and the action plan, with the Leader of the Council, Portfolio Holder, Chief Executive and Head of Children's Social Care.
- (iv) Heads of Service, in consultation with the appropriate Cabinet Member, consider options that seek to minimise any forecast overspend presently being reported and prepare strategies outlining how any consequent reduction to the 2015/16 Portfolio cash limit will be managed to avoid further overspending during 2015/16.

(This is forwarded to Council on 17 March for noting)

24. Exclusion of Press and Public (AI 11)

RESOLVED that the following motion be adopted relating to the exemption of exempt appendices 1, 3, 5 and 6 of the report 'Delivering Differently' under paragraphs numbers 1, 2 and 3:

“That, under the provisions of Section 100A of the Local Government Act, 1972 as amended by the Local Government (Access to Information) Act, 1985, the press and public be excluded for the consideration of the following items on the grounds that the reports contain information defined as exempt in Part 1 of Schedule 12A to the Local Government Act, 1972”.

25. Delivering Differently - Establishment of a new social enterprise (AI 12)

(TAKE IN REPORT BY THE HEAD OF HEALTH, SAFETY & LICENSING
WITH EXEMPT APPENDICES 1, 3, 5 AND 6)

The exempt appendices were not referred to during the public debate of this item. The report was presented by Rachael Dalby, Head of Health, Safety and Licensing and Lisa Wills, Strategy and Partnerships Manager, outlining the establishment of social enterprise to form a company limited by guarantee and was supported by Councillor New as the Cabinet Member for Environment & Community Safety to safeguard community safety outcomes in the city. Councillor Stubbs asked for an update regarding the negotiations with the police and fire authority. It was reported that whilst officers had not heard back formally regarding their contributions, these were being discussed with them and Councillor New had met with Rachael Dalby and Lisa Wills to ask for their commitment for an equal partnership. The Leader added her support to these recommendations. She also thanked Rachael Dalby and Lisa Wills and the team for their work on this.

DECISIONS the Cabinet:

- (1) Delegated authority to the Interim Chief Executive with support from legal services to take all steps and prepare and submit all documents necessary to incorporate formally a 'shell' company ready to commence trading at a later date.**
- (2) Authorised the transfers, commencement of trading, and entering into all necessary legal documentation with the new company (New Co.), upon the section 151 officer in conjunction with the City Solicitor in consultation with the Leader being satisfied of the final business case, terms of transfer, and all related contractual documentation.**
- (3) Appointed the Cabinet Member for Environment and Community Safety as a member of the shadow board and instruct the Chief Executive to appoint another council officer, with the appropriate financial skills to support the Interim Chief Executive on the shadow board, with those individuals to become directors of the company upon incorporation.**
- (4) Approved the resource plan set out at item 19 to provided dedicated resources from HR, IT and finance to support the development of the business plan against the gateways and timeline set out in appendix 1**
- (5) Subject to approval in accordance with recommendation 3.1.2 delegated authority to the City Solicitor in consultation with the Section 151 Officer and the Interim Chief Executive to prepare, settle and execute all documents required for the transfer of staff, contracts, assets, equipment and accommodation as necessary to enable New Co to operate.**

The meeting concluded at 2.00 pm.

Councillor Donna Jones
Leader of the Council

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Title of meeting:	Cabinet
Date of meeting:	11 th June 2015
Subject:	Portsmouth Carers Strategy
Report by:	Preeti Sheth Director of Integrated Commissioning Unit Rob Watt Director of Adult Social Care
Report prepared by:	Mandy Lindley Senior Manager ICU and Lisa Mundy Senior Manager Adult Social Care, commissioning leads
Wards affected:	All
Key decision:	No
Full Council decision:	No

1. Purpose of report

To present the Portsmouth Carers Strategy 2015 - 2020 to Cabinet

2. Recommendations

- 2.1** That Cabinet note, support and endorse the Portsmouth Carers Strategy 2015-2020 (appendix one to this report)

3. Background

This strategy is Portsmouth's second Carers Strategy and builds on the significant progress and achievements of the previous document. This time the strategy has been produced jointly by Portsmouth City Council, NHS Portsmouth Clinical Commissioning Group, Solent NHS Trust and Portsmouth Hospitals NHS Trust, which provides us with an exciting opportunity to make the most out of joint working opportunities to ensure carers get the recognition and support they need at every possible point in the health and social care system.

The strategy covers carers of all ages. A carer is someone who cares, unpaid, for a family member or friend, who due to illness, disability, a mental health condition or an addiction cannot cope on their own, without their support.

The strategy has been written to build on the previous document and in response to the publication of the National Carers Strategy Second Action Plan 2014-2016. The local plan reflects the four priorities laid out in the national strategy:

1. Identification and recognition
2. Realising and releasing potential
3. A life alongside caring
4. Supporting carers to stay healthy

An action plan has been developed based on these four areas with actions derived from local carer's feedback and evidence of what carers want and need both nationally and locally.

1 in 10 adults are carers and it is estimated that carers save the government £119 billion pounds a year nationally and £310 million in Portsmouth. Carers must be identified and supported in order to have the best quality of life possible and to ensure they can maintain their vital contribution to the health and social care system.

National developments such as the implementation of the Care Act 2014 which puts carers on the same legal footing as the people they care for, and NHS England's Commitment to Carers put further emphasis on the need for carers support both locally and nationally, and this strategy seeks to capitalise on that opportunity.

This strategy and its' two year action plan sets out how we will improve carer identification and support across the health and social care system in Portsmouth. The strategy and action plan sets out a work programme that will meet the National Carers Strategy, the Care Act, Better Care Fund and locally identified requirements and will continue to be monitored by the Carers Executive Board. Following the endorsement of the strategy a SMART annual action plan for 2015/2016 will be developed.

5. Equality impact assessment (EIA)

This document is a refresh of the 2014/2015 carers' strategy which PCC and the CCG have a duty to produce. The content of this document has been developed in conjunction with all stakeholders, including carers. A preliminary EIA has been completed, there is no adverse impact on any group a result of this piece of work.

6. Legal implications

The strategy has been produced as part of the Council's statutory obligations under the Care Act 2014, the Children and Families Act 2014 and other allied legislation. It sets the basis for compliance with the strategic aims for providing with carers in the area thus ensuring all of the relevant factors are taken into account in decision making on this topic.

7. Finance comments

The 2015/2016 funding for carers activity is anticipated to be sufficient to meet the aims and objectives of the carers strategy for this financial year. Funding for some of the new Care Act responsibilities for Carers will be provided via the local Better Care Fund in 2015/2016. However, funding levels for the financial years beyond 15/16 remains uncertain. The effects of future budgetary constraints upon both local authorities and the NHS are likely to lead to the requirement for further savings.

.....
Signed by:

.....
Signed by:

Appendices:

Appendix 1 Portsmouth Carers Strategy 2015 - 2020.

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

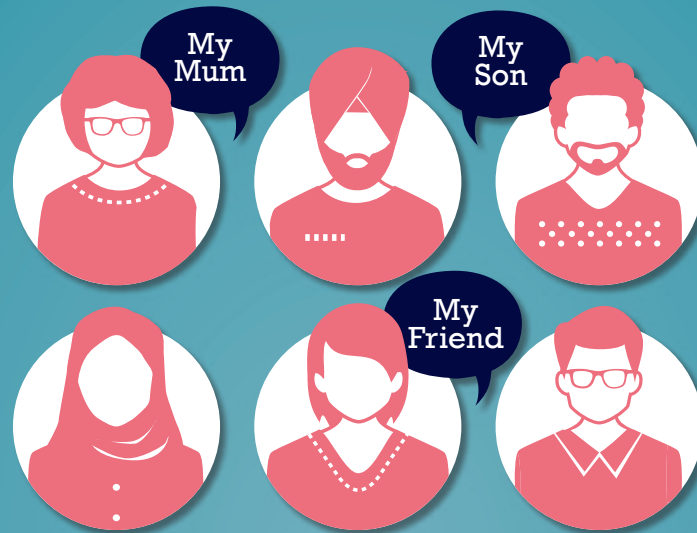
The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location
National Carers Strategy	Integrated commissioning unit

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 CAREERS STRATEGY 2015–2020

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This strategy demonstrates our commitment to carers and gives direction for developing local support and services over the next five years

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Foreword

Introduction from:



Dr Jim Hogan
Chief Clinical Officer
NHS Portsmouth Clinical
Commissioning Group



Robert Watt
Director of Adult Social Care
Portsmouth City Council

We are confident this strategy will build upon the advances already made and achieve better outcomes for Carers in Portsmouth

As the Carers' Champions for the city, we are pleased to announce the publication of the Portsmouth Carers Strategy 2015–2020.

A carer is anyone who cares, unpaid, for a family member or friend, who due to illness, disability, a mental health condition or an addiction cannot cope without the carer's support.

We recognise that without the support of carers our health and care system simply could not cope with the demands placed upon it. This strategy demonstrates our commitment to carers and gives direction for developing local support and services over the next five years.

The strategy has been developed in partnership with:

- carers
- Portsmouth City Council (PCC)
- NHS Portsmouth Clinical Commissioning Group (CCG)
- Portsmouth Hospitals NHS Trust
- Solent NHS Trust
- other stakeholders

According to the most recent census (2011)¹ there are more than 17,000 people in Portsmouth providing unpaid care and support to relatives, friends and neighbours who are disabled, frail or vulnerable. During our lifetime most of us will either be a carer or know someone with caring responsibilities.

Both the Care Act 2014² and the national carers' strategy (*Carers Strategy: Second National Action Plan 2014–2016*)³ mark a significant shift in the approach to how carers are supported, acknowledging the important contribution they make and placing them on the same legal footing as the person they care for when it comes to accessing services they may need.

We are confident this strategy will build upon the advances already made and that with this framework we will achieve better outcomes for carers in Portsmouth.

2 Introduction

1 in 10
adults provide unpaid care
at any given time*

2.1 A joint local carers strategy

This strategy for Portsmouth has been developed jointly by Portsmouth City Council, NHS Portsmouth CCG, Solent NHS Trust and Portsmouth Hospitals NHS Trust and includes strategic support to both adult and young carers. It combines national and local intelligence to inform future developments for carers' services and has contributions from carers who are residents and caring for someone in Portsmouth.

The strategy has been written in response to the national carers strategy, the implementation of the Care Act 2014 and Children and Families Act 2014⁴ and in acknowledgment of the needs of the 17,000 carers who live in Portsmouth.

The main purpose is to provide a coordinated approach to carers services and support in Portsmouth to ensure that all health and social care agencies working

with carers are able to provide a consistent approach to identifying carers, signposting them to advice and support and including and respecting carers as expert partners in care.

It also aims to build on the work already undertaken during the roll out of *Portsmouth Carers Strategy 2011–2015*⁵ and to strengthen already established partnership working between health and social care agencies, as well as voluntary and private sector organisations.

The strategy will identify the distinct ways in which health and social care services can, and do support carers. It also recognises that health and social care services operate in an ever-changing environment and therefore it is not the intention that this strategy is 'set in stone' but that it will provide a frame work for future developments and direction.

*estimated, 2011 Census

2.2 Our local priorities 2015–20

We have based our priorities on the four priorities laid out in the national carers strategy, *The Second National Action Plan 2014–2016*, these are:

1

Identification and recognition

Carers will be respected as expert partners, and identified at an early stage to secure comprehensive, personalised services to support them in their caring role.

Support carers to identify themselves

Engage early

- Not labelling carers as carers
- Engage with underrepresented groups
- Professionals to value carers as expert partners
- Involve carers in care planning

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3

A life alongside caring

Personalised support both for carers and those they support, enabling them to have a family and community life.

- Drive towards personalised support for both the carer and the cared for.
- Secure the provision of good quality information, advice and support.

The way in which we will achieve those priorities are laid out in an action plan in section 9 of this strategy and are based not only on the national action plan but also on the views of local carers and locally available data. A more detailed explanation of each of these priorities is laid out later in this strategy.

2

Realising and releasing potential

Making sure that a carer is not disadvantaged by their caring status.

- Support for young carers and young adult carers
- Promote and provide support for working age carers

4

Supporting carers to stay healthy

Supporting carers to stay mentally and physically well.

- Acknowledge carer stress and understand health data.
- Promote prevention and early intervention to help carers stay well.
- Support carers to look after their own health.

2.3 Who is a carer?

A carer is anyone who cares, unpaid, for a family member or friend, who due to illness, disability, a mental health condition or an addiction cannot cope without the carer's support. This is a definition used by the Carers Trust⁶ and a commonly used definition locally.

This strategy relates to carers who are:

- residents of Portsmouth who care for someone who lives in Portsmouth.
- people who live outside Portsmouth who care for someone who lives in Portsmouth.
- people registered with NHS Portsmouth CCG GPs who are carers of someone living in Portsmouth (even if they themselves live out of Portsmouth).

Most of us will have caring responsibilities at one stage or more in our lives. The 2011 Census found that 5.4 million people in England were providing unpaid care – that is 1 in 10 adults at any given time – although Carers UK estimates a higher figure at 6.5 million that equates to 1 in 8 adults.

Unpaid carers in the UK are an essential component of the health and social care economy and nationally save the government approximately £119 billion per year – more than the annual costs of the NHS (*NHS England's Commitment to Carers 2014*).

In Portsmouth, the contribution of more than 17,000 carers is estimated to be worth

£310m per year

In Portsmouth, the contribution of more than 17,000 carers could be worth around £310 million per year, (based on national estimates). The care they provide to help keep people living in their own homes and in their own communities is absolutely vital. Without it, our health and social care systems simply could not cope with demand. However, as a result of caring, carers are at risk of suffering negative impacts to their health, wellbeing and income.

Without effective support, the caring role itself can become unsustainable. For this reason Portsmouth City Council, NHS Portsmouth CCG, Solent NHS Trust and Portsmouth Hospitals NHS Trust have coordinated and agreed a strategic plan to secure comprehensive support and services for Portsmouth carers.

Although we recognise that each carer is an individual, from the responses from the Carers survey 2014/15 we have been able to develop a profile of Portsmouth carers (Appendix A).



2.4

Top 5 of what carers want in Portsmouth

Easy access to up-to-date information about carers services in a range of formats.

Carers survey 2014

All professionals, including health professionals, who have contact with carers need to understand how to identify carers and ensure they are signposted or supported with accessing carers' services.

Carers survey 2014

A carers centre or hub where carers' activities can be accessed via a one-stop-shop.

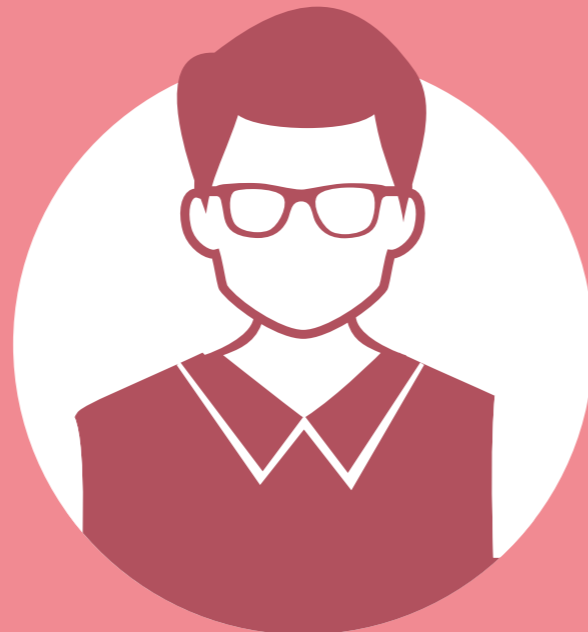
Carers consultation event 2014

Support services for both carer and the person cared for need to be easier to navigate and more user friendly.

Carers survey and consultation event 2014

Young carers to be identified, recognised and supported across education, health, community and social care services.

Young carers consultation 2014



2.5

Current support for carers in Portsmouth

The Carers Centre in Portsmouth is a community resource dedicated to supporting carers in the city. The team is based within and funded by Adult Social Care (ASC) and provide support to carers via a self-assessment process and by building capacity within the community for carers support.

The Joint Assessment Service and breaks fund is jointly financed by Portsmouth City Council and NHS Portsmouth CCG.

Support for individual carers can include emotional support, providing information on a range of issues, carers' breaks, training, signposting to specialist services and carers' groups, support for young carers and adult mental health carers.

The Carers Centre team undertake a range of partnership working with key organisations across the city. They co-locate with certain teams and run outreach sessions. Venues include:

- Queen Alexandra Hospital
- GP surgeries
- Pharmacies
- Healthy Living Centre
- John Pounds Centre
- Kestrel Learning Disabilities Team
- St Marys Hospital Mental Health Team
- Civic Offices

If we need any help we know that the Carers Centre is only a phone call away and we know we can always come down and talk to someone.

Carer



The Carers Centre Contact details

117 Orchard Rd, Southsea, PO4 0AD

Opening hours:
Monday–Thursday 9am–5pm
Friday 9am–4.30pm
Saturday Café 10am–2pm

If you are unable to visit the centre, please phone **023 9285 1864**, email carerscentre@portsmouthcc.gov.uk or write to us.

Alternatively visit
www.portsmouth.gov.uk/carerscentre or
www.facebook.com/portsmouthcarerscentre



The national context

Now, through the Care Act 2014 carers have been put on the same legal footing as the person they care for.

3.1 Background

Since the Carers (Recognition and Services) Act 1995⁷ was introduced, the government has continued to recognise the essential role that carers have in supporting people with a disability or illness. Carers have been included in a variety of legislation over the last 20 years and the government has gradually raised the profile of carers through this legislation, guidance, national service frameworks and strategies.

Our previous Joint Strategy was based on two national carers strategies:

- *Carers at the heart of 21st-century families and communities* (June 2008)⁸
- *Recognised, Valued and Supported: next steps for the carers strategy* (November 2010)⁹

Now, through the Care Act 2014, carers have been put on the same legal footing as the person they care for and the government have issued a second national strategy.

Much has been published in the last few years about demographic changes and the impact they're having, and will continue to have on all our lives. People with lifelong

disabilities and people with long-term health conditions which develop as they grow older, are living longer.

In line with the *Carers Strategy: Second National Action Plan 2014–2016*, young carers and those caring for someone under the age of 18 years have been considered and included throughout this strategy alongside adult carers.

3.2 Carers strategy

The *Carers Strategy: Second National Action Plan 2014–2016* builds on the previous government's national carers strategy 2008 and the coalition government's update (*Recognised, Valued and Supported: next steps for the carers strategy*, 2010).

It retains the strategic vision for recognising, valuing and supporting carers from 2008, which has been the vision of successive governments, and the four areas for priority action identified in 2010.

3.3

The Care Act 2014 – the law for carers

The Care Act relates mostly to adult carers – people over 18 years who are caring for another adult. This is because young carers (aged under 18 years) and adults who care for disabled children can be assessed and supported under children’s law.

The Care Bill 2013 in many respects marks a quiet revolution in our attitudes towards, and expectations of, carers. At last, carers will be given the same recognition, respect and parity of esteem with those they support. Historically, many carers have felt that their roles and their own well-being have been undervalued and under-supported. Now we have a once-in-a-lifetime opportunity to be truly acknowledged and valued as expert partners in care.

Dame Philippa Russell,
Chair of Standing Commission on Carers



3.4

What does the Care Act 2014 do?

a) Assessments

The Act gives local authorities a responsibility to assess a carer’s need for support, where the carer appears to have needs. This replaces the existing law, which says that the carer must be providing “a substantial amount of care on a regular basis” in order to qualify for an assessment. This will mean more carers are able to have an assessment, comparable to the right of the people they care for.

The local authority will assess whether the carer has needs. This assessment will consider the impact of caring on the carer. It will also consider the things that a carer wants to achieve in their own day-to-day life. It must also consider other important issues, such as whether the carer is able or willing to carry on caring, whether they work or want to work, and whether they want to study or do more socially.

If both the carer and the person they care for agree, a combined assessment of both their needs can be undertaken.

b) Eligibility

When the assessment is complete, the local authority must decide whether the carer’s needs are eligible for support from the local authority. The threshold is based on the impact a carer’s need for support has on their wellbeing. This approach is similar to that used for adults with care and support needs.

c) Support planning

The local authority and the carer will agree a support plan, which sets out how the carer’s needs will be met. As an example this might include help with housework, buying a laptop to keep in touch with family and friends, or becoming a member of a gym so that the carer can look after their own health. Any allocated support, that has a financial or resource cost, will be determined on an individual basis via an assessment.

It may be that the best way to meet a carer’s needs is to provide care and support directly to the person that they care for, for example, by providing replacement care to allow the carer to take a break. It is possible to do this as long as the person needing care agrees. Other carers may just need information, advice or a little support.

d) Personal budgets for carers:

If assessed as requiring services that require funding, carers should receive a personal budget, and a statement showing the cost of meeting their needs, as part of their support plan. Support for young carers comes under the law relating to children. The Children and Families Act 2014 gives young carers (and parent carers) similar rights to assessment as other carers have under the Care Act.

Regulations under the Care Act set out how assessments of adults must be carried out to ensure the need of the whole family are considered. This could include assessing what an adult needs to enable them to fulfil their parental responsibilities towards their children, or to ensure that young people do not undertake inappropriate caring responsibilities.

e) Adults caring for disabled children

An adult caring for a disabled child, often called parent carers, can get support through children's services. This is usually the best way to meet their needs and so they are not covered by this Act.

However, there is provision in the Act for an adult carer of a disabled child to ask for an assessment of their caring needs before the child reaches 18 years. Where a local authority carries out such an assessment, it has the power to provide support to the carer even though they are caring for a child not an adult. This would, for example, enable a local authority to provide support that is available through an adult carers' centre.

f) Transition to adult services

The Act requires that adult social care professionals need to be involved in planning the support and care needs that a young carer may need once they reach 18 years. This also applies to adult carers of children where it appears likely that the adult carer will have needs for support after the child turns 18 years old.

g) Young carers

The Children and Families Act 2014, in conjunction with the adult-focused Care Act, seeks to make sure young carers and parent carers get the support they need.

Under the Care Act 2014 local authorities are expected to try and identify young carers so they can be offered support and both adult and children's social services will need to work together in supporting young carers and transitioning from children services to adult services.

Adult social care should be considering the needs of young people in the household when reviewing support for adults and children's social workers should also undertake whole-family assessments in such situations.

3.5 NHS England's Commitment to Carers April 2014¹⁰

Before the publication of the *Carers Strategy: Second National Action Plan 2014–2016* in October 2014, NHS England published its commitment to carers. This document, mandated by the Department of Health, sets out a series of commitments that NHS England makes to support carers, reflecting the views of carers from a series of engagement events.

Carers are a hugely important asset to the NHS. However, too often carers do not receive the recognition and support that they need and deserve from the NHS. We need to do more to help identify, support and recognise their vital roles. Helping carers to provide better care and to stay well themselves will contribute to better lives for those needing care and more effective use of NHS resources.

NHS England's Commitment to Carers 2014

Based on the emerging themes, NHS England has developed 37 commitments around eight priorities, which are within NHS England's remit to deliver:

1. Raising the profile of carers
2. Education, training and information
3. Service development
4. Person-centred, well-coordinated care
5. Primary care
6. Commissioning support
7. Partnership links
8. NHS England as an employer

3.6 National data

While the 2011 Census found that 5.4 million people in England were providing unpaid care (the same proportion of the population as reported in 2001), over a third were providing 20 or more hours care a week; an increase of 5% on 2001 figures.

2011 Census also found that there were over 166,000 young carers aged 5–17 years in England – an increase of over 26,000 since 2001.

The majority were providing 1 to 19 hours care but over 8% were providing 50 or more hours of care. In the adult age groups, more women than men in the age group 50–64 years were providing unpaid care. But there has been a shift in the age group of 65 years and above with higher proportions of men providing unpaid care than women in 2011.

The Health Survey for England 2012¹¹ provides useful insights into the nature and extent of caring responsibilities. The survey found:

- Care was most commonly provided to a parent (46% men and 47% women).
- Most of those providing care did so for one person (11% men and 14% women, while 3% and 4% respectively reported caring for two or more people).
- Adults in the 45–64 year age range were most likely to report caring for two or more people (5% men and 7% women).
- The majority of care was provided to someone in a different household (60% men and 67% women).
- Older men aged 65 years and over were more likely to care for someone in the same household (52%) reflecting that many were caring for a spouse. There were fewer women carers in the same age group (39%) compared to men carers.

Unpaid Caring Rates

Portsmouth	2001		2011		% Increase in rate
	Number	Rate per 1,000 population	Number	Rate per 1,000 population	
Providing unpaid care					
1–19 hours per week	9,988	53.5	10,794	52.6	-1.60
20–49 hours per week	1,569	8.4	2,239	10.9	29.93
50+ hours per week	3,426	18.4	4,103	20.0	9.04
Total number of carers	14,983	80.3	17,136	83.6	4.13
Total population	186,701		205,056		
% carers of population	8.03%		8.36%		

Source ONS 2001 Census and 2011 Census

4 Portsmouth carers: how we consulted with carers

4.1 Portsmouth City Council

Since launching the local Joint Carers Strategy in 2011 we have worked with carers to establish a variety of ways that they can contribute and support developments and have their voices heard.

We recognise that carers in Portsmouth want the same things that carers want regionally and nationally and we continue to seek the opinions of our local carer population.

To secure regular, formalised carer input to the roll-out of the original carers strategy, the local authority commissioned a voluntary sector organisation, Carers Together¹² to support carers to have their say.

This group has met regularly for the duration of the 2011–2015 strategy, championing carers issues and supporting carers to have a voice. From January 2015 a new organisation, Action Portsmouth¹³ has been commissioned to continue with this role and to also review the current structure and delivery format of the Carers Council.

In order to specifically inform the development of this strategy, we held a carers consultation event at Highbury

We routinely collect carer contact data... and this informs the focus for work allocation and development projects.

Portsmouth City Council

College on 16 October 2014. The views collected at that event have been included in the development of this strategy.

In October 2014, to fulfil the requirements of the bi-annual national carers survey¹⁴, Adult Social Care distributed a survey to carers who had undertaken an assessment within the previous 12 months. The local response rate was 55%. Local analysis of local data has informed the development of this strategy; however national comparator data will not be available until summer 2015.

Our carers activity via the Joint Assessment Service meets the comprehensive Key Performance Indicators (KPIs) set by NHS Portsmouth CCG. This informs service development and priorities for the coming year.

We routinely collect carer contact data at the Carers Centre and this informs the focus for work allocation and development projects.

Carers have contributed feedback on an individual basis via the carers assessment and assessment review process. These assessments tell us about carers' personal circumstances and together the carer and the worker determine what support the carer requires to ensure they are able to continue in their caring role, that they are

able to have a break and that their own wellbeing is prioritised.

Since May 2014 we have been running a carer identification project in Queen Alexandra Hospital. In summer 2014 we began collecting user experience information for Portsmouth Hospitals NHS Trust who has collated this feedback for staff training and service developments.

We regularly undertake ad hoc consultation for specific service developments such as new leaflets, web pages, small scale operational changes to service and support to groups.

Portsmouth City Council delivers a magazine, called *Flagship* to every home in Portsmouth (PO1 to PO6) six times a year and for the duration of the 2011–15 strategy we purchased two pages for carers information/articles. This has proved to be a good way of providing information to carers and receiving views back.

Portsmouth City Council employs a worker who supports the 29 peer-led groups and carer volunteers. These cohorts of carers are regularly asked for opinions and views by the council and by a range of health partners.

4.2 Solent NHS Trust

Solent NHS Trust specialises in providing community and mental health services to people living in Portsmouth, Southampton and parts of Hampshire, working in over 100 clinical sites spread across these locations.

In Portsmouth, the Trust provides a range of specialist clinical services including children's and family services, sexual health services, community adult nursing and therapy services, specialist dentistry, substance misuse services and it is the main provider of mental health services to people living in Portsmouth.

Our vision is to be patient-focused, actively seeking the views of our patients and carers and engaging them in shaping and developing our services.

Our vision is to be patient focused, actively seeking the views of our patients and carers and engaging them in shaping and developing our services.

Solent NHS Trust

In order to achieve this vision we need to work with our patients and carers so that together we can make a difference to the experiences of our current and future patients and design and provide our services around their needs.

Solent NHS Trust's 5 year *Integrated Business Plan 2012–2017*¹⁵ includes the quality promise that "we will improve experience by putting people at the heart of services and listening to people's views, gathering information about their perceptions and personal experience and using that information to further improve care".

We will consult and involve carers by working with our local authority and other health partners, raising awareness and signposting to available support.

Our marketing communications team provide support and guidance on how best to engage with stakeholders. This support generally includes developing a communication and engagement plan.

We normally use a variety of modes of engagement to ensure information reaches the relevant audiences, these include:

- mainstream media
- social media
- websites
- public meetings (including workshops, forums, AGM, board meetings, events)
- letters and emails
- publications e.g. *Shine* (our newsletter); stakeholder newsletter; GP newsletter, other corporate documents
- surveys

4.3 What engagement activities Solent NHS Trust undertook in 2014–15

During this year we have raised the awareness of the needs of carers with our staff and the public by contributing to Carers Week and Carers Rights Day. To highlight the needs of carers, Solent services were involved in a number of events in various locations:

- In collaboration with Carers Together, we provided an information stand in a public shopping area where we spoke with 58 members of the public.
- During Carers Week a number of Solent services had information stands at the Mountbatten Centre.
- Our Talking Change Service held a stress workshop for carers during Carers Week.

These activities raised the profile of the needs of carers via our communications with staff and the public events we attended.

The process of updating our regional strategy for carers has begun and we are taking forward this work in partnership with our key partners, including the local authorities in Portsmouth and Southampton.

4.4 Portsmouth Hospitals NHS Trust

Portsmouth Hospitals NHS Trust

Portsmouth Hospitals NHS Trust provide acute hospital services to the population of Portsmouth, South East Hampshire and beyond. The trust is committed to providing services to patients that are safe, effective and caring, which meet and aim to exceed their expectations and that of their families and carers. Our Quality Improvement Strategy was developed through listening to our patients, their families and carers, our partners and

stakeholders to understand what is important to them. Our ambition to achieve excellence in all that we do provides the foundation for the development and delivery of our services.

We recognise the importance of the active involvement of carers of people who use hospital services and have developed a positive working relationship with the carer community in Portsmouth. Recent changes to the way we involve patients, families and carers have enabled more meaningful participation in the identification of quality improvement priorities. Carers were asked to tell us what would be the thing that would most improve their experience of a hospital stay for the person they care for. They told us we need to improve our communication between staff, the cared for person and the carer. This is now one of the three key experience improvement priorities for 2015–16.

The trust is committed to providing services to patients that are safe, effective and caring which meet and aim to exceed their expectations.

Portsmouth Hospitals NHS Trust

The Trust has a significant contribution to make in the early identification of carers who contribute towards the provision and sustainability of health and social care services. An acute hospital admission of someone who is cared for can be a sign of a carer struggling to provide the support needed. Many of these carers will be 'hidden' carers, not receiving any support. Early identification and provision of, or signposting to, support services has a positive impact on the health and wellbeing of the carer. This results in them being able to continue their role as carer and supports them to live a fulfilled life.

Portsmouth Hospitals NHS Trust Carer Engagement Activities 2014–15

This year, the trust has taken the opportunity to promote engagement as an on-going

process rather than a one-off event. To achieve this the Patient Experience Steering Group, which is responsible for directing and monitoring experience improvements, has a permanent carer representative.

The Trust is also an active member of the Portsmouth Carers Executive and uses this as an opportunity to speak with and listen to carers. We are a member of the Fareham and Gosport Community Engagement Committee on which there is representation from the carer community from across SE Hampshire. Supporting the Portsmouth City Council pilot project for on-site carers has helped us better understand what is important to carers during the hospital stay of the person they care for. All carers are offered the opportunity to participate in a simple survey which has helped us identify areas of good practice and areas for improvement.

The council's carers team, based at QAH implemented a carer feedback survey in June 2014 and in the first nine months there were 51 respondents.

Portsmouth City Council

Carers Centre Queen Alexandra Hospital (QAH) Project

Portsmouth City Council's carers team, based at QAH implemented a carer feedback survey in June 2014 and in the first nine months there were 51 respondents. The survey asks a series of questions relating to how much the carer felt included and supported while the person they cared for was in hospital.

A snapshot of the headline results is as follows:

- 54% of carers felt their caring role was considered important by hospital staff
- 56% of carers felt they were kept up to date with the care/treatment of the person they care for

- 48% reported that they were offered support and advice during the stay of the person they care for

When asked 'how do you think your experience as a carer could be improved if the person you care for had to be admitted again?'

- 60% said better communication between healthcare staff, patient and carer
- 37% said better post discharge services for the carer
- 65% said having a point of contact for information for the carer
- 44% said having an advocate to assist the carer when needed

Many carers also commented that the key issue they faced was not being able to speak to the relevant medical professional to get an accurate update on the condition and care of their loved one.

4.5 Young carers

Young carers services based in Portsmouth City Council's Adult Social Care and Public Health department carried out a consultation exercise in 2014.

Consultations took many forms from informal chats to group activities at the Carers Centre, in schools and at the colleges – in total 28 young carers contributed.

We found that young carers in Portsmouth are generally very happy with the service and support offered.

Young carers in Portsmouth are very happy with the service and support offered.

Portsmouth City Council

Common themes are:

- Young carers found staff very supportive, especially where they felt that they were not supported by other professionals.

"Without the carers service I probably wouldn't be here today. This place has helped me cope with difficult moments in my life."
- Young carers reported that they had been able to take up opportunities that they would not otherwise have access to including the chance to socialise with peers.

"If I didn't come here I would never go out."

"I have had experiences, such as the carers' festival (I still have friends from this!) and going abroad, that I never had before. These made me feel good about myself."

"Gives me a chance to do things I wouldn't normally do"

- Young carers felt supported to attend school.

"The worker was brilliant and listened to me when my school had given up; no one asked me why I was not happy. She helped me to settle back into school and was my voice when I needed her to be."

- Young carers reported that services helped them to stay or get back on track.

"Without young carers I would been on the streets fighting and taking drugs, the support from staff and other young carers has helped me a lot and helped me stop self-harming and taking substances that can damage me."

"The worker helped me a lot last year when my relationship broke down after my girlfriend had a miscarriage. I got into drugs and lost my way. He talked me through this and gave me the insight to work through it."



- The opportunity to relax in a supportive environment is valued highly.

“The group is a place where I can socialise and relax at times where other things in life are causing me a lot of stress and anxiety.”

“The service I have received from the young carers is absolutely outstanding! When I first came to the meeting back in November 2013 I was at rock bottom, but gradually I have been feeling better about myself and feeling better about being a young carer.”

- Parents living in the north of the city identified transport and cost of public transport/fuel as being a barrier to their children accessing the service.

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Parents’ perception of whether their child was a young carer could impact on their attendance at provision.

“If I was a support worker I would have made more house visits with the people that care for family members so I would know how to help them make a better chance for themselves and help them improve on problems they have.”

Portsmouth carers reported higher scores and percentages across all five outcome measures in the ASCOF than the national average.

Portsmouth City Council

4.6 Carers survey 2014: summary of results

Questions from the 2014–15 carers survey are used to monitor the performance of Adult Social Care at national and local levels. Responses to certain questions are used to populate outcome measures in the Adult Social Care Outcomes Framework (ASCOF)16. (Appendix B)

Carers eligible for inclusion in the survey are:

- those carers aged 18 years or over
- those helping or looking after someone aged 18 years or over
- those who’ve been assessed or reviewed, either separately or jointly with the cared for person by social services during the past 12 months before 31 July 2014.

Full data from the Carers Survey 2014 will become available on the Portsmouth City Council website in summer 2015, but we have included some provisional highlights from the local data below.

In 2012/13 Portsmouth carers reported higher scores and percentages across all five outcome measures in the ASCOF than the national average and local comparators (Hampshire and Southampton). However, provisional data from Portsmouth carer’s survey in 2014–15 shows a decrease across all the domains since the last survey. The greatest decrease was for carers reporting they had enough social contact with people they like (decrease from 57.0% to 47.1%).

This data is shown in the table opposite.

	2012–13				2014–15
	England	Hampshire	Southampton	Portsmouth	Portsmouth Provisional
Carer reported quality of life	8.1	7.2	8.5	8.9	8.4
Carers with social contact				57.0%	47.1%
Carer satisfaction	42.7%	39.4%	40.2%	44.3%	43.3%
Carers reporting involved in discussions	72.9%	71.7%	76.3%	77.5%	71.2%
Accessible information	71.4	70.3	68.4%	74.0%	69.2%

The score for **carer reported quality of life** has decreased since the last survey by 0.5 points. The Portsmouth 2014–15 score is still 0.3 points above the England average in 2012–13.

Carers and social contact – just under half of respondents stated that carers had enough social contact with people they like. Although a new domain in 2013–14 the question has been asked in previous surveys and has dropped by 10 percentage points since 2012–13.

Carer satisfaction – just under half of carers (44.3%) for 2013/14 stated that they are very or quite satisfied, this was lower than the previous survey in 2012–13 (44.3), and higher than the England average of 42.7% (1.6 percentage points).

Proportion of **carers who report that they have been included or consulted in discussions** about the person they care for, just under three quarters of carers always or usually felt involved in discussions. This is a little below the England average for 2012–13 (1.7 percentage points).

Carers who find it easy to get information –

59% of carers find information very or fairly easy to find. This is below the 2012–13 England average by 2.2 percentage points and a drop of 4.8 percentage points since Portsmouth 2012–13.

Of those who responded to the survey the majority of cared for people were over 65 (69%) and of those, just over a quarter of cared for people were over 85 (28%). Compared to previous years, the older proportion of cared for people has reduced by 5 percentage points (over 65s in 2009–10 was 75%).

A new question for 2014–15 was included to assess the implications of the Care Act 2014, which allows local authorities to charge for carers’ services. Most (68%) respondents stated that they would not be prepared to pay for carers’ support services.

Most respondents stated that they would not be prepared to pay for carers’ support services.

Carers survey 2014

Priority 1: identification and recognition

Carers will be respected as expert partners, and identified at an early stage to secure comprehensive, personalised services to support them in their caring role.

The single, most important priority of all. We cannot do anything to support carers if we do not know who they are and what they need.

Carers strategy 2011–15

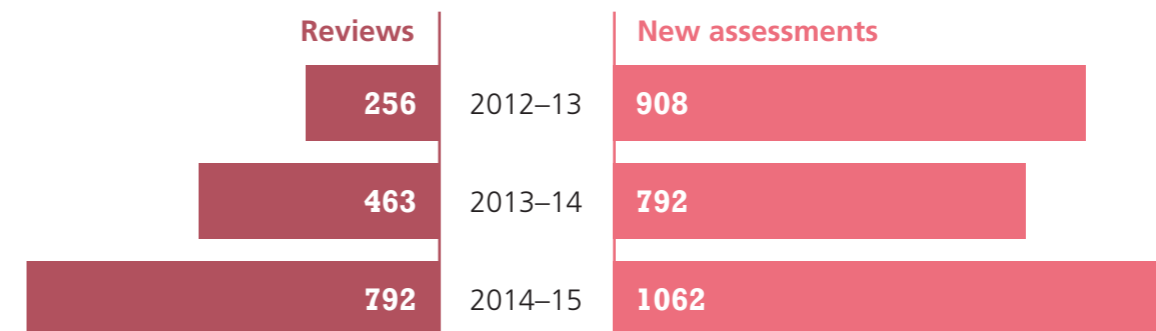
5.1 Why this priority is important?

In our strategy 2011–2015 we said that identifying and including carers was “The single, most important priority of all. We cannot do anything to support carers if we do not know who they are and what they need”. This is still our first priority and since the launch of the strategy in 2011 we have continued to strive to identify carers in a range of settings, through a range of campaigns and media. The number of carers known to services has increased year-on-year.

In summary the national *Carer's Strategy: Second National Action Plan* requirement is to:

1. Support carers to identify themselves and understand their legal entitlements, access information and advice on different elements of caring at different times, early access to information and advice to make informed decisions.
2. Early engagement with new carers and not labelling carers as such (as this often alienates people), engagement with those new to the caring role needs to be constantly reviewed.
3. Ensuring that young carers and other under-represented groups do not fall ‘under the radar’.

Number of assessments completed



4. Professionals need to value carer experience and knowledge. Recommendation that professionals should make use of carer insights from carers of all ages in order to provide good quality, efficient support.
5. Carers should be involved in planning individual care packages including families and young carer involvement. Carers of all ages should be involved in strategic planning.

Locally, we know that once carers are identified, either by themselves or by professionals, then their situation can be assessed and support can be accessed to maintain the caring role and meet their own needs. Early intervention and prevention is the key to this.

Working with schools to identify young carers, finding appropriate ways to share information between education and carer services, will ensure that all school-age carers are given the guidance and support they need in order to fulfil their caring role and reach their maximum educational potential.

My daughter searched the internet for information for me as I do not have access to a computer. More information needs to be in public places e.g. doctors, libraries.

Carer



5.2 What evidence do we have to support the priority?

In their May 2014 policy briefing, Carers UK¹⁷ state that nationally two million carers cease caring and the same number become carers each year. They also predict that by

2037 the national care population is likely to reach nine million.

The 2014 Carers UK State of Caring¹⁸ report is based on a survey of 5,000 carers sharing their experiences to build a picture of the state of caring nationally.

- 69% find it difficult to get good night's sleep as a result of caring
- 50% were affected by depression after taking on a caring role
- 54% struggle to pay household bills
- Of the working carers who responded to the survey 44% have reduced their working hours and 32% had refused promotion
- 62% said the stress of caring meant they gave up work
- 49% felt that society does not think about them at all

This snapshot of findings from the State of Caring survey illustrates the need to secure comprehensive recognition and identification for carers.

5.3 Who is most affected by this priority

This priority affects all carers but it is particularly pertinent to carers who are 'hidden' either because they haven't been in contact with a service that has identified them as a carer, or because they are simply not aware of the services which they may be entitled to or which are available to them.

There are particular groups that have been previously targeted because they are under-represented amongst the carers already known to us, these include:

- people who care for someone, or are themselves from a stigmatised group such as people with mental health problems or those that have substance misuse issues.
- people with disabilities including autism, sensory impairment, learning disability and physical disability.

- people from lesbian, bisexual, gay and transgender (LBGT) communities
- people from Black, Asian, Minority Ethnic (BAME) communities
- people who are looking after someone who is at the end of their life
- young and older carers

5.4 The commitments made in the previous strategy

Commitments made in the previous strategy have largely been met and achievements are detailed in Appendix B. Actions that weren't met were due to a change in focus or a change in the required action.

Any actions that were not achieved during the lifetime of the 2011–15 strategy have been carried forward. Some actions are ongoing as they are still relevant to the 2015–20 strategy.

5.5 The future: our commitment to you

To implement the priority:

- We will continuously audit and review our modes of engagement and communication via media, web pages and campaigns and use associated data to further develop these opportunities and ensure our publicity is accessible to a range of carers.
- Carers will be involved in care planning via their assessments.
- Family and young carer involvement in assessments and care planning will be developed.
- We will investigate and invest in social media to secure the most effective ways to promote carers services.
- We will further develop opportunities where carers can be identified; we will identify gaps and develop identification avenues in health, community and other settings.



I don't like asking for help or advice. However if someone gave me the push I need, e.g. make me an appointment with someone, then I would get the advice and help that I needed and I would finally open up.

Carer

- Continue with focussed work programmes, linking in with established groups and training opportunities for carers from under-represented groups; this will specifically include sensory impairment, end of life, ex-service personnel and autism spectrum disorder.
- Understand the local picture around carers becoming carers and then ending their caring responsibility and understand local carer demographics to inform how we develop future services.
- Training for professionals will be continuously reviewed to ensure themes and current issues are embedded in training and that training methods are accessible and easy to access.
- Identification in GP settings will be further encouraged.
- Solent NHS Trust has committed to developing a system for identifying carers (including young carers) alongside patients who are accessing their services and patients who are also carers. They will initially focus on adult mental health, substance misuse and those with long term conditions.
- Carer awareness raising training for Solent NHS Trust staff to be rolled out, starting with a mandatory induction and then rolling out to current staff
- Solent NHS Trust will strengthen working partnerships between carer delivery services to secure effective signposting into services.
- Consult on the Solent NHS Trust patient experience strategy which includes specific objectives related to carers.

6 Priority 2: realising and releasing potential

Making sure that a carer is not disadvantaged by their caring status and able to have a life of their own alongside caring.

6.1 Why this priority is important

Young carers and young adult carers

Some facts about young carers:

- The 2011 Census revealed there were 166,363 young carers in England, compared to about 139,000 in 2001. However, this is likely to be an under-representation of the true picture as many remain unnoticed by professionals.
- One in 12 young carers is caring for more than 15 hours per week.
- Around one in 20 miss school because of their caring responsibilities.
- Young carers are 1.5 times more likely than their peers to have a special educational need or a disability.
- The average annual income for families with a young carer is £5,000 less than families who do not have a young carer.
- There is no strong evidence that young carers are more likely than their peers to come into contact with support agencies, despite government recognition that this needs to happen. Young carers have significantly lower educational attainment

Around one in 20 young carers miss school because of their caring responsibilities.

at GCSE level, the equivalent to nine grades lower overall than their peers i.e. the difference between nine Bs and nine Cs.

- Young carers are more likely than the national average to be 'not in education, employment or training' (NEET) between the ages of 16 and 19 years. (Children's Society *Hidden from View: The experiences of young carers in England 2013*¹⁹).

Working-age carers

The Carers, Employment and Services (CES), *Managing Caring and Employment* study²⁰ found that worrying numbers of working carers were in poor health and struggling to make ends meet. Only about a quarter of those surveyed felt that they had adequate support from formal services to enable them to combine work and care. Significant numbers of working carers stressed that, although they were keen to continue in work, they had considered giving it up to care.

The 2011 Census showed that in Portsmouth, the proportion of carers in full-time employment is 34.9% compared to 40.4% of non-carers. Carers are more likely to be in part-time employment; 18.4% of carers are in part-time work compared to 13.7% of non-carers.

As you would expect, the proportion of carers in employment declines as the

intensity of their caring role increases, 28.3% of carers providing care for 50 or more hours a week are in employment, compared to 63.7% of carers providing 1–19 hours of care a week.

Employed includes full and part time employees, those who are self-employed and full-time students aged 16–74 years old. Economically inactive includes those who are retired, students, long term sick or disabled and those looking after home or family.

The impact of caring on a young carer or young adult carer is widely reported and in addition to those highlighted above the responsibilities of caring for another person at a young age can lead to isolation, lack of confidence, financial hardship and reduced opportunities for education and employment.

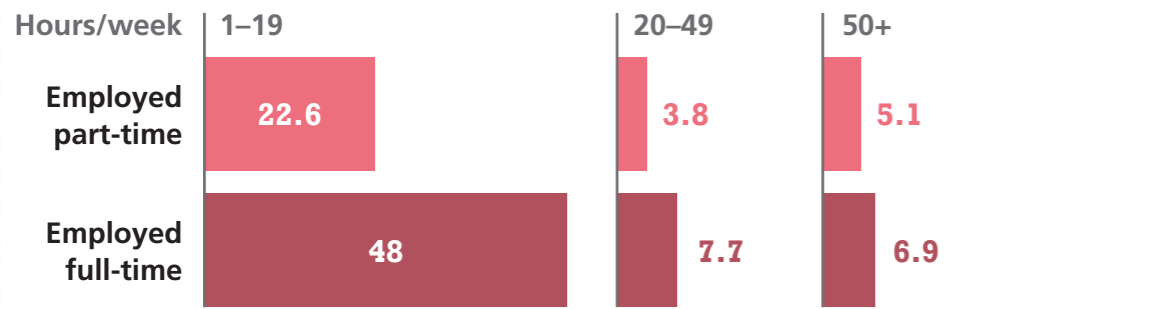
Many carers of working age experience major challenges in remaining in paid employment.

We want to ensure that having a caring responsibility is not a barrier to living a fulfilled and active life.

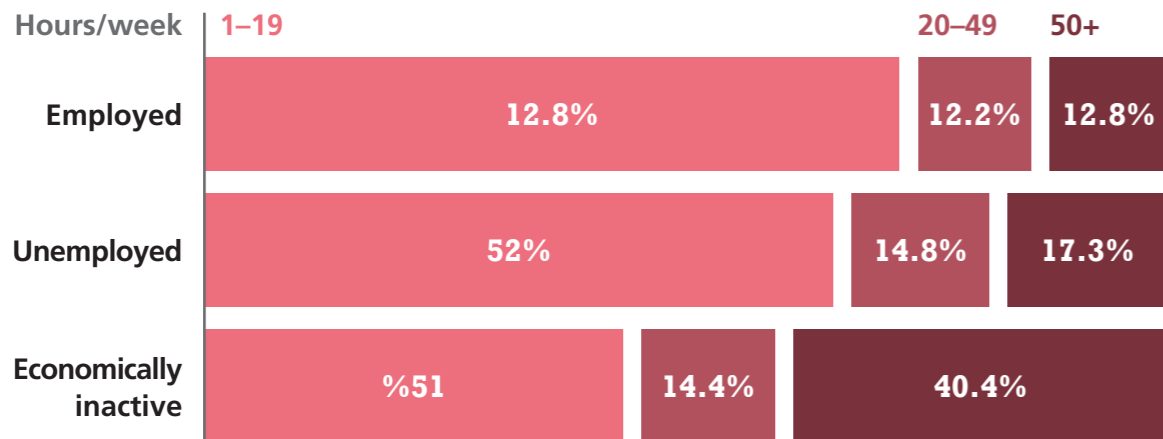
Many carers of working age experience major challenges in remaining in paid employment. Some employers are aware of these issues and working proactively to support their staff to continue their caring responsibilities but there are many who do not. Enabling carers to stay in work not only benefits them in terms of income, self-esteem, personal development and security it also supports the local economy and reduces the cost of public expenditure. Once a carer has left the employment market it can be challenging for them to return. They have a wealth of skills that employers could and should make use of but the transition from a full time unpaid caring role back into paid employment or further education can be a difficult one to make.

This priority in the Portsmouth strategy over the next five years is aimed at supporting young carers, young adult carers and working age carers to realise and release their potential as these groups often do not access support services. Carers outside of these priority groups can access a full range of assessment and support services which take training and employment needs into consideration. We want to ensure that having a caring responsibility is not a barrier to living a fulfilled and active life.

Carers, per 1,000 employed population by type, and hours per week provided of unpaid care, Portsmouth, 2011



Percentage of hours of unpaid care provided a week by economic activity group for Portsmouth residents aged 16–74 years, 2011



6.2 What have we achieved so far?

The *Portsmouth Carers Strategy 2011–2015* set out a number of actions to support carers to fulfil their potential. Listed below are Portsmouth's achievements to date:

Data recording to help us understand what's happening in Portsmouth

- Better recording of carer occupation
- Identification and tracking of young carers in education

Targeted outreach and support

- Work with large employers and their Human Resource teams to improve support for carers in employment
- Providing support for carers at times that are more convenient for people in work
- Dedicated young carer schools worker
- Provision of young carers support group in every secondary school in the city
- Greater links with schools and the introduction of 'Teacher Champions'
- Young adult carer mentors in Highbury College and Portsmouth College
- Targeted support for young carers at risk of dropping out of education

Supporting wellbeing, inclusion and skills development

- Recruitment of additional posts at the carers centre
- Initial assessment of employment potential and referral to careers advice with partner agencies
- Opportunities for carer Volunteers at the Carers Café to increase skills and confidence
- Improved identification of young carers
- Highbury College has young carer bursaries to help sustain education resulting in increased uptake in the last three years
- 18–25 years young adult carers support group up and running at the Carers Centre
- New specialist projects for young carers supporting parents with mental illness or substance misuse through Cornerstone and Roundhouse
- University of Portsmouth Health and Wellbeing team now linked with the carers team
- Assessment of carers training needs in every carers assessment

6.3 The future: our commitment to you

We've listed below the work that we feel will provide greater support to carers of all ages with regard to realising and releasing their potential. We will therefore work to provide:

- a new carers assessment, in line with the Care Act 2014. We expect an increase in the number of assessments which will help us gain a clearer idea of carers needs with regards to training, education and employment.
- support to employers to ensure they are aware of the number of employees with caring responsibilities and how best they can support them to stay in employment. Through making links with employers we also hope to identify ways of engaging with them as a group e.g. Chamber of Commerce events.
- a partnership approach to our work with the Department for Work and Pensions and others to improve support for carers' employability and access to employment and progress to better paid employment, with a particular focus on young carers and those aged over 40 years.

- increase welfare benefit uptake to reduce the risk of poverty among carers
- a 'Peer Network' of former carers to offer advice and support to current carers and improve the transition for those whose caring responsibilities reduce or cease.
- peer support groups across the whole carer population, building on existing provision and developing new ones where this is needed.
- continue with our work to support young carers and young adult carers in every school, Further Education and Higher Education provider and reduce the number of young carers aged 16–19 years who are not in education, employment or training
- improved identification of young carers and ongoing monitoring of their educational achievements – to be achieved through gaining consent to share information at the earliest opportunity.



Priority 3: a life alongside caring

Personalised support for carers and for those they support, enabling them to have a family and community life.

I live with my husband who has Parkinson's Disease and various other ailments and therefore needs 24hr care. I get two sets of three hours relief by sitters in which I manage to fit in my shopping and also a meal on most of these occasions. I sometimes find the intense caring very harrowing; I would find it very hard to cope without this care.

Carer



Key Issues

- Personalising support for carers and the people they support
- Availability of good quality information, advice and support

Carers support has been in place in Portsmouth since 2002 and has been prioritised as we know that when carers are well supported then a good quality of life can be secured, the caring situation can be sustained and there is less reliance on higher level health and social care services.

7.1 Why this priority is important

The Carers UK 'State of caring' survey 2014 found that:

- 55% of carers felt unable to get out of the house much, rising to 64% for those providing 50 hours or more care a week
- 61% just didn't have time for social activities
- 36% were not comfortable talking to friends about their caring role

- 54% were struggling to pay household bills
- 35% cut back on essentials of food and heating
- 14% of carers said they or their loved one had been the victim of harassment or crime therefore some families may choose to stay at home and forgo social activities or other opportunities to get involved with the community.

When a person becomes a carer they often give up many of the opportunities that non-carers take for granted. Carers' lives can become closely aligned with the person they care for, which limits the opportunities they have for a life outside their caring role. They may lack full access to services, leisure, paid work and to general involvement in their community.

They may also find themselves outside the mainstream of society, simply because of their caring role.

Carers who are well informed about the support and services they need to have a life outside caring often report a better quality of life and the caring situation is more sustainable.

We want the law to focus on the person and their needs, their choices and what they want to achieve. It should put them in control of their lives and the care and support they receive.

Care Act Factsheet

7.2 Personalisation

Personalisation is a social care approach described by the Department of Health as meaning that “every person who receives support, whether provided by statutory services or funded by themselves, will have choice and control over the shape of that support in all care settings”.

We know that the circumstances of individual carers and the people they care for vary enormously, and this means that the ‘one size fits all’ approach will not meet their needs. Personalising support so that it fits around the carer and their family is critical to supporting them personally, both in their caring role, and in maintaining their own health and wellbeing.

Personalising assessment and support for the cared-for person is also important. If services meaningfully support the whole family situation then there will be a positive effect on the carer.

“We want the law to focus on the person and their needs, their choices and what they want to achieve. It should put them in control of their lives and the care and support they receive. The care and support

planning process is the way of making this happen. It will provide people who use services, and carers, with clear legal rights to a care and support plan.” *Care Act Factsheet 4*²¹

For carers to experience personalised support we have designed an assessment that looks at their needs and that can be accessed in a way that suits them; this can be online, over the phone, in person with a Carers Centre worker or with another trusted professional.

If the carer needs to have a break from their caring role, an assessment will enable them to access information and (if eligible) a contribution to pay for a break via a direct payment. The breaks offer should be as flexible as possible to allow individual carers choice of what will help them achieve the outcome they want.

There are so many different organisations and departments that it is difficult to understand their responsibilities and interplay between them. Sometimes advice conflicts between departments.

Carer



7.3 Getting services right for the cared for person

Carers often report spending a significant proportion of their time supporting their loved one with appointments and negotiating the health and social care system. This can be a time consuming and frustrating process and waiting for appointments can make it difficult to plan, remain in employment or carry out leisure or other activities. ‘Better Care’²² plans to transform the health and social care system into one that is more efficient, with services which are more joined up. This should have a significant positive impact on people using those services and their carers.

Portsmouth City Council and NHS Portsmouth Clinical CCG have joined forces to develop the Better Care programme in Portsmouth – part of a national initiative to better integrate health and social care services to help people to stay healthy and independent for longer.

We know more people are living longer. The over 80s are the fastest growing group in our communities and many of them have complicated health conditions that are

difficult to manage, especially when they have to deal with lots of different health and social care professionals. Better Care will join up health and social care services to make life easier, to help people better manage their conditions and stay well for longer.

Alongside the Better Care initiative, NHS England published *NHS England’s Commitment to Carers* (May 2014). This should see all NHS services respecting and engaging with carers as expert partners in care. It also commits services to support carers to stay healthy by enabling access to NHS services and offering NHS Health Checks.

Young carers

Both the Care Act 2014 and the Children and Families Act 2014 make special provision for the use of whole family assessment where that is appropriate to the needs of all family members. This marks a significant change in the way that adults’ and children’s services have worked in the past and presents a new option for carers which in many cases will meet their needs in a more efficient and effective way.

Professional staff explain the way their bit works but don’t realise how this affects the rest of the process. In particular there is a total mismatch between services for children and those for adults, as well as a lack of coherence between the process for one-off incidents and chronic situations.

Carer



7.4 Information

I'm not on the internet and I rely on information from leaflets, magazines and articles I read. For instance after three years as a carer I was informed that I could have had a reduction in our council tax. I have now applied.

Carer



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Local and national carer feedback tells us that access to information remains one of the biggest concerns for carers and the people they are looking after. When people have the right information, in a format they can access, at a time they need it, they're empowered to take control of their situation and are more likely to achieve the best outcome.

The Care Act 2014 places extra duties on local authorities:

"Local authorities will need to provide comprehensive information and advice about care and support services in their local area. This will help people to understand how care and support services work locally, the care and funding options available, and how people can access care and support services." *Care Act Factsheet 1*

7.5 Carers assessments

A good quality assessment of the caring situation is key to identifying any support needs a carer might have and to help to identify outcomes and how they might be achieved.

Through the new provisions around Carers Assessments in the Care Act, local authorities will have to proactively offer assessment on the appearance of need. Through that assessment they must explore whether the carer is willing or able to provide that care and they must establish the outcomes that the carer wished to achieve in day to day life.

Portsmouth has a well-established carers Self-Assessment process which is being updated in partnership with carers to ensure it is as flexible as possible for carers to use whilst ensuring it meets the requirements of the Care Act.



7.6 The future: our commitment to you

We will:

- provide good quality information and advice at the right time and in the right way to help people make informed decisions, maintain independence and manage a life alongside the caring role
- work towards information being provided at first contact whether that be with a GP, employer, school/college or other professional
- provide information on what to expect at each part of the process and what to do if things change
- signpost to additional sources of advice and support including other services and peer support
- support digital inclusion, to ensure that carers can benefit from the increased opportunities available online, including information, social contact, employment and skills development

Assessment

- Supported self-assessment flexible to carer needs
- Empowering approach from trained and skilled professionals
- Support to access sources of specialist training and skills development to improve self-management – e.g. good employment practice, self-advocacy training, understanding what health and social care services are available and how to access them
- A light touch review process which enables people who are managing well to self-review and provides scalable support as required
- Solent NHS Trust will join up with partners to make effective use of resources for example web pages, promotion campaigns etc.



Priority 4: supporting carers to stay healthy

Supporting carers to stay
mentally and physically well

Key Issues:

- Impact of caring on health and wellbeing
- Prevention and early intervention for carers within local communities
- Supporting carers to look after their own health and wellbeing

8.1 NHS Commitment to Carers – May 2014

“Carers are a hugely important asset to the NHS. However, too often carers do not receive the recognition and support that they need and deserve from the NHS. We need to do more to help identify, support and recognise their vital roles. Helping carers to provide better care and to stay well themselves will contribute to better lives for those needing care and more effective use of NHS resources.”

When looking after someone, carers often neglect their own health. Whether it be the physical impact of broken sleep, moving and handling, missed medical appointments, or the long term result of stress worrying about how to juggle caring and other

I feel that Adult Mental Health needs to communicate with carers and pay more attention to what they say the person does/is like on a day-to-day basis. I don't feel GPs (mine personally) understood the constant stress emotionally and physically carers go through daily...

Carer



commitments, caring can, and does, mean that carers report worse health than non-carer peers.

Poor health and stress can lead to carers reaching crisis point which can lead to sudden interventions by health and social care services and sometimes resulting the admission of the cared for person to hospital or residential care.

Carers who provide high levels of care for sick, or disabled relatives and friends, are more than twice as likely to suffer from poor health compared to people without caring responsibilities, with nearly 21% of carers providing over 50 hours of care, in poor health compared to nearly 11% of the non-carer population.

84% of carers surveyed for the Carers UK State of Caring Survey, 2013 said that caring has had a negative impact on their health (an increase from 74% in 2011–12).

We know that when carers feel supported in their caring role, they are better able to take care of their own health and wellbeing. Carers attribute their health risk to a lack of support, with 64% citing a lack of practical support.

Health professionals could provide a key role in identifying and supporting carers

as 70% of carers come into contact with health professionals. Despite the opportunity presented by this, health professionals only identify one in ten carers – with GPs, more specifically, only identifying 7%.

In order to support carers to achieve the best health possible it is vital that health services and community wellbeing opportunities are designed in a way which makes them accessible to carers taking into account their specific needs. This will not only improve carer wellbeing but also reduce dependence on higher level health and social care services both for the carer and cared for person.

The National Carers Strategy Action Plan reports that the two groups of carers most affected are young male carers from the ages of 18–24 years and young carers under the age of 18 years. This potentially demonstrates the long term impact of caring through childhood and a lack of awareness amongst young people of how to look after their own health and wellbeing. These groups will become a key priority for this section of the strategy.

8.2 The Portsmouth picture

Portsmouth historically has high levels of deprivation and poor health outcomes. It covers 15.5 square miles and is the most densely populated local authority in the UK and the twelfth most populated in Europe. Male life expectancy is nearly 11 years shorter in the most deprived areas compared to male life expectancy in the least deprived areas. The more deprived areas have low rates of adult skills and unemployment and high rates of smoking, alcohol consumption and mental ill-health. It is fair to assume that due to the poor health of Portsmouth residents in general the carer population is likely to be affected proportionally.

Significant progress has been made in terms of offering carers support in health settings, supporting health professionals to identify carers and refer them to appropriate services and supporting carers to access community opportunities to improve and maintain their own health.

The Carers Centre assessment team have staff located at a variety of health settings and with teams across the city such as Queen Alexandra Hospital, GPs, pharmacies, Paulsgrove Healthy Living Centre, Adult Mental Health services, Older Persons Mental Health Services and Learning Disability Services.

A range of approaches are used including providing carer awareness training, running carers drop in sessions, reviewing systems to ensure they are carer friendly and support the identification of carers and setting up direct referral processes so that health staff can easily refer carers into support services. The comprehensive range of partnership working has shown a huge increase in the number of carers being identified and wanting to access an assessment or review.

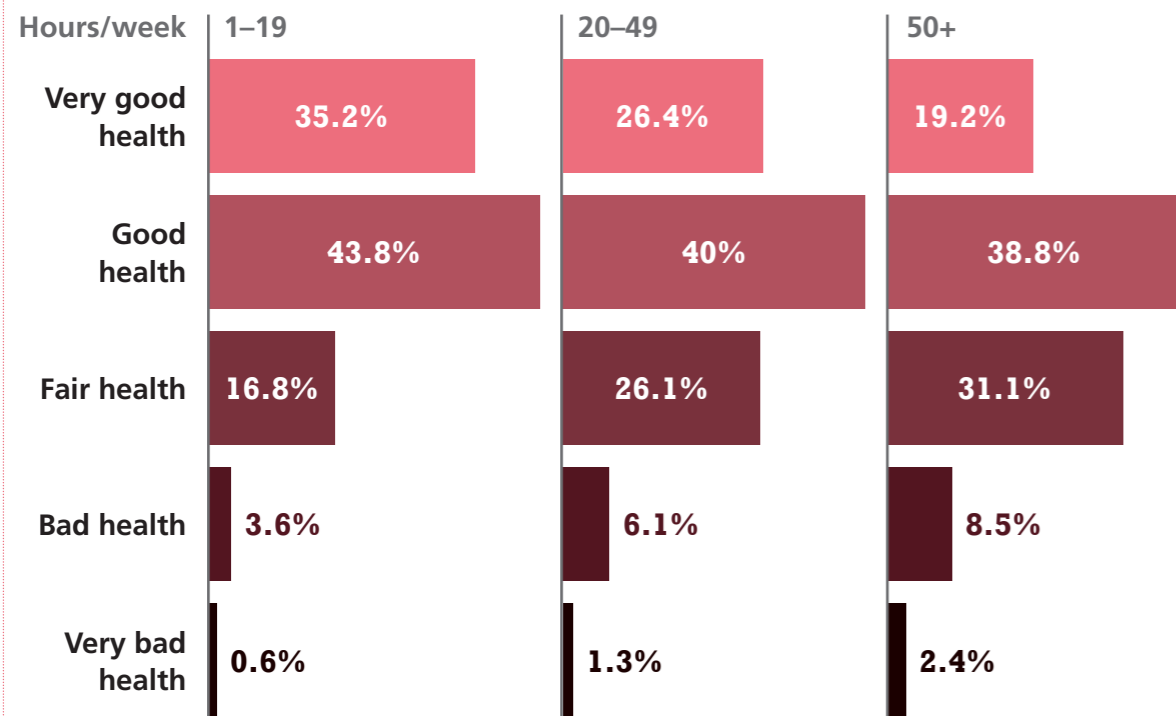
The Carers Centre team has also established partnership working with community health providers such as Health Trainers to provide health checks, Talking Change to provide talking therapies and emotional wellbeing courses and local providers of tai chi and yoga to link in with free taster sessions.

The carers self-assessment process takes a holistic approach and gives carers the opportunity to identify if there are issues around their health and wellbeing and staff are able to signpost to services as appropriate.

Through the NHS Commitment to Carers, NHS England will:

- include an offer of a health check for carers in a revised GP Enhanced Service for dementia
- repeat the survey of bereaved people to measure quality of care provided to people at end of life and their relatives and carers
- include carers in health and social care integrated locality teams (Better Care Fund initiative)
- embed joint working in a range of health settings and seek sustainable funding for this work
- trial new and innovative approaches with GPs and other community health providers
- improve access to acute hospital services via the Portsmouth Hospitals NHS Trust equalities work
- improve training provided to Adult Mental Health staff to ensure carers are engaged as expert partners in care
- focus on male carers aged 18–24 years and young carers to understand the health needs and how to meet them
- ensure carers are able to access the new Public Health wellbeing service
- ensure young carers needs are considered in the new healthy child programme
- further explore opportunities around replacement care both to ensure carers have access to a break and to enable attendance at medical appointments
- reduce poverty among carers, which is associated with a range of health inequalities and poor outcomes
- reduce fuel poverty among carers to reduce the risk of excess winter death among carers and those they care for

Percentage of health of carers and hours of unpaid care given



Source: ONS Crown Copyright Reserved [from Nomis on 19 March 2015]

8.3 The future: our commitment to you

Since the publication of Portsmouth’s first carers strategy in 2011, much progress has been made in terms of identifying and supporting carers in health settings. However, it is clear that significant culture change is still needed to ensure all health professionals are actively identifying carers, recognising them as expert partners in the care of their loved one and providing flexible health services to meet carers needs.

2015–17: our commitment to carers

Priority 1 identification and recognition

Carers will be respected as expert partners, and identified at an early stage to secure comprehensive, personalised services to support them in their caring role.

Carers Strategy: Second National Action Plan 2014–2016 summary of requirements:

- Support carers to identify themselves and understand their legal entitlements; access information and advice on different elements of caring at different times; early access to information and advice to make informed decisions.
- Early engagement with new carers not labelling 'carers' as such (as this often alienates people), engaging with those new to the caring role need to be constantly reviewed.
- Ensuring that young carers and other underrepresented groups do not fall 'under the radar'.

- Professionals need to value carer experience and knowledge. Recommendation that professionals should make use of carer insights from carers of all ages in order to provide good quality, efficient support.
- Carers should be involved in planning individual care packages including families and young carer involvement. Carers of all ages should be involved in strategic planning.

Our actions:

- 1.1** We will continuously audit and review our modes of engagement and communication via media, web pages and campaigns and use associated data to further develop these opportunities and ensure our publicity is accessible to a range of carers.
- 1.2** Carers will be involved in care planning via their assessment.
- 1.3** Family and young carer involvement in assessments and care planning will be developed.
- 1.4** We will investigate and invest in social media to secure the most effective ways to promote carers services.
- 1.5** We will further develop opportunities where carers can be identified; we will identify gaps and develop identification avenues in health and community settings.

- 1.6** Continue with focussed work programmes, linking in with established groups and training opportunities for carers from under-represented groups; this will specifically include sensory impairment, end of life and autism spectrum disorder.
- 1.7** Understand the local picture around carers becoming carers and then ending their caring responsibility and compare local and national carer comparative demographics to inform how we develop future services.
- 1.8** Training for professionals will be continuously reviewed to ensure themes and current issues are embedded in training and that training methods are accessible. Identification in GP settings will be further encouraged
- 1.10** Solent NHS Trust has committed to developing a system for identifying carers (including young carers who are alongside patients who are accessing their services, and patients who are also carers. They will initially focus on adult mental health, substance misuse and those with long term conditions.
- 1.11** Carer Awareness raising training for Solent NHS Trust staff to be rolled out, starting mandatory induction and then rolling out to current staff
- 1.12** Solent NHS Trust will strengthen working partnerships between carer delivery services to secure effective signposting into services.
- 1.13** Consult on the Solent NHS Trust patient experience strategy which includes specific objectives related to carers.

Priority 2 Realising and releasing potential

Making sure that a carer is not disadvantaged by their caring status and able to have a life of their own alongside caring.

- Support for young carers and young adult carers – understanding young carer demographics and the impact of caring on attainment at school and college.
- One in 20 young carers miss school due to caring. Young carers achieve the equivalent of nine grades lower at GCSE.
- Promoting and providing support for carers of working age. There is evidence that employers are not meaningfully flexible despite the Equality Act 2010 and that Carers are significantly worse off financially as a result of having to give up work.
- There is statutory guidance in Children and Families Act around young carer assessments and the need to consider the risk of young carers becoming NEET (not in education, employment, or training).

Our actions:

- 2.1** A new carers assessment, in line with the Care Act 2014. We expect an increase in the number of assessments which will help us gain a clearer idea of carers needs with regards to training, education and employment.
- 2.2** Support to employers to ensure they are aware of the number of employees with caring responsibilities and how best they can support them to stay in employment. Through making links with employers we also hope to identify ways of engaging with them as a group e.g. Chamber of Commerce events.
- 2.3** A partnership approach to our work with the Department for Work and Pensions to improve support for carers employability and access to employment.

- 2.4** Increase welfare benefit uptake to reduce the risk of poverty among carers.
- 2.5** A 'peer network' of ex-carers to offer advice and support to current carers and support them in the transition from their caring responsibilities.
- 2.6** Peer support groups across the whole carer population, building on existing provision and developing new ones where this is needed.
- 2.7** Continue with our work to support young carers and young adult carers in schools, Further Education and Higher Education
- 2.8** Improved identification of Young carers and ongoing monitoring of their educational achievements to be achieved through gaining consent to share information at the earliest opportunity.

Priority 3 A life alongside caring

Personalised support both for carers and those they support, enabling them to have a family and community life.

- There is a drive to personalise support for carers and the people they support. One size does not fit all. More evidence is provided around caring demographics.
- Availability of good quality information, advice and support is key to help carers in their caring roles. Need to improve information provision both for people engaged with services and those who are not. The universal information and advice offer is highlighted in the Care Act.

Our actions: Information

- 3.1** Provide good quality information and advice at the right time and in the right way to help people make informed decisions, maintain independence and manage a life alongside the caring role
- 3.2** Work towards information being provided at first contact whether that be with a GP, employer, school/college or other professional
- 3.3** Information on what to expect at each part of the process and what to do if things change
- 3.4** Signpost to additional sources of advice and support including other services and peer support
- 3.5** Support digital inclusion, to ensure that carers can benefit from the increased opportunities available online, including information, social contact, employment and skills development

Assessment

- 3.6** Supported self-assessment flexible to carer needs
- 3.7** Empowering approach from trained and skilled professionals
- 3.8** Support to access sources of specialist training and skills development to improve self-management e.g. good employment practice, self-advocacy training, understanding what health and social care services are available and how to access them
- 3.9** A light touch review process which enables people who are managing well to self-review and provides scalable support as required
- 3.10** Solent NHS Trust will join up with partners to make effective use of resources for example web pages, promotion campaigns etc.

Priority 4 Supporting carers to stay healthy

Supporting carers to stay mentally and physically well.

- The negative impact of caring on health and well-being is now well understood and evidenced. Professionals must acknowledge carer stress, and understand health demographics within the caring population.
- Prevention and early intervention for carers within local communities to help carers stay physically and mentally well.
- Supporting carers to look after their own health and well-being. Support to attend appointments, information and advice to stay well, understanding the condition of the person who is cared for, support to cope at end of life and bereavement.

Through the *NHS Commitment to Carers*, NHS England will:

- 4.1 include an offer of a health check for carers in a revised GP Enhanced Service for dementia
- 4.2 repeat the survey of bereaved people to measure quality of care provided to people at end of life and their relatives and carers
- 4.3 include carers in health and social care integrated locality teams (Better Care Fund initiative)
- 4.4 embed joint working in a range of health settings and seek sustainable funding for this work
- 4.5 trial new and innovative approaches with GPs and other community health providers
- 4.6 improve access to acute hospital services via the Portsmouth Hospitals NHS Trust equalities work
- 4.7 improve training provided to adult mental health staff to ensure carers are engaged as expert partners in care

- 4.8 focus on male carers aged 18–24 years and young carers to understand the health needs and how to meet them
- 4.9 ensure carers are able to access the new Public Health wellbeing service
- 4.10 ensure young carers needs are considered in the new Healthy Child Programme
- 4.11 further explore opportunities around replacement care both to ensure carers have access to a break and to enable attendance at medical appointments
- 4.12 reduce poverty among carers, which is associated with a range of health inequalities and poor outcomes
- 4.13 reduce fuel poverty among carers to reduce the risk of excess winter death among carers and those they care for



0 How we will make sure the strategy is being implemented?

10.1 Monitoring

Carer activity will be monitored at both a national and local level through the following bodies and frameworks:

- National reporting via the Adult Social Care Outcomes Framework (ASCOF)
- Carer related activity will be monitored through Care Act 2014 implementation returns
- National Carers Experience Survey, next due 2017
- Continue to monitor local health identification targets through the Memorandum of Agreement with NHS Portsmouth CCG or through the Better Care Fund work stream under a section 75 funding agreement.
- The local strategy action plan and future developments to be monitored through Carers Executive

10.2 Updating carers

We will continuously update carers about the strategy roll out and developments relating to carer services through:

- regular reporting to Carers Council and regular updates on the Carers Council Facebook page
- a regular page in *Flagship* magazine, an in-house publication that is delivered to every home in the PO1 to PO6 area with six editions each year. We have committed to continuing carer articles in *Flagship* as 55% of respondents to the Carers Survey told us "I read Flagship and find the Carer information useful".
- regular mail outs to carers groups
- maintained carers web pages on the Portsmouth City Council web pages and weekly updates on the Carers Centre Facebook page
- carer-focussed events.

11 Appendices

Appendix A: Profile of Portsmouth carers known to adult social care

Appendix B: Action plan 2011–15 and achievements

Appendix C: Strategy references and additional carer information

Appendix A Profile of Portsmouth carers known to adult social care

- A typical carer who is known to Adult Social Care (ASC) is likely to be a woman aged 55–74 years caring for someone with a physical support need.
- 81% of carers are aged 45–84 years, with 45% of carers being over 65 years.
- 3% of carers known to ASC identify as black or ethnic minority (BME) (compared to 16% of Portsmouth population being of black or minority ethnicities)
- 18% of carers received a personal budget or direct payment in the last 12 months
- The majority of carers known to ASC, care for someone whose care is funded by ASC either wholly or in part (91%).
- The majority of carers were assessed separately to the cared for person (99%).
- 29% of carers received a service funded by ASC in the last 12 months, the other 71% received advice or signposting to other universal services.
- The carers receiving a service funded by ASC were most likely to be aged 45–74 years (65%)
- Most carers (62%) support someone with a physical support need
- Caring for someone with mental health support needs is the second most reported primary support reason for the cared for person for all age groups of carers aged 18–84 years. For carers aged over 85 years the second most reported primary support reason was sensory support.
- Carers caring for someone who has social support needs are most likely to be aged 45–74 years (77%)
- Carers aged 65+ were less likely to have a personal budget or direct payment (11% of 65+ compared to 24% of under 65s.)
- Carers who identify as a BME were more likely to have a direct payment (25%) compared to the average of all carers (18%)
- There was little difference between carers of a black or ethnic minority group and carers of white British/ethnicity not stated groups in terms of receiving a service funded by ASC (30% and 29% respectively)
- Those carers who receive a personal budget or direct payment are most likely to care for someone whose primary support reason is mental health (38%). Carers who support someone whose primary support need is physical support were least likely to have a personal budget or direct payment (16%).

Appendix B

Action plan 2011–15 and achievements

Priority 1: Identifying and including carers	
Actions	Achieved
1.1 Planning a broad range of activities in order to reach out to all carers, especially those groups that are known to be hard to reach.	Focussed work programmes, linking in with established groups and training opportunities for carers including people from BAME, substance misuse, people with disabilities, LGBT and young and older carers.
1.2 Further exploring, improving and establishing pathway points for giving information and support to new and existing carers. This will include areas that we have already thought about or started to work on, such as; on hospital discharge; via GPs; in schools; in BME and other minority communities; but we will also look to expand this to other contact points across the whole community. This will involve keeping records so we can better understand how people access services and what works best.	All methods of communication have been audited and reviewed. We have promoted carers services for the lifetime of the 2011/15 plan in <i>Flagship</i> pages and have embraced social media by developing a Facebook page for Portsmouth carers. Carers Centre web pages have been improved and carers strategy pages developed. Contact points have increased across the whole of the community, health venues, schools and colleges. Opportunities to use other media for promotions such as local radio, local newspapers and TV have been utilised and young carers have developed training DVDs for professionals. Data collection has been advanced and monitoring is undertaken via the CCG.
1.3 Continuing the roll out and publicity of the supported self-assessment process and use it as a key engagement tool to both help carers identify themselves and their needs and to encourage the wider professional community to be more aware of carer issues.	Achieved and currently being reviewed to ensure the assessment process is Care Act compliant to be in place by April 2015. There are different routes to access the self-assessment process to meet all needs. Pre-loaded cards have incentivised access to a full assessment. Outreach in health and community venues has been comprehensive and has resulted in an increase in the number of assessments and reviews undertaken by more than 40% in 2014–15.
1.4 Reviewing health and social care workforce development and training plans to ensure that carer awareness and support are highlighted and included. This will include ensuring that training for other groups in contact with carers is developed and delivered, e.g. training for GPs, housing staff etc.	Review undertaken. Carer aware eLearning for all professionals working with carers available. Carer aware also delivered to a variety of other health and social care teams and voluntary sector organisations, examples include: PCC housing, Advice Portsmouth, Citizen Advice Bureau, First Wessex, DWP, Roberts Centre, Food banks and Talking Change.
1.5 Ensuring that we have protocols and services in place to support smooth transitions for carers, e.g. transitions from young to adult and from adult to older people's services; hospital admission/discharge; when caring role ends etc.	Protocols are in place for young carers transitions and there are clear pathways for professionals to make referrals. Interventions have been developed in areas where young carer identification was perceived to be lacking AMH and substance misuse. Links into end of life care have also been established.

1.6 Reviewing the systems and processes we have in place so that all staff working with adults know how to identify young carers and what actions to take to ensure their needs are met.	Young carers are referred by a variety of sources into young carer services, the majority of referrals are made via children's social care, education and colleges.
1.7 Promoting and establishing the role of carers champions across all services.	Link workers have been established in health in social care settings. Professionals updated about carer developments – initially this was done via carer link worker meeting and this has now been over taken by attendance to carers planning group.
1.8 Reviewing contracts and service level agreements with other organisations and groups to ensure carers' needs are considered and recognised.	This was achieved via workgroups in year one of the 2011–15 strategy, carers are considered as part of tender specification development where appropriate.
1.9 Reviewing the Carers Centre. This will include a review of the centre's role and function, the quantity, quality and range of the services provided and lead to the development of a framework for future commissioning and service monitoring. We will use the demographic information and intelligence to forecast future demand. Carers will be fully involved in the review process.	Carers services in Portsmouth were reviewed by national Carer UK organisation in 2013 and an action plan was delivered between the completion of the review in the summer of 2013 and March 2015.
1.10 Working more closely with GPs, using the quality and outcomes framework (QOF) indicator, in order to identify and improve current practice, quality measurement and outcomes.	ASCOF and NHS Outcomes framework and Public Health Framework. See Appendix B which details 2015–16 outcome measures? Good working relationships have been established with six GP practices. Operational resource allocation decisions have prioritised other healthcare settings but further resources have been allocated to this area in 2015–16
1.11 Carrying out equality impact assessments when commissioning, changing or developing any services so that the impact on carers is carefully considered.	Carers are considered where appropriate when equality impact assessments undertaken.

Priority 2: Information, advice & advocacy	
Actions	Achieved
2.1 Maintaining and developing the Carers Centre website.	Carers Centre website has been developed, initially hosted external to the Portsmouth City Council website the pages have now transferred to the local authority website. A Carers Centre Facebook had also been developed.
2.2 Reviewing the content, focus and effectiveness of <i>Take Care</i> magazine and explore ways in which it can be more widely distributed.	Review was undertaken and resource was redirected to fund pages in the local authority magazine <i>Flagship</i> . This was because <i>Take Care</i> was only provided to known carers but <i>Flagship</i> is delivered to every household in the PO1 to PO6 area. Feedback for this change has been positive.

2.3	Quantifying the need for advocacy services for carers as part of the Carers Centre review (see action 1.9).	Carers services review did consider advocacy, it concluded that short term advocacy advice was covered by the Carers Centre, for example low level benefits advice, but that more complex advocacy requirements are covered by referring on to other agencies as appropriate. These are either commissioned services or specialist services.
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Priority 3: Caring and support training

Actions	Achieved	
3.1	Making sure carers' training needs are assessed during all carers assessments and that identified needs inform the development of future training.	There is a training section on the carers self supported assessment and all carers are asked if they have any training requirements.
3.2	Maintaining, developing and keeping carers aware of all training opportunities. This will include mapping and promoting any related training available in the wider community.	Through the assessment we collate training requirements and respond accordingly. Training opportunities via the Carers Centre are regularly offered and advertised and a worker identifies any specific training opportunities to carers in the wider community.
3.3	Making sure any training that is developed locally is flexible and that carers are able to access it. This will include involving carers in training development and evaluation, providing training in different ways and supporting Carers to access respite or flexible working if necessary.	Through assessment process and consultation we develop training programmes to meet the specific needs of carers. Carers are asked to complete evaluation sheets regarding any training sessions they have accessed, training delivery varies to meet different learning styles.

Priority 4: Carers shaping policy and services

Actions	Achieved	
4.1	Developing a joint approach to caring which considers how Carers are supported and valued when consulted or involved.	The previous and this joint strategy support organisations to share best practice in this area and help to achieve the best outcomes for carers.
4.2	Reviewing consultation and involvement across all services to identify gaps and improve how we listen and communicate with carers.	Carers have been involved and consulted throughout the lifetime of the 2011–15 strategy either through carers council or standalone events, this approach will continue.
4.3	Reviewing the membership, structure and role of the carers council so that it represents all carers, carers groups and stakeholders; so that it is understood and managed by carers; and so that it has a say in how carers services are commissioned, monitored and developed.	Administration of Carers Council was originally undertaken by Carers Together a user led organisation based in Hampshire. This support role was retendered and since January 2015 is now being undertaken by Action Hampshire (Portsmouth branch) and a review is currently being undertaken.

Priority 5: Peer and community support

Actions	Achieved	
5.1	Identifying and offering appropriate support and advice to Carers support groups to help them maintain their independence and be self-sustaining.	There are 29 peer support Carers groups in the city, these are all led by Carers but are supported by a Carers centre worker. Each group has had input to support them to achieve self-sustainability

5.2	Carrying out a demand analysis to ensure the Carers Centre opening times meet carers needs (as part of the Carers Centre review).	Data relating to contact and use of the Carers Centre by carers is recorded and analysed. This data has informed how we staff our reception area and provide a duty service and more recently had informed the development of a Saturday Carers Café. The Carers Service review also recommended that further outreach options were explored and implemented, this has been done and we regularly review our outreach work to secure a comprehensive carers offer across the city.
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5.3	Mapping current leisure and community discounts for carers, negotiating more and setting up a carers leisure card (ID).	A scoping exercise was undertaken, a discount card was considered to be resource-heavy compared to the benefits achieved therefore we encourage carers to seek discount vouchers online or use Groupon opportunities. Occasionally the centre will promote discounted leisure activities via distribution lists.
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Priority 6: Breaks

Actions	Achieved	
6.1	Developing the joint council and health carers breaks service.	This has been achieved and is a critical part of the joint assessments service. This offer is jointly funded by Portsmouth City Council and Portsmouth CCG.

Priority 7: Access to work and training

Actions	Achieved	
7.1	Completing the actions set out in the employment sub group action plan (see 4.66) and adding the following actions to the plan: <ul style="list-style-type: none"> • Developing a skills audit for carers. • Drawing up carers job description. • Developing a return to work pathway. • Raising awareness amongst carers of Job Centre Plus services. • Developing partnerships with third sector providers. • Informing carers and employers of the legal right to request flexible working. • Raising awareness of new rights for carers under Equality Act 2010. • Promoting the use of carers staff groups. 	<p>Carry over to 2015–17 action plan</p> <p>Carry over to 2015–17 action plan</p> <p>Carry over to 2015–17 action plan</p> <p>This is routinely considered where appropriate with carers</p> <p>The Carers Centre has a comprehensive range of joint working arrangements in place</p> <p>This is routinely considered where appropriate with carers</p> <p>Included in training as presentations as appropriate</p> <p>The only staff group known to the Carers Centre is in place at Portsmouth City Council and this group receive support as required from a Carers Centre worker</p>
7.2	Reviewing the employment sub group to ensure it has the right membership and through this forge stronger links with other agencies, e.g. JobCentre Plus.	The employment subgroup was disbanded following the achievement of some of the key goals and an acknowledgement that there was a lack of capacity to take forward goals which were a lower priority.
7.3	Identify an existing, or create a new, good practice guide for employers and distribute widely.	Achieved in 2012 but take up was minimal. Further work is needed to identify how best to engage with employers.

Priority 8: Access to benefit	
Actions	Achieved
8.1 Mapping the support services across the city that can give information and advice to carers about benefit entitlement, identifying any gaps, and reviewing our own support services in order to meet any gaps – in particular looking at how carers can receive support filling out benefit forms.	Low level information and advice regarding benefits are available at the Carers Centre and via the carers joint assessment, more complex cases are signposted to community and voluntary sector providers. Community based services available have been mapped. Community based provision commissioned by the local authority has been reviewed and a new provider is in place and quality and volume of provision to all community has increased. Carers Centre has direct links and referral processes with relevant providers of benefits and financial advice.
8.2 Working with local partners to improve carer awareness and understanding, for example the council's housing department.	This is an ongoing process that requires continuous updating as services change. Partners in the statutory, voluntary and private sectors have received visits, training or can access eLearning opportunities to improve carer awareness.

Priority 9: Access to work and training	
Actions	Achieved
9.1 Reviewing current crisis support processes for both service users and carers to identify problems and improve responses.	Emergency planning and crisis support is discussed via the carers self-assessment process in whatever level of detail the carer requires, information about services available will be offered where needed.
9.2 Developing better contingency care planning processes for both service users and carers.	Contingency planning is now undertaken via the carer assessment process and this is updated on their records. We have also implemented a carers emergency card that carers can carry with them that provide emergency service information about them being a carer and signposting them to their contingency plans.
9.3 Exploring options for 24 hour telephone support for carers (not a duty or emergency service).	Emergency arrangements and a 24 hour telephone service has been explored. Previous investment in a 24 hour carers helpline proved to be an inefficient use of resource (rarely used). Current Adult Social Care provision for the service user and AMH crisis line should cover user emergencies.

Priority 10: Access to work and training	
Actions	Achieved
10.1 Looking for ways that we can improve the health of carers through community health and GP services.	Extensive work has been done with GPs and other community health providers. The Carers Centre has had an increase in the number of assessments and reviews undertaken of more than 40% which is in the main attributable to this work.
10.2 Ensuring that replacement care is available to allow carers to attend hospital appointments and screening.	Replacement care via a sitting service is now available to carers and uptake has nearly doubled in 2014–15.
10.3 Developing ways in which we can improve carers' health and wellbeing through health promotion initiatives, e.g. encouraging carers in high intensity roles to have health checks.	Health checks, weight management, stress management etc. now offered through the Carers Centre.

10.4 Reviewing the provision of emotional support and counselling available for carers, especially at important life stages, e.g. bereavement, transition from childhood to adulthood etc..	Counselling services for carers have been reviewed and there is now a strong partnership approach between the Carers Centre and Talking Change who provide talking therapies free of charge in Portsmouth.
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Priority 11: Access to work and training	
Actions	Achieved
11.1 Establishing ways to widen the responsibility for identifying young carers across a range of disciplines and ensure that young carers have access to appropriate services regardless of which professional has identified them.	Identifying young carers has widened and referrals are now received from a range of professionals and disciplines, these include Health visitors, Solent NHS trust, community and school nurses, hospitals, voluntary and community sector services working with children and families, secondary schools, primary schools, colleges and children and adult social care services.
11.2 Implementing a joint working protocol between adult and children's services to improve identification and referral rates from adult services.	A Memorandum of Agreement (MOA) between children's and adult services was worked on however due to national legislative changes, local arrangements and restructures this protocol was delayed until a refreshed MOA became available in March 2015.
11.3 Identifying pathways for young carers to access appropriate assessment of their needs. This should include schools undertaking CAFS with young carers where appropriate.	All 10 secondary schools and 13 junior/primary schools have been and continue to be supported by a young carers specialist worker. This work includes raising staff awareness around identifying and supporting young carers and ensuring young carers have access to an assessment of their needs as appropriate.
11.4 Ensuring young carers have access to a range of needs led opportunities to enable them to take a break from caring and socialise with other young carers.	Young carers breaks groups operate twice a week and a young adult carers group meets once a week. One off events are arranged and school holidays activities and trips are arranged. Young carers are always involved and consulted on the range of activities offered.
11.5 Identifying how schools are going to be supported to understand how to identify and support young carers to achieve their potential and enjoy their school years.	Specialist project support is funded by the CCG and public health and is delivered by public health. Each of the secondary schools has a named lead professional and each school operates a support system to enable young carers to reach their full potential in the school environment.
11.6 Developing specialist services for young carers of parents and family members with substance misuse issues and identifying ways to encourage uptake of mainstream young carers services both amongst this group of young carers and young carers of parents or family members with mental health problem.	Specialist substance misuse and mental health projects have been successfully developed, taking whole family therapeutic approaches.
11.7 Ensuring there is adequate support and that services are accessible for young adult carers.	Young adult carers provision has been reviewed and a peer support group developed.

Appendix C

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- 2. Review of Carers Services in Portsmouth 2013**
www.portsmouth.gov.uk/ext/documents-external/hlth-carersservices-evidencereport.pdf
- 3. Fulfilling and rewarding lives' The Strategy for adults with autism in England (2010)**
www.gov.uk/government/uploads/system/uploads/attachment_data/file/299866/Autism_Strategy.pdf
- 4. Department of Health – Living well with dementia: A National Dementia Strategy Feb 2009**
www.gov.uk/government/publications/living-well-with-dementia-a-national-dementia-strategy
- 5. Prime ministers Challenge on Dementia 2015**
www.gov.uk/government/uploads/system/uploads/attachment_data/file/215101/dh_133176.pdf
- 6. Department of Health - The National Stroke Strategy 2008**
clahrc-gm.nihr.ac.uk/cms/wp-content/uploads/DoH-National-Stroke-Strategy-2007.pdf
- 7. Portsmouth Tackling Poverty strategy**
Search 'tackling poverty' at www.portsmouth.gov.uk
- 8. NHS Outcomes Framework 2014-2015 (NHSOF)**
www.gov.uk/government/publications/nhs-outcomes-framework-2014-to-2015
- 9. Public Health Outcomes Framework**
www.gov.uk/government/publications/healthy-lives-healthy-people-improving-outcomes-and-supporting-transparency



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Title of meeting:	Cabinet
Date of meeting:	11 June 2015
Subject:	Response to the Economic Development Culture and Leisure Scrutiny Panel's report "Revitalising Local High Streets and Secondary Shopping Areas in the City"
Report by:	Stephen Baily, Director of Culture and City Development and Alan Cufley, Director of Transport, Environment and Business Support
Wards affected:	All
Key decision:	Yes/No
Full Council decision:	Yes/No

1. Summary

The Economic Development Culture and Leisure Scrutiny Panel conducted a review into revitalising Local High Streets and secondary shopping areas in the city. The review lasted from September 2014 until March 2015.

2. Purpose of report

The purpose of the report is to respond to the Economic Development Culture and Leisure Scrutiny Panel-revitalising Local High Streets and Secondary Shopping Area in the City

3. Recommendations

That the Panel is thanked for its work in undertaking the review:

That the Economic Development Culture and Leisure Scrutiny Panel's recommendations be approved in line with the responses noted in item 4 below.

4. Response to panel recommendations

- I. The panel strongly encourage the setting up of traders' associations in as many parts of the city as possible.

Response:

The Town Centre Management team will encourage and support the setting up of business led groups in secondary and local shopping areas. If there is interest to form business led groups these groups will be supported by

relevant officers in the City Council, the City Centre Manager will identify key contacts within the secondary and local shopping areas and encourage those key business leads to meet to form a group. The City Centre Manager will be the key point of contact and facilitate any meetings with key officers.

- II. The city council should host two meetings per year, to which traders should be invited to share best practice, preferably in the spring and autumn.

Response:

The Town Centre Management team will arrange, encourage attendance and host two meetings per year, to which traders will be invited to share best practice, providing the necessary resource is available. Should there be a lack of interest from general business then the business group leaders will be invited to meet.

- III. The Active Travel Team should approach traders and traders' associations to see how to assist in attracting people to cycle and walk to the secondary shopping areas.

Response:

The Road Safety and Active Travel Team will contact selected businesses directly to promote walking and cycling. The RS&AT will also seek to identify and bid for funding to improve the facilities for walking and cycling, within secondary shopping areas, in conjunction with businesses. The Town Centre Management team will arrange invitations for the Road Safety and Active Travel Team to attend and present at business meetings.

- IV. Town Centre Management and the appropriate officers should encourage bids for Community Infrastructure Levy (CIL) funding and lottery monies for improvement works and events to be held in the retail centres.

Response:

The Council has set aside money for North End and Fratton. The City Development Manager will encourage the community to share schemes for CIL spend.

- V. The Head of Development and Cultural Services' officers should continue to explore external funding opportunities such as the Heritage Lottery Fund for when suitable sites are available for cultural venues within the secondary retail centres.

Response:

The Director of City Development and Cultural Services' and officers will continue to explore external funding to deliver cultural venues in local and secondary shopping areas.

- VI. The Head of Development & Cultural Services should explore the possibility of residents being able to purchase and collect tickets for PCC-led events at the PCC venues and facilities in the shopping areas.

Response:

The Director of City Development & Cultural Services will continue to explore the opportunity to provide services such as ticket purchase in local and secondary shopping areas.

5. Background

The Economic Development Culture and Leisure Scrutiny Panel set the objectives noted below.

Objective 1 - To understand the different characteristics of the local retail centres and the planning policy, licensing and other restrictions to development

Objective 2 - To consider the success of promotional activities, grant opportunities and initiatives in generating and retaining customers

Objective 3 - To review the sustainability of these centres within communities with a diversity of retail, leisure and health uses

The panel received evidence from officers, businesses, business association representatives, a Government Minister and the chair attended a Future of the UK High Streets conference.

The panel's recommendations are noted in item 4 of the Economic Development Culture and Leisure Scrutiny Panel's report and the responses to the recommendations noted in item 4 above.

6. Reasons for recommendations

The City Council is committed to strengthening secondary and local shopping centres and supporting business led associations promoting and developing the offer of their centre.

The Panel's recommendations are therefore supported and will be put into action by a number of Council officers, in the main from within existing budgets.

7. Equality impact assessment (EIA)

(not required)

8. Legal implications

(covered in panel's report)

9. Finance comments

The responses to the panel's recommendations mainly require staff resources. These are not expected to require a significant amount of additional officer time and should be able to be absorbed within existing resources and cash limits. There is a risk that staff may be diverted from undertaking other council priorities or the time in undertaking the above responses will be greater than initially envisaged.

The response to recommendation II, to host two meetings during the year could potentially attract costs in identifying and hiring suitable venues. Wherever possible Council owned premises should be approached to reduce or eliminate venue hire fees. Other minor costs of hosting meetings, printing of agendas and minutes should be minimal and will need to be identified and managed from within existing budgets.

.....
Signed by:

Appendices: EDCL Scrutiny Panel's report.

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:



Portsmouth CITY COUNCIL

Economic Development, Culture & Leisure *Scrutiny Panel*

**REVITALISING LOCAL HIGH STREETS AND SECONDARY SHOPPING AREAS
IN THE CITY**

Date published: 18 March 2015

Under the terms of the council's constitution, reports prepared by a scrutiny panel should be considered formally by the cabinet or the relevant cabinet member within a period of eight weeks, as required by Rule 11(a) of the Policy & Review Procedure Rules.

Chair's Preface

The Economic Development, Culture & Leisure Scrutiny Panel undertook a review in the municipal year 2014-2015 of which the aim was to look into "Revitalising Local High Streets and Secondary Shopping Areas in the City".

Upon undertaking this review the panel learned that the tertiary shopping areas within the City Boundaries are many, unique and varied and that a 'one size fits all' strategy would be inappropriate.

Taking evidence from various witnesses the panel has drawn its conclusions and put forward recommendations to try to increase footfall and trade in these areas.

Following a meeting with the Ministry for High Streets it is encouraging to note that in those areas where a 'Boots' shop is present that any local Traders Associations should be encouraged to speak with this company as they have made a promise to work with Local High Streets to encourage and increase footfall and that the Town Centres Management Team is working with other local areas and the Ministry for High Streets to encourage best practice.

Additionally as part of this review the complexity of the Portsmouth City Council 'Event Application Form' was raised and the panel are pleased to note that this has now been changed to make it much easier for local groups and traders to hold events in their areas.

I would like to convey my sincere thanks, on behalf of the panel, to everyone who helped by contributing to this report. In particular I would like to extend my thanks to sources including, but not limited to the traders from Albert Road, Castle Road and Fratton Road Trades Associations, Portsmouth Cycle Forum, Strong Island, Penny Mordaunt MP (who in turn put us in touch with officers from the Ministry for High Streets) and Members and Officers of Portsmouth City Council for their time, considerable knowledge and information which has greatly assisted and aided this report.

On a personal note I would additionally like to thank my fellow panel members: Cllr Winnington (Vice Chair), Cllr Boshier, Cllr Dowling, Cllr Hockaday and Cllr Hunt and particularly Joanne Wildsmith for their support and contributions.

.....
Councillor Julie Swan
Chair, Economic Development, Culture & Leisure Scrutiny Panel
Date: 18 March 2015

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REVITALISING LOCAL HIGH STREETS AND SECONDARY SHOPPING AREAS IN THE CITY

1. Purpose and Objectives

This review was to consider how to support a vast array of retail offers in the city and how to make an attractive environment to encourage visitor loyalty and footfall.

The three objectives were:

- i) To understand the different characteristics of the local retail centres and the planning policy, licensing and other restrictions to development
- ii) To consider the success of promotional activities, grant opportunities and initiatives in generating and retaining customers
- iii) To review the sustainability of these centres within communities with a diversity of retail, leisure and health uses

2. Executive Summary

Objective 1 - To understand the different characteristics of the local retail centres and the planning policy, licensing and other restrictions to development

The panel firstly looked at the context of the shopping patterns for the main shopping centres, in response to the competition of internet shopping, and their economic importance to the city. It was recognised that the secondary retail centres need to have an affinity with their local communities to secure their loyalty to succeed.

The deregulation of the planning regime has meant that changes in uses of properties can take place under permitted development rights. The LGA has been campaigning against these rights and for payday lenders and betting shops to be removed from the A2 (Financial Services) use to give local councils greater controls on the spread of these in the retail centres and thereby having greater influence on the shopping environment.

The Council's Licensing unit works with the Events Team in considering applications for events that can include entertainment, drinking hours and street consents and the licensing regime is also subject to deregulation. The Licensing Manager has discretion regarding extending hours for temporary events that traders may wish to apply for, such as themed markets and festivals.

The panel received data relating to void units in the secondary shopping areas which showed a relatively low occurrence in the retail areas. They received information on the empty property rates and exemptions and how this related to charities. There had been concern, voiced by traders, that landlords, including those not living in the city, may neglect their vacant properties which affects the street environment. The remit and powers of the council's Eyesores Working Party were explained, with discussion taking place with landlords to try to seek improvement to dilapidated properties. Those retail units owned by the city council have protected business

tenancies and when they are vacant there is a set criteria for re-letting which includes the wider community benefits.

Objective 2 - To consider the success of promotional activities, grant opportunities and initiatives in generating and retaining customers

During the course of the review the panel was pleased to receive a draft copy of the revised event application form which had been simplified and reduced to 4 pages which would be easier for event organisers to complete. Members noted the principles of the Purple Flag accreditation scheme relating to the safe night-time economy as whilst this had not been pursued (as it would require further resources for implementation) there were elements that were reflected within this review such as ensuring a broad appeal, to extend arts and culture to the retail areas.

The Chair of the panel attended the Future of UK High Streets conference and she and the Vice Chair spoke with the High Streets minister and local MP Penny Mordaunt to explore initiatives that were successful elsewhere. Ideas to encourage visits to local shops including stimulation of market days, exploring 'makers emporiums' and pop up shops and supporting promotional campaigns for 'Shop Local' type schemes. There is also a drive to tackle detriments to the streetscene, such as tatty shopfronts, with links to arts projects.

The Head of City Development and Cultural Services set out how the Museums Service could incorporate culture on the high streets, and planned to make a bid to the Heritage Lottery Fund to deliver an outreach/community based local history project in an empty shop unit in Paulsgrove. Further links could be made with partner organisations such as the University of Portsmouth to support arts projects in the heart of local communities. The role of libraries to the local centres was also examined and the new timetable for the mobile library which visited the communities, both of which attracted visitors to these locations.

Whilst the Town Centre Management officers' main focus were the 3 main shopping centres, they were also instrumental to helping to encourage initiatives in the tertiary shopping areas with their involvement in events planning and Pubwatch schemes and they have developed good links with the local traders' associations. The traders' associations also contributed significantly to the review, giving examples of good practice in areas such as Castle Road and Albert Road where successful festivals are held on a regular basis, the improvements reported by Cosham Traders and the experience of a trader moving to Highland Road, as well as a newly created Traders Association at Fratton.

Objective 3 - To review the sustainability of these centres within communities with a diversity of retail, leisure and health uses

Then panel examined the public transport provision to the shopping areas which had good coverage, and were mindful that the City and County Councils subsidise some of the routes so this would be subject to budgetary provision. The parking provision varied with some areas having some off-street car parks, some having free parking and others having restricted or charged parking to meet the demand.

The diversity of uses and types of retail gives the shopping areas their distinct character, with specialist shops and community facilities acting as a draw. The

Council aims to minimise negative health impacts and promote community involvement within shopping areas, with encouragement given to walking and cycling to local shops. The council is working with the Portsmouth Cycle Forum to improve routes and provide more secure storage of vehicles in the retail areas.

The importance of supporting local enterprise was also key to the sustainability agenda and reducing carbon emissions caused by traffic. Businesses could also be encouraged to work together in environmental schemes.

3. Conclusions

1. The panel recognise the advantages of setting up traders' associations and value the role of Town Centre Management in encouraging these associations and events in the secondary shopping areas, acting as a point of contact and advice for the traders. (refer to paragraphs 6.3.1, Section 6.8, Section 6.9, 6.10.2)
2. The panel welcomed the Head of Environment and Transport's programme of measures to encourage sustainable methods of transport and the associated environmental benefits for the secondary shopping areas. (paragraphs 6.10.6, 7.1, 7.5.1, 7.6, 7.7, 7.8 & 7.9)
3. The panel recognised the importance of increasing footfall, length of stay and loyalty of customers in the secondary shopping areas through national and local initiatives. (paragraphs 5.8.2, 6.3.2-4, 6.3.6-7, 6.5-6.6, 6.10 & 7.3.3)
4. The panel was excited by the prospect of the Head of Development & Cultural Services' move to anchor some cultural venues and events in the tertiary shopping areas to improve the sustainability of the shops and trading as seen in the opportunity for access to museum exhibition materials within Allaway Avenue in Paulsgrove. (paragraph 5.9.4 and Section 6.4)

4. Recommendations

1. The panel strongly encourage the setting up of traders' associations in as many parts of the city as possible. (Conclusion 1)
2. The city council should host two meetings per year, to which traders should be invited to share best practice, preferably in the spring and autumn. (Conclusion 1)
3. The Active Travel Team should approach traders and traders' associations to see how to assist in attracting people to cycle and walk to the secondary shopping areas. (Conclusion 2)
4. Town Centre Management and the appropriate officers should encourage bids for Community Infrastructure Levy (CIL) funding and lottery monies for improvement works and events to be held in the retail centres. (Conclusion 3)
5. The Head of Development and Cultural Services' officers should continue to explore external funding opportunities such as the Heritage Lottery Fund for

when suitable sites are available for cultural venues within the secondary retail centres. (Conclusion 4)

6. The Head of Development & Cultural Services should explore the possibility of residents being able to purchase and collect tickets for PCC-led events at the PCC venues and facilities in the shopping areas. (Conclusions 3 & 4)

5. To understand the different characteristics of the local retail centres and the planning policy, licensing and other restrictions to development (Objective 1)

5.1 Town Centres

- 5.1.1 Residents depend on our town centres for access to shopping, entertainment, leisure, culture, public services and transportation. Portsmouth town centres are natural locations for trade and commerce and they are very important to the community surrounding it. These town centres are no longer just about the 9 – 5 economy, with the value of the evening and night time economy in terms of jobs, and business creation, also being very important. The evening and night time economy is worth about £450 million to Portsmouth. Developing leisure activities and places to meet within the local community would also have many benefits.

- 5.1.2 **Threats** - In the 1980s and early 1990s there was a decline in most town and city centres due to the competition from out of town developments which led to a “town centres first” planning policy and the development of town centre management initiatives. The current threats are due to the rise in internet shopping and a change in retail patterns. Centres now need to be more than a retail hub. Nationally visits to town centres have declined by over 20% in the last 5 years. The Town Centre Manager reported that in Portsmouth over the past 5 years footfall has declined by 7% in the City Centre and decreased in Southsea by 6%. Therefore centres now need to be much more than shops and must have an affinity with their communities if they are to succeed.

- 5.1.3 The panel would focus on the "tertiary" areas covered by the review and the need to see what is practical for the type of area to see if this would work in other retail areas.

5.2 Area of review and Planning Policies

- 5.2.1 Claire Upton-Brown, the City Development Manager explained the planning context of this review topic, and how PCC tried to protect retail. Within the Portsmouth Plan there were identified shopping centres in this hierarchy:

- The City Centre
- Southsea
- the Districts
- then the retail offers outside of the policy

(NB in the table the planning and parking areas which overlap are in bold)

Planning Area	Parking Area
1) The City Centre (including Gunwharf) and Southsea	
2) District Centres (Albert Road & Elm Grove, Fratton, North End, Cosham)	Elm Grove
3) Local Centres Allaway Avenue Castle Road Copnor Road (North) Copnor Road (South) Eastney Road Fawcett Road Havant Road , Drayton Kingston Road Locksway Road London Road (North) London Road (South) Leith Avenue Portsmouth Road St James's Road Tangier Road Tregaron Avenue Winter Road	Allaway Avenue Copnor Road (South and North) Fawcett Road Havant Road (Drayton) Highland Road Kingston Road London Road (Hilsea) Milton Road (Eastney Road) New Road Portsmouth Road (Cosham/Highbury Northern Buildings) Queen Street Tangier Road The Strand Winter Road

5.2.2 The Portsmouth Plan sets out the terms for '**local centres**'¹.

5.2.3 The City Development Manager reported that the areas covered were as listed within the Portsmouth Plan and the question could be raised when considering the next development plan of whether the retail offer is being diluted and the need for impact assessments for further retail provision in the city. Alan Cufley, the Head of Corporate Assets, Business & Standards raised the issue of whether a residential element would increase the sustainability of these smaller retail areas?

¹ The planning policy for these centres is Policy PCS18 'Local Shops and Services' of the Portsmouth Plan <https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf>. There is an overview map of all of the local centres on p123.

5.3 Challenges to the local centres

5.3.1 The smaller retail offers provide a useful community service and are used by many as a top-up to major shopping and the danger to these had been highlighted during discussion of the major Tesco application at Milton. The government allows changes of use without the need for planning permission which weakens the local government position on retaining retail units. As seen with the Tesco planning application in Milton there were challenges to the smaller shops with big users coming in and there was already a decreased demand due to the rise of internet sales. There is evidence of decline at Fratton, as seen by the vacant units there.

5.4 Deregulation

5.4.1 The City Development Manager explained that in the last few years central government has introduced in a number of new 'permitted development' measures which have deregulated the planning system. These include allowing offices to convert to residential dwellings without needing planning permission and introducing a 'temporary use' option which allows most types of properties to convert to A1 (shop), A2 (financial services) and A3 (restaurant/cafes) Uses for a period of two years without requiring planning permission.

5.4.2 The LGA has been campaigning against these changes and believes that councils should be provided with powers to set out permitted development rights locally, subject to consultation and a local impact assessment. The LGA has also been pushing for payday lenders and betting shops to be taken out of the A2 (financial services) Use Class Order, and put into their own category, so as to give local councils greater controls over the proliferation of these types of businesses.

5.5 Licensing - Restrictions and considerations

5.5.1 Nickii Humphreys, PCC's Licensing Manager explained that the Licensing Unit have interaction with the Events Team in considering applications, and some events took place within premises so were covered by provisions of the Licensing Act for late night entertainment and drinking hours. She was also responsible for other licences and street consents that contribute to the development of the city, charity collections and street trading permits. There are statutory fees to cover the cost of administering these applications.

5.5.2 There would be legislative changes in 2015 regarding the level of fees with the potential discretion for local authorities' costs to be reviewed, and there is a de-regulation pattern anticipated for regulated entertainment, to allow more flexibility for small scale events not to require application (although these do on council owned land). Any premises with under 200 people can currently have live entertainment up to 11pm and the government's intention is for this to extend from 200 to over 500, which had been out for consultation².

5.5.3 The licensing regime allows for a variety of type of entertainment for different age groups and the encouragement of a mix of uses can be advantageous to a business area. Each application is dealt with on its own merits and the Licensing Committee consider the set licensing objectives.

² The proposed implementation date is 6 April 2015

5.5.4 A concern was raised by the panel of the rise of money brokers and betting shops in retail areas; this is dealt with under the Gambling Act but there are less controls and draft legislation is considering looking at this by planning use rather than licensing use.

5.5.5 For night-time markets licenses could be applied for temporary bars e.g. German markets. The Licensing Manager explained that whilst there were restrictions there is also discretion for temporary events for extended hours and the number of times they can be applied for. The Town Centre Manager felt that it is important to state the nature of the event such as family orientated festivals and if there was a documented policy applications to Licensing could be accompanied by descriptions of what was wanted from events, such as the food festivals. The Licensing Manager explained that in certain cases there is a local remit for street trading. However the licensing regime could not be used to restrict the uses of shops such as where there is a perceived over concentration of certain competing businesses, e.g. hairdressers.

5.6 Vacant Units & Business Rates

5.6.1 Ed Woodhouse, the Head of Revenues & Benefits explained that reduced rates on empty properties cannot be made locally as these are subject to legislation and not subject to variation or discretion.

5.6.2 Empty retail premises (shops, restaurants and pubs) in 'shopping areas' as at 11th December 2014:

Albert Road	5
City Centre	13
Copnor Road	4
Eastney/Milton	4
Southsea Town (inc Elm Grove)	9
Fratton	7
Havant Road	3
Highland Road	6
Cosham High Street	5
North End (inc Kingston Road)	20

	<u>Retail properties</u>	<u>Total empty</u>	<u>Percentage of empty</u>
1a. The City Centre			
Arundel Street	32	4	12.5%
Charlotte Street	12	1	8.3%
Cascades	55	2	3.6%
Crasswell Street	5	0	0.0%
Commercial Road	106	10	9.4%
Edinburgh Road	14	1	7.1%
Gunwharf Quays	111	2	1.8%
Totals	335	20	6.0%
1b. Southsea			
Clarendon Road	23	2	8.7%
Marmion Road	53	0	0.0%

Osborne Road	55	3	5.5%
Palmerston Road	69	2	2.9%
Totals	200	7	3.5%
2a. District Centre - Albert Road	197	4	2.0%
2b. District Centre - Elm Grove	66	3	4.5%
2c. District Centre - Fratton Road	95	7	7.4%
2d. District Centre - North End			
Chichester Road	16	0	0.0%
Kingston Crescent	10	0	0.0%
Kingston Road (also shown in 3. below)	105	4	3.8%
London Road (also shown in 3. below)	213	13	6.1%
New Road	22	0	0.0%
Totals	366	17	4.6%
2e. District Centre - Cosham			
High Street	112	6	5.4%
Spur Road	11	0	0.0%
Wayte Street	10	0	0.0%
Totals	133	6	4.5%
3. Local Centres			
Allaway Avenue	19	0	0.0%
Castle Road	22	1	4.5%
Copnor Road (North)	87	4	4.6%
Copnor Road (South)			
Eastney Road	37	2	5.4%
Fawcett Road	68	0	0.0%
Havant Road, Drayton	65	3	4.6%
Kingston Road	105	4	3.8%
Locksway Road	18	1	5.6%
London Road (North)	213	13	6.1%
London Road (South)			
Leith Avenue	6	0	0.0%
Portsmouth Road	19	0	0.0%
St James's Road	5	0	0.0%
Tangier Road	35	0	0.0%
Tregaron Avenue	6	0	0.0%
Winter Road	29	0	0.0%
Totals	734	28	3.8%

- 1) The City Centre (including Gunwharf) and Southsea
- 2) District Centres (Albert Road & Elm Grove, Fratton, North End, Cosham)
- 3) Local Centres (the list of roads above)

5.6.3 'Void' is essentially shops, pubs, restaurants, other retail premises and offices.

- 5.6.4 Empty rates are not payable at all for land, listed buildings or for property with a rateable value of less than £2600. These are classified in broad areas and there is a relatively low number of voids. It is hard to compare this with other local authorities who do not make this information readily available.
- 5.6.5 **Empty property rates** - there is an exemption for the first 3 months before they are payable in full by the owner/landlord (6 months for industrial properties). There is also a 6 week rule whereby if units are occupied for less they are not eligible for exemption to be re-claimed for these shorter periods. Charity and community owned units can be zero rated when empty and also have a 80% reduction on their business rates when they met the necessarily criteria for charitable status.
- 5.6.6 The traders' representatives raised their concern regarding out of town landlords who do not have the same community spirit when considering the impact of these empty units on the local high streets. The Head of Revenues & Benefits reported that there is a rateable charge on a property and the owner and landlord have a lease arrangement; the landlord cannot be forced to charge reduced rates to attract occupiers. He had a team of inspectors who visit to check that units are empty and eligible to be considered as voids.
- 5.7 The **Portas Review** (originally undertaken in 2011) was again topical with national media coverage of Ms Portas' views on the need for government funding to help the local high streets³. It was also noted that in Hastings landlords had been told by the Council to redecorate the frontages of retail units to ensure they were not detrimental to the streetscene, and it was felt that where appropriate this should be encouraged as it could spur on other owners to look at the condition of their property and enhance an area. The panel's chair and vice-chair spoke with Penny Mordaunt MP as Minister for High Streets on 23 January 2015 (covered in section 6.10 of the report).
- 5.8 Eyesores Working Party**
- 5.8.1 Bruce Lomax, PCC's Housing Standards Manager, explained that part of his role dealing with residential accommodation in the private rented sector included environmental issues. He is also chair of the Eyesores Working Party (EWP) which uses regulatory enforcement powers and also draws on experts from the non-regulatory areas such as Town Centre Management. The EWP is a cross departmental officer group, which deals with referrals of dilapidated properties on a quarterly basis, looking at the legislation available to seek improvement. Officers try to trace the landlords of non-residential properties to try to work with them to seek solutions. The details of individual properties could not be discussed publicly due to data protection issues, and some may be the subject of legal proceedings.
- 5.8.2 Powers available to the EWP to deal with identified properties included provisions of the Town & Country Planning Act - such a requesting painting of frontages - if resources were available an assessment could be made for the whole street to be done - in the private rented sector there was some funding available for this. Residential properties can be more difficult to deal with and

³ BBC news article 16 December 2014 <http://www.bbc.co.uk/news/business-30480438>

less proactive action can be taken. Improvements could also be made by use of internal shutters or student art projects on hoardings to make an area more attractive. Ward councillors can make referrals to the group which are then assessed for appropriateness and officers visit and photograph the properties for further discussion on suitable avenues of action.

- 5.8.3 The Building Act and Public Health Act are also used for environmental problems, where there is a shop with a residential unit above the Housing Act can be used to ensure the housing is in a good standard. Notices are also served to remove rubbish. Officers try to work with the owner to come to an agreement and only when this fails enforcement action is taken or a notice can be put on a property for the necessary works to take place in default (with a charge being put on the property). Only a few notices have an appeal process and some will result in court action. Officers discuss the most appropriate action and have been successful in securing some effective solutions such as artwork over dilapidated shop windows.



5.9 PCC owned units

- 5.9.1 The panel received a written submission from Jo Bennett, Leasehold & Commercial Services Manager and Tom Southall, Corporate Asset Manager on Vacant Units in the Secondary/Tertiary Retail Centres, regarding units owned by the City Council.
- 5.9.2 Portsmouth City Council manages various parades of retail properties held within the Housing Revenue Account. These are primarily located within Paulsgrove and Leigh Park, with some small clusters in Milton and Buckland areas. Some parades are small (2 properties) others are larger (21 properties), the average size of parade is made up of between 3 and 6 properties. Excluding isolated individual shops there are 52 properties that are within parades.
- 5.9.3 Many of these properties are protected under the Landlord and Tenant Act 1954, with tenants having protected business tenancies to carry out their

trade. When retail properties become vacant the following criteria is considered before re-letting:

- Has the property been successfully marketed in the past
- What potential uses have expressed interest
- Has the Council received any comments or complaints that need to be addressed
- What is the current mixture of retail offering on the parade
- Who are the target users
- Is there an internal requirement or a need for focused community benefit (drop-in centres)

5.9.4 No consideration is given to tenants looking to open dedicated betting shops or off-licence facilities under new leases as these do not offer any wider community benefits. It was hoped that liaison would take place with the Head of Culture to look at the potential for a suitable unit in Allaway Avenue to be used for exhibition space to increase the opportunities for access in the north of the city (covered further in section 6.4). It was also reported by the Chair that Portsmouth Football Club had expressed an interest in having a presence in Paulsgrove.

6. To consider the success of promotional activities, grant opportunities and initiatives in generating and retaining customers (Objective 2)

6.1 Events Management and the event application form

6.1.1 During the review the traders' representatives had raised their concern regarding the length of the form and at the December meeting David Evans, the Seafront & Events Manager presented a draft copy of the revised application form which was 4 pages long which would be easier for event organisers to complete. His department processed over 200 applications a year (checking the necessary risk assessments and public liability were in place). It could be used for small events and larger ones - for major events an accompanying event safety management plan was needed (relating to consultations with the police, traffic and licensing). The smaller events would need more basic information for the applicants to get the agreement to run their own events e.g. celebration of Christmas Lights in Albert Road and the Daisy Chain events there. If there was a need for a road closure this did however need a 12 week notice period. It was noted that charitable events had a separate licensing requirement. It was still preferable for the Events Team to be given 6 weeks' notice where possible.

6.1.2 The traders' representatives present welcomed the revised form and that there was the ability to block book events for the year. The draft application form was to be consulted on, to be in place by the end of January 2015. This would be made available online. The panel welcomed this simplified approach.

6.2 Purple Flag⁴

6.2.1 Alan Knobel, Alcohol Strategy Co-ordinator, Health, Community Safety and Licensing explained the work that had previously taken place regarding this accreditation scheme which is overseen by the Association of Town Centre Managers. Whilst the City Council had decided not to pursue its application, the framework was useful in consideration of the safe night-time economy (even though this applied mainly to the larger centres). Its principles included:

- Wellbeing: Crime reduction - including CCTV, provision of public toilets, street pastor schemes
- Movement - secure modes of transport and safe pedestrian routes
- Ensuring a broad appeal - arts and culture being extended to the retail centres - away from a focus on alcohol for a mixed customer profile, encouraging mixed age groups etc.
- Place - street furniture, lighting, signage, public art & sculpture
- Policy Envelope - co-ordination of the above, partnership working and political leadership.

The panel members asked what extra steps would be needed for the scheme's implementation; this would require resources such as for a dedicated Purple Flag co-ordinator and elements of the scheme like night-time buses.

⁴ **Purple Flag** is an accreditation scheme that recognises excellence in the management of town and city centres at night

6.2.2 The City Council's **Shopping Festival** in September 2014 and the museums' **Sherlock Holmes Trail** had encouraged people to go further and extend their trips (with points on the trail including Elm Grove).

6.3 High Streets Conference

6.3.1 As part of the evidence gathering the Chair of the panel, Councillor Swan, attended the conference 'The Future of UK High Streets: Driving Local Growth and Regeneration' in September 2014 where the opening speaker was Penny Mordaunt MP, as High Streets Minister. Ms Mordaunt referred to the Cosham Traders Association and how they had helped to rejuvenate Cosham High Street through the contribution of Tony Coombes, owner of a key cutting business in Cosham and an active Traders' Association representative.

6.3.2 Delegates were directed to the **Great British High Street** website⁵ for their campaign '**Love your local market**', which has helped to rejuvenate many local high streets and provides ideas that have worked in the past to help increase footfall.

6.3.3 There is a **Christmas Market Action Day** campaign to be held nationally on December 6th, also accessible from the Great British High Street link.

6.3.4 Ideas raised at the conference to help stimulate **market days**:

- Free Parking
- Youth Markets (encourage young traders by promoting reduced price young traders licenses)
- Combine youth theatre and dance on youth market days
- Themed Market Days
- Encourage traders by setting stall costs at £10 per table
- Night time Markets to encourage evening economy

6.3.5 **Problems** that affect shopping areas and reduce footfall:

- Business Rates
- Tatty shop fronts
- No 'main draw'
- Too many hot food takeaways

6.3.6 **Ideas for tackling Tatty Shop Fronts**

- (i) **Art projects** - if businesses sign up to this then PCC could potentially look at an art project, perhaps in conjunction with the University/Local Artists to 'paint' shutters so that when shops are closed the area looks good (see article "Culture on the High Street"⁶).
- (ii) There was also reference to a scheme called '**nominate your neighbourhood**' which ran a Street Art Programme via The Londonist (online paper) - the Street Art increased footfall by 75%.

⁵ www.thegreatbritishhighstreet.co.uk

⁶ <https://www.london.gov.uk/priorities/arts-culture/promoting-arts-culture/culture-on-the-high-street>

6.3.7 The Future of the UK High Streets conference also highlighted the need for a **'Main Draw'**:

- (i) Key shops
- (ii) Community attractions can include a Medical/Health Centre
- (iii) Attract shoppers via a **'Makers Emporium'** where closed premises are re-opened to allow micro business artisans to have a stall/area within the space where they can sell their own produced wares. These premises would need to be properly run by an experienced Retail/Store Manager who would be there to assist the business owners with how to display and sell goods whilst advising on invoicing and receipts etc. These 'artisans' can be encouraged to gain their own shops by reducing rates on empty properties in the area for a period of time after which they have established and grown too big for the Emporium. Thus ensuring a flow of local companies and helping to give people a hand to move from small home units to retail sales.
- (iv) Keep key services such as tax offices and **housing offices** on local high streets to encourage local footfall - give people a reason to come to the high street, need to find attractions that match the needs of the local community, which will differ by area.
- (v) **Pop up shops** - The conference referred to the **Pop Up Britain** scheme⁷, which has its own programme manager. It used local colleges to encourage students studying businesses to come up with business ideas and get them out into the local area. This could be combined with business projects as long as sufficient business mentoring takes place.

6.3.8 **The report by the Chair** of the panel, following attendance at the conference also included these further issues:

- **Promotions - Shop Local/Use it Lose it** campaigns. Also the potential for artisan shops within certain areas to get together to offer an e-business.
- **Loss of retail units** - Potential to use landlord licensing schemes to prevent shops being converted if the **premises** have flats above them.
- **Moveable museum exhibitions** - this was also covered in the response report by the Head of Culture (in section 6.4)
- **Software for local traders** - to sell their products online for delivery called **Open High Street** - but this scheme **does** depend on local traders actually getting together as people would shop via the various stores and have one delivery from all combined.

6.4 Culture on the High Streets in Portsmouth

6.4.1 **Museums** - The panel received a report by Stephen Baily the Head of City Development and Cultural Services, in consultation with Jane Mee, the

⁷ <http://popupbritain.com/>

Museums Service Manager, in response to ideas raised by the Chair, such as for moveable, temporary exhibitions to be housed in empty shops, and to provide additional information on the role of local shopping centres in driving growth and regeneration. The proposal aims to extend the positive role of museums, libraries, archives and arts to animate, revitalise and support Portsmouth's local high streets and shopping areas.

6.4.2 The existing capacity of the Museums Service offers a particular challenge to extending service delivery beyond Museum buildings in terms of staffing, funding, and ensuring care of collections to professional standards. However there is the opportunity to build on a range of successful **community engagement projects** across the city such as *Lest We Forget* (linked to 100 year anniversary of the First World War) and *A Tale of One City* (part of the city's Dickens 2012 celebrations).

6.4.3 **HLF Bid** - The Head of Culture explained his intention to bid for external funding (the Heritage Lottery Fund), when a suitable space was available in the north of the city, to deliver an outreach/community based project which would:

- Attract footfall into under-used shopping areas
- Showcase community identity and pride
- Address the under-representation of some local communities in city collections (e.g. Paulsgrove)
- Can easily partner with any additional locally-based campaigns to support the role of town shopping areas in local economic growth and regeneration, building and supporting the role of local communities in driving forward growth and regeneration.

6.4.4 The Head of Culture proposes to create an **outreach project** based in an empty shop within town shopping areas. The shop would host a wide range of activities utilising local collections that support communities to research and present elements of their own history, as identified by the community itself. This was welcomed by the panel as residents who were not on Portsea Island often felt disenfranchised, and the benefit of satellite offices of the city council could be to access tickets for major PCC events or registering for council services.

6.4.5 **Paulsgrove Project** - Previous projects undertaken by Museums have built strong links with local community groups, including in Copnor, Baffins, Paulsgrove and Cosham, which can be utilised to attract and recruit people into the project. A Paulsgrove-based project focused on collecting stories and photos of Paulsgrove past and present would also address the under-representation of Paulsgrove in city collections, while providing the community with a unique opportunity to explore and present the history of the community. Activities could be based in the empty shop that facilitate this exploration and also train community members to develop and care for a heritage collection and curate an exhibition. The Service could also train and support community volunteers to staff the venue.

6.4.6 Funding for the project would need to be generated through a Heritage Lottery Fund (HLF) bid for £75k to cover the costs of delivering and running the

project, including buying in staff to deliver and oversee it. Match-funding from the local authority would be required to support the bid and would comprise free use of the venue (no business rates, no rent, no service charges etc).

6.5 Markets

6.5.1 A recent Cabinet paper on developing Portsmouth's local and specialist street markets highlighted the potential for local markets to contribute to skills development (including developing business skills for young people and marginalised communities) and supporting local start-ups. The campaigns highlighted at the High Streets Conference attended by the Chair of the panel (Great British High Street; Christmas Market Action Day; Pop-Up Shops) have been utilised all over the country and provide a pragmatic research base and best-practice models for carrying such ideas forward locally.

6.6 Promotions and Engagement with local communities

6.6.1 Local involvement is vital to progress the ideas raised to identify localised issues and possible solutions and are vital in securing buy-in among local residents, ensure spaces are used and even reduce anti-social behaviour.

- **Shop Local/Use It or Lose It campaigns** can kick-start meaningful engagement with local communities on what is valued locally in the high street.
- **Street audits** in shopping areas have been used in other areas (e.g. Brighton) to capture how local shopping areas and high streets are being used, which people visit and why, what features are valued by the local community and how local communities are using and moving around high street and shopping spaces. Street audits can also kick-start discussions in local communities about the importance of these spaces to Portsmouth's economic growth and regeneration. They are also useful in assessing different use of shopping areas and high streets by different groups during the day or night.
- **Empty shops** and unused spaces used as temporary or permanent **community spaces**. The Empty Shops Network has also worked in Portsmouth before and has experience of the local area. A 'mixed-economy' model of partnership working between public, private and voluntary sector works particularly well in these projects, particularly when partners are based in local communities.
- **Culture on the High Street** – the University of Portsmouth would be an excellent partner for supporting arts projects in the heart of local communities. The Creative & Cultural Industries faculty in particular has a legacy of community engagement and a wealth of experience in this area that would allow them not only to showcase the work of local students, but also support the creation of arts projects directly from local communities themselves.
- **Makers Emporium** – the ongoing success of makers markets at the Square Tower, Guildhall, and Palmerston Road highlight the potential for this proposal. Private, voluntary and public partnerships offer the strongest opportunity for delivery, bringing together makers in local communities with established creative industries. The role of the local authority in this becomes central in facilitating the development of such projects, for example, identifying sites, promoting and publicising through existing networks (e.g. Flagship).

- An **audit of empty shops** in local communities (or citywide) – audits are carried out most often by local authorities, either as a one-off snapshot or more regularly to provide local councillors and communities with ongoing data on local and independent retail growth or decline. For example, Cherwell Council carried out an empty shop audit in Banbury Town Centre showing 53 empty town centre (ground floor) units in May 2014, which had fallen to 44 when the audit was repeated in September.

6.7 Libraries

The panel wanted to consider a wider use of the libraries, including the mobile library in the community and heard from Lindy Elliott the Library & Archive Services Manager.

6.7.1 **Southsea Library** was a successful example of a library/cultural offer moving into a retail centre, and in its first year there had been a 4% increase in footfall identified⁸. The library service had received feedback from parents that they extended shopping visits by rewarding their children with visits to the library for events such as 'Rhyme Time'. Her librarian colleagues nationally had undertaken research that showed that libraries do benefit shopping areas.

6.7.2 The timetable for the newly launched **mobile library service** (from 1 September 2014) running from Monday to Friday is as below:

<u>Day</u>	<u>Morning</u>	<u>Afternoon</u>
Monday	Drayton Lane/Havant Rd	Paulsgrove - Ludlow Rd
Tuesday	individual deliveries	Eastney - Fort Cumb. Rd
Wednesday	London Road	Mayfield Rd/Copnor Rd
Thursday	Farlington (Sainsburys)	Anchorage Park (Morrisons)
Friday	North Harbour (Tesco)	Drayton Lane/Havant Road

6.7.3 The mobile bus provided books and talking books for all age ranges. It would not run over the Christmas period and was not scheduled for the weekends but other stops could be considered, but with extra scheduling there would be staff resource implications. Responsible and fully qualified drivers were needed for events.

6.7.4 The wider library service had been involved in the annual BookFest - this was not privately sponsored but there was a partnership link with the Hayling Island Bookshop. There may be funding opportunities available through publishers' corporate social responsibility funds where educational projects are identified.

6.7.5 **Relocation of libraries** into shopping areas - whilst this had worked at Southsea there would be large resource implications at other venues, and there could be other constraints (e.g. the Carnegie Library incorporated a charity, the Cosham Library had been the subject of proposals to move this to the shopping area but this had not been universally backed).

⁸ as reported to Culture, Leisure & Sport portfolio on 10 February 2012

6.8 Town Centre Management

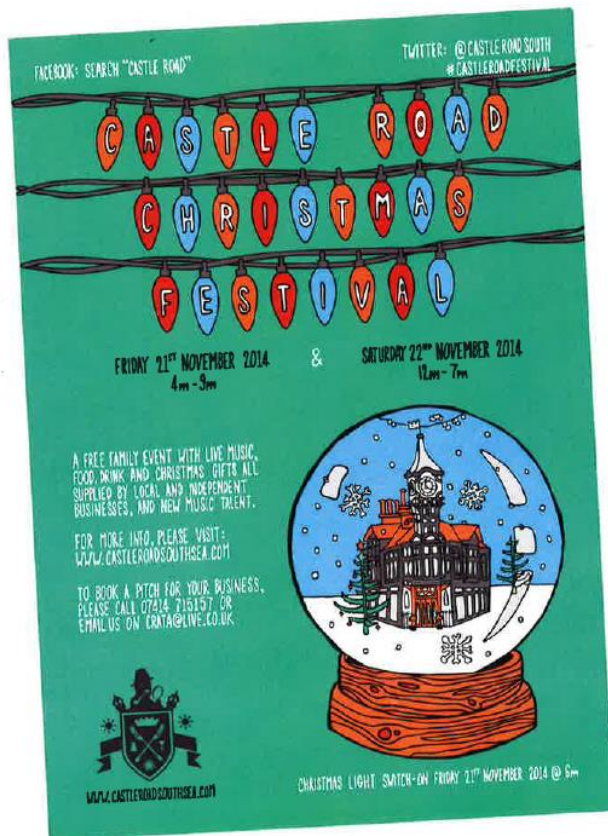
- 6.8.1 Barry Walker, City Centre Manager submitted written reports outlining the role of Town Centre Management. Whilst he did not cover the local centres he did try to help where possible e.g. providing Christmas lights for Castle Road where it was shown that traders were working together. He reported that future events planned included a Small Business Day in December, a shopping Festival in September 2015 and supporting a 'shop local' event to highlight independent traders in July 2015.
- 6.8.2 Town Centre Management (TCM) within Portsmouth City Council, work with businesses, local community and PCC to lead the promotion and management of initiatives designed to maintain, support and enhance the position of Portsmouth City Centre as a sub-regional shopping centre and support the council's wider retail offer through its 3 centre strategy. This role includes:
- co-ordinating the aims of the City Council with the aims of business
 - creating an environment in which business can flourish
 - representing business needs to the City Council
 - co-ordinating the different City Council functions where they impact on Town Centres
 - maximising the benefit and minimise the detriment of Town Centre developments
 - Acting as a conduit and a catalyst
- 6.8.3 Town Centre Management focus on two key issues: how many people come (footfall) and how long they stay (dwell time). The TCM officers are involved in liaison with traders including advice, encouragement and sign-posting regarding premises licences, Temporary Events Notices (dealt with by the Licensing section), events applications (dealt with by the Events team) and put them in touch with other groups who may have had experience of hosting events. Barry Walker, City & Town Centre Manager, outlined work in the different retail areas, whilst his main role was at the City Centre and Southsea, he also linked with traders in other areas (which had a variety of formality of arrangements of business groups) at Cosham, Albert Road, North End, Drayton Paulsgrove, Castle Road and he was becoming involved at Fratton (through Fratton Big Local).
- 6.8.4 Town Centre Management is a partnership between the public and private sectors which brings together a wide-range of key interests to promote the vitality and viability of a town centre and maintain its key role as the heart of its community to help ensure that our town and city centres are desirable and attractive places at all times of the day. The main focus of TCM activity is based on the three primary retail centres of the City Centre, Southsea Town Centre and Gunwharf Quays. However the District Centres of Cosham, North End together with Albert Road and Elm Grove each has a specific role that is particularly important for residents and employees.
- 6.8.5 Town centre management initiatives have also been focused on resolving environmental, security or marketing issues applicable to each centre.

- 6.8.6 TCM have initiated and supported Pubwatch schemes in the City Centre, Southsea and North End and also initiated and support the Portsmouth Business Crime Reduction Partnership. Both of these initiatives will have contributed to the falling crime rates. Environmental Improvement projects have been delivered in Southsea, Albert Road, North End and Cosham, with the City Centre Manager acting as 'the Client' for these schemes.
- 6.8.7 **Specialist markets** - In Southsea the introduction of Hampshire Farmers Market, Love Southsea Market, occasional Continental Markets and the Arts & Collectables market, together with the annual Southsea Food Festival, has created an appealing identity that is supported by the local community.
- 6.8.8 The development of **Christmas Lights** delivered to town and local centres across the city has engaged the communities in their area with switch-on events and celebrations. More recently the '**Shop Local**' campaigns and the introduction of welcome banners engages the community. Similarly, the Independents Day launch has been well supported by the business community and sole traders.

6.9 The Traders' Associations

- 6.9.1 As part of the review traders' representatives were invited to attend - whilst the more well established groups gave evidence it was also noted that other groups were developing elsewhere such as at Fratton and Tangier Road was holding a Christmas fayre. Some of their comments (especially for Albert Road, Cosham and Castle Road) related to improvements to roads, traffic flow and problems caused by lorries, which were referred to the relevant officers. Whilst pedestrianisation was favoured by some traders in the city it did not have the support of others (as had been evident at Palmerston Road).
- 6.9.2 Examples of good practice in traders organising events for their areas included the **Castle Road Festival** where the traders contributed £10 each per month and businesses were asked to pay for a pitch and the **Daisy Chain** events in **Albert Road**.





CASE STUDY 1

Tobi Stidolph had also been instrumental in organising the **Castle Road** festivals such as the Easter event in Castle Road which attracted people through food and simple entertainment. It was recognised that setting up a traders association was relatively easy but its success would be reliant upon its members to make an effort and believe in it. The council could support initiatives by removing barriers to events - so that procedures were stream-lined such as for road closures. However when the organiser had suggested widening the area of the Castle Road events up to the Clock Tower this had been rejected on traffic management issues (disabled parking provision) and environmental health had voiced concerns regarding the noise with the event running until 9pm.

6.9.3 An event that had become a victim of its own success and had become unmanageable had been the '**Love Albert Road Day**' (last held in 2009), where the rubbish and anti-social behaviour had upset local residents and the main beneficiaries had been the drinking vendors rather than local traders. It has also been costly for policing. This had however help spark other successful and well managed events in the city such as 'Victorious'. Jenni Catlow was pleased that smaller events were taking place in Albert Road, which she was involved in, such as Daisy Chain (the Daisy Chain Festival in June 2014 was a combination of creative and family-orientated events at venues along the road).

6.9.4 The atmosphere of events is important and the Southsea food markets had been popular. Tony Broome of **Cosham TA** had reported that Monday was a successful day for their shops due to the local market being held that day. Whilst it was hard to accurately calculate the increase in footfall caused as a result of these events the intention was to create the feeling of a place to spend more time in and have a range of expertise retained in these areas. He also highlighted the importance of parking availability - free parking for 1 hour in Cosham, where implemented, had been welcomed by the traders who would wish this to be extended along the High Street, which would need accompanying enforcement to ensure it is effective. The Cosham traders had also welcomed the recent maintenance enhancements in the area, but would still welcome further work to the pavements.

CASE STUDY 2 - Strong Island

Paul Gonella outlined the problems that this business had found in finding a new venue over a 12-18 month period. He had found they were always too late when a suitable property was identified they had already gone to someone else. He explained that the considerations and the areas they had looked at in the Southsea area as Winter Road and Marmion Road had high rents and they had found an opening at Highland Road where they had opened premises on 15 November. Part of the attraction there was that there were other interesting businesses. They had linked in with the jeweller opposite that would have some studio space available and there was café space at the cycle shop. They hoped they would attract other businesses into the area as had happened in Osborne Road. Strong Island also had the picture framers next to them that the local artists use and so they ensure that their exhibition space was used in a way that people were also aware of the framers.

Part of the choice of moving to Highland Road was that they wished to stay in Southsea as they knew from their customers that 80% were based there and so people would now be able to walk to pick up orders. There were also two parking spaces at the front with one hour waiting that people could use and he was hoping that they could attract more cyclists if there was more cycle provision which was being discussed with the city council.

6.9.5 Members welcomed the opening of this new exciting business in Highland Road which was hoped would help revitalise this area which did have vacant units.

CASE STUDY 3 - Fratton Traders - an example of a new Traders' Association

Nick Courtney as the chair of the new Fratton Traders' Association, which had started in 2014, explained how this had come about with the involvement of Fratton Big Local with only one person attending the first meeting, four attending the second where he was made the chair and by the third meeting in January there were 20 traders. He had gone from shop to shop to invite others as it was hard to get traders to attend evening meetings and had ensured that five councillors had attended. The big concern in the Fratton area for the traders was the anti-social behaviour with security worries by traders with burglaries to their shops and as such it was important to get

the police involved in the meetings and they would be attending the fourth meeting of the association on 16 March. The format for the meetings was as a forum with a question and answer session and this one would also be opened up to the public who used the shops. Other issues that were being raised were parking, cracked pavements, the need to promote the image of Fratton Road and to start planning events there. Nick felt that the selection of shops suffered from a lot of duplication which caused problems for other businesses with a lot of takeaways, hairdressers and barbers (a view that was echoed by Jenni Catlow regarding Albert Road).

There was a need to raise the public perception of the area. Social media was also being used to get comments and he felt there was a need to promote the interesting range of shops such as the model shop and an aquarium was now opening that people didn't know about. Traders felt that the road had been severely affected by the impact of a large Asda, with the loss of butchers and greengrocers and they now had their own optician and chemist within the Bridge Centre, so the business would have to be very different to get an opening within the centre such as the new Cuban Beach Café. Another problem was that customers were using the parking at the back of Asda but then didn't go through to the main road.

Fratton Big Local was helping with the admin work and they were also receiving support from the city council. He hoped that in the future there could be a road closure on a Sunday for a food market in the area.

6.10 Penny Mordaunt MP for Portsmouth North and High Streets Minister

6.10.1 The Minister spoke with Councillor Julie Swan (Chair EDCL) and Councillor Matthew Winnington (Vice-Chair EDCL), whose evidence include the success of the Shop Local promotional schemes. She referred to The Great British High Street portal, which has a wide range of material and shows where schemes have worked well (e.g. Belper, Derbyshire) where there is a clear brand identified. She stressed that it is fundamental to have a clear vision for the area, and a unique selling point, otherwise there is the risk that the scheme will fail. There is assistance available to councils from the minister's department which has produced toolkits to support traders' associations, and this was requested for Portsmouth CC.

6.10.2 The importance of involving traders and creating traders associations, such as the emerging Fratton Road Traders was discussed and Ms Mordaunt's work in North End where she has carried out a survey of their traders, asking what their businesses need as well as writing to over 20 national brands with premises in North End asking for them to commit a resource at a local level (Corporate Social Responsibility). She would be sharing the results of the survey and had already been asked about parking experiments being needed to encourage customers.

6.10.3 The EDCL panel was giving consideration to encouraging traders days/forums, and the minister felt that the traders would need to see swift results from giving up their time. There should be incentives with progress being evident - such as tidying up an area, reusing a vacant shop etc. People would then be more receptive to giving their time on this voluntary basis and they would also benefit from it, with an increase in footfall.

6.10.4 Regarding involvement of national retailers becoming involved in local schemes she referred to Deal in Kent, where the Sainsbury's store was a catalyst to other things happening, such as some of their car park being used for a market. It is not just enough to do a 'Shop Local' scheme - North End already has the stickers for this - there needs to be a larger plan, and there parking has been identified as a problem by the traders.

6.10.5 There is also scope for traders to let some of their retail space be used for those who run street stalls or usually sell on-line. Events should promote interesting independent traders too. Further work is taking place on digital support and reducing costs - such as free WiFi.

6.10.6 The Great British High Street portal also has examples of public transport being encouraged and where there are bike-in schemes (some with linked rewards). It is important to have safe cycle routes for this to be promoted. Although some businesses by their nature (with bulkier or computer products) will need car access.

7. To review the sustainability of these centres within communities with a diversity of retail, leisure and health uses (Objective 3)

The panel looked at the sustainability of the local shopping areas within their communities and the links to public transport and environmental issues, as well as considering the mixed uses of the centres.

7.1 Public Transport

7.1.1 Danny Johnson, the Passenger Transport Officer produced large maps for the panel showing the routes available to the secondary shopping areas. He explained that the city council does not run the bus services - this is a commercial venture run by both First and Stagecoach operators in the city. The operators cover 86% of the service with the city council purchasing 14% where they do not provide cover and where there is an identified social need e.g. the Highbury Estate. He stressed there had been massive investment by both companies in the city with the provision of good services and shelters in the city. The real time information at bus stops would be rolled out by March 2015.

7.1.2 The Passenger Transport Officer outlined the **frequency of services**:

- for the shopping areas with the buses numbers 12, 18 and 20 ran half hourly services but most of the services were at 10 minute intervals such as to Highbury and at Locksway the number 13 was a half hourly service.
- Despite speculation it was confirmed that the service at Paulsgrove was not ceasing. The number 18 was a half hourly service up to Hillsley Road which had subject to change with the loss of early morning services but this did not affect the shops as this was before the opening times and there were additional buses on this route. Allaway Avenue had two services of 10 minute frequency each.
- There was some variation such as the number 19 to Ocean Park was only a two hourly frequency and most customers travelled there by car.
- Havant Road, Drayton had an aging population served by No. 23 Stagecoach which had a 10 minute frequency (and this had been rerouted to help access to QA Hospital).

7.1.3 Funding and Subsidised Routes

Most of the small parades of shops in the city did have reasonably services to them but the bus service provision was dependent on the city council's budget round (and also in some cases to the Hampshire County Council's budget provision). However there is a bidding opportunity for the contracts. The Passenger Transport Officer explained the subsidised services:

- Numbers 1, 3, 7 and 8 are supported after 9.00 pm to the Portsmouth boundary.
- Number 12 is entirely city council supported to allow connectivity to Highbury.

- The 13 and 14 has a late night journey subsidised in the evening by PCC.
- The 15 and 16 is entirely PCC funded.
- The 17 and 18 is subsidised by PCC after 8.00 pm.
- The number 19 is a two hourly service entirely PCC funded
- Number 21 after 7.00 pm to 10.00 pm all day Saturday and all day Sunday (with a Hampshire CC contribution for their part of the route).
- Number 23 is PCC subsidised after 7.00 pm Monday to Sunday and some early morning Sunday provision.

7.1.4 The city council also subsidised the park and ride to the main centres. The gross cost to the city council is £440,000 pa (as at October 2014) but Hampshire County Council make a contribution for the numbers 21 and 23 and there is an element of Department for Transport (DFT) grant provision.

7.2 Parking

7.2.1 There was the issue of parking charges and bus services with the right routes to get people to the local centres.

7.2.2 Michael Robinson, the Parking Operations Manager explained the parking provision for the secondary shopping centres. In Fratton, North End and Cosham shoppers needed to pay for parking whereas in the local shopping areas of Milton, Allaway Avenue and Drayton the parking was not paid for but instead there was use of limited waits to ensure there was parking available for customers whilst still encouraging a turnover.

7.2.3 **Charges** - At **Fratton** the charge is 90p per hour. It was noted that the Mary Portas review had looked at the correlation between parking charges and demand but it was noted that Gunwharf was very successful but had the most expensive parking in the city.

7.2.4 The Parking Operations Manager felt that whilst half hour and one hour limited waiting works at **Elm Grove** it is more expensive for the parking service to manage, whereas pay and display areas are most effective with the necessary revenue for managing the provision and to ensure a turnover of vehicles. At Elm Grove there it had been decided that one hour free had been the best compromise (to suit the mix of businesses) before extra parking is charged for. The challenge at **Albert Road** was that there was no off-street parking in the vicinity whereas at **Marmion Road** this was alleviated by the Waitrose car park.

7.2.5 The **Cosham** traders had not wanted charges introduced but when they were implemented they experienced reduced commuter parking outside the retail units, which had been welcomed. There, customers could press for ticket for one hour's free parking so this did not impact on the parking officers.

7.3 Mix of uses

7.3.1 The panel had considered the need to encourage people back into the areas through the provision of community facilities such as libraries and mobile libraries which attract customers (see section 6.4)

7.3.2 There has been success in filling units such as Milton shops where it was thriving as there was a good range of shops, a post office and a renowned butcher, whereas in Drayton and Farlington the post office had closed which had been a focal point and had made the more elderly population want to go out to the local shops, and there had been an expansion in the number of estate agents rather than retail uses. The difference between the thriving Albert Road and the neighbouring Highland Road which had lots of empty units it was noticeable.

7.3.3 The panel felt there was a lack of a PCC information points throughout the city; these would be useful for buying tickets of big events (e.g. as Festival of the Sea) rather than people having to come into the centre of the city.

7.4 Response of the Cabinet Member for Planning, Regeneration and Economic Development (PRED)

7.4.1 Councillor Luke Stubbs addressed the panel as a relevant portfolio holder, making the following points:

- The secondary shopping areas were not in as much decline as in other cities. Whilst he was disappointed that McDonalds had withdrawn from North End, he felt their reason was the need to have a car park which was within their own business model.
- With the current squeezes on council budgets it was unlikely that traders would be able to benefit from lower business rates. He did not feel there was a simple solution, the main way forward being their self-help by traders acting together in associations.
- It was important to have the right shopping mix and magnet stores to increase footfall. Some areas relied on their demographics with Albert Road benefitting from student shopping.
- He was aware of the need to change the planning policy as shops could be converted into flats and shops to cafés without the need for planning permission.
- Some smaller supermarkets such as Tesco Express could consolidate local centres and increase footfall.
- The Local Plan stated that where there was a demonstrable shortage another shop could open.

7.5 Health & Health Impact Assessments

7.5.1 Alan Knobel, representing the City Council's Public Health department reported that the aims to minimise negative health impacts included:

- to minimise crime and maximise employment opportunities
- promote healthy food options and availability of fresh fruit and vegetables
- encourage walking and cycling - linking to the sustainability agenda
- Reduction of smoking and alcohol misuse
- promotion of healthy living pharmacies⁹ within shopping areas

⁹ A 'living pharmacy' is a nationally recognised concept enabling pharmacies to help reduce health inequalities within the local community, by delivering high quality health and well-being services, promoting health and providing proactive health advice.

- consider impact on equality groups and community concerns

c

7.6 Sustainability and Carbon Reduction

- 7.6.1 Jo Cole, the Carbon Reduction Co-ordinator reported on the council's involvement in environmental issues and the sustainability agenda. Other modes of transport should be considered to encourage walkers and cyclists for the local use of retail centres, with the provision of safe places to secure bikes. It was important to promote sustainable events and promote local produce such as the high quality produce of Bransbury Butchers and the Farmers' Market in Southsea which was a major attraction.
- 7.6.2 Retail units were major users of energy and there were recycling and waste issues for the shopping centres. Use of materials for carrier bags and takeaway containers were also of concern. It was important to encourage businesses to share in environmental schemes such as rubbish and recycling and pooling of resources although this was usually done on a larger scale to be beneficial. She would provide local traders more information regarding low voltage goods particularly as there is some funding available for small businesses for energy efficiency.
- 7.6.3 **Carbon emission** concerns were based on the high number of cars and therefore there was a need to change behaviour and make the local centres more pleasant experiences to encourage the use of local shops on a regular basis and reduce car journeys. To improve air quality there needed to be more encouragement of drivers to stop idling engines when waiting outside shops for their passengers to return. An idea raised at the High Streets conference (see 6.3.12) was the pooling together of businesses using online ordering via local collection points.

7.7 Cycling

- 7.7.1 The panel noted that whilst cyclists were provided for well in the city's main retail areas, there would be less provision in the tertiary areas. D locks could not be used on the thick lampposts and the crime rates could be off-putting in the smaller areas for those wishing to leave their bikes securely. The City Development Manager reported that when looking at new provision in planning terms cycle lanes and including the use of car park spaces for cycle storage could be considered.

7.8 The Portsmouth Cycle Forum (PCF)

- 7.8.1 Jon Spencer, Chair, reported that Portsmouth Cycle Forum over 3-6 months had developed their cycling strategy "A City to Share" which outlined the benefits of cycling to the health and economy of Portsmouth residents. He noted that the secondary shopping areas were all on A or B classified roads which had 30 mph limits. These roads function not only as shopping streets but also as residential streets and major through routes. These different modes of use are not complementary. PCF believe that much more consideration needs to be given to the public realm in high streets to make them places people choose to spend time rather than visiting one shop and then leaving again as soon as possible.

7.8.2 The PCF members find it hard to locate safe routes across the city especially when giving consideration to children. The main through route from Fratton to Hilsea experienced the highest levels of cycle accidents. The city's high driver numbers had a knock-on effect on air quality levels making it unpleasant to spend time on busy shopping streets. Mr Spencer asked that there be consideration to what the areas were to become and to encourage people to spend time in the shopping areas. PCF feel there is a need for a change of attitude for major changes to take place such as in the Netherlands where the cycle lanes had been incorporated within the infrastructure and trade stayed within the big cities.

7.9 PCC's Active Travel Unit

7.9.1 James Roberts, Active Travel Officer from Transport & Environment, PCC responded to some of the points raised by the Portsmouth Cycle Forum:

- Road Closures - these could take place and the Transport & Environment Department would look at requests for these but there would be a cost involved.
- Cycle Casualties - these are known to be high for London Road and in response to this the department were using Local Sustainable Transport Fund (LSTF) monies for improvements for the cyclists there and at Powerscourt Road.
- General Cycle Infrastructural - that there would be some new storage facilities in Highland Road with LSTF funding being used within the district centres to improve storage for cyclists which would meet DDA standards.
- With regard to the suggestion of making major road such as London Road one-way with cycle lanes he reported that there would be more cycle infrastructure to be put in their but for a major change to the one way there was a need to consult residents and this could be a costly scheme.
- cycling and parking enforcement - red lines are not used in Portsmouth but enforcement officers were looking at problems when reported such as the parking on yellow lines at Elm Grove and Albert Road. They would be working with the police to do targeted enforcement of parking on the cycle lanes in Spring 2015 and persistent offences should be reported to the Transport & Environment department.
- To use some parking spaces for storage of bikes this would need a Traffic Regulation Order (TRO) and support from local residents who usually wish to protect parking spaces. There is also a need for cycle storage to be in accessible and visible areas to increase security (904 bikes were reported stolen each year in Portsmouth).

8. Equalities Impact Assessment

An equality impact assessment is not required as the recommendations do not have a negative impact on any of the protected characteristics as described in the Equality Act 2010.

9 Legal Comments

There are no legal implications identified at this stage.

10 Finance Comments

- 10.1 The majority of the recommendations contained within the report should be deliverable within existing cash limits.
- 10.2 This may be with the exception of the recommendation with regard to the Road Safety and Active Travel team. There will be a resource impact if the team is to spend additional time meeting with traders and trader's associations. The team is small and therefore unless additional resource and required funding is secure, the work of the team would need to be re prioritised.
- 10.3 Additionally the capital costs of any signage or other cycle or pedestrian solutions will need to be met from either the LTP programme, or additional funding will need to be identified.
- 10.4 It should also be noted that any bid for CIL funding, either the Neighbourhood element of the Corporate Resource element would need to be in accordance with the Council's previously published CIL policy.

11. BUDGET AND POLICY IMPLICATIONS OF THE RECOMMENDATIONS

The following table highlights the budget and policy implications being presented by the panel's recommendations.

Recommendations	Action by	Policy Framework	Resource implications
1. The panel strongly encourage the setting up of traders' associations in as many parts of the city as possible.	Head of Corp Assets, Business & Standards/ TCM	Within Budget & Policy Framework (BPF)	Ongoing - TCM acts as a point of contact to advise businesses how to set up TAs
2. The city council should host two meetings per year, to which traders should be invited to share best practice, preferably in the spring and autumn.	Head of Corp Assets, Business & Standards/ TCM	Not currently within BPF	This would need to be funded - venue hire and administrative charges
3. The Active Travel Team should approach traders and traders' associations to see how to assist in attracting people to cycle and walk to the secondary shopping areas.	Head of Transport & Environment/ Active Travel Team	Within LTP3 and associated capital programme, and possible public health budgets	Dependent on availability of corporate resources and look for other supplementary funding such as LSTF to support initiatives to encourage walking and cycling to these retail areas
4. Town Centre Management and the appropriate officers should encourage use of Community Infrastructure Levy (CIL) and bids for funding and lottery monies for improvement works and events to be held in the retail centres.	TCM & Head of City Devt & Cultural Services	BPF (CIL is dependent upon developments)	Officers can offer advice to businesses on external funding opportunities to businesses

Recommendations	Action by	Policy Framework	Resource implications
5. The Head of Development and Cultural Services' officers should continue to explore external funding opportunities such as the Heritage Lottery Fund for when suitable sites are available for cultural venues within the secondary retail centres.	Head of City Devt & Cultural Services	External Funding being sourced	On-going consideration by officers for suitable opportunity; reports would be brought to members regarding implications
6. The Head of Development & Cultural Services should explore the possibility of residents being able to purchase and collect tickets for PCC-led events at the PCC venues and facilities in the shopping areas.	Head of City Devt & Cultural Services	No resource implications identified at this stage	On-going discussions within existing resources.

**ECONOMIC DEVELOPMENT, CULTURE & LEISURE
SCRUTINY PANEL**

SCOPING DOCUMENT

Proposed title:

**REVITALISING LOCAL HIGH STREETS AND SECONDARY SHOPPING AREAS
IN THE CITY**

1. Background

The panel intend this review to look at the capacity of the different local retail centres within the city to attract and retain customers.
(The major retail centres will not form part of this review.)

2. Objectives of the Inquiry

- To understand the different characteristics of the local retail centres and the planning policy, licensing and other restrictions to development
- To consider the success of promotional activities, grant opportunities and initiatives in generating and retaining customers
- To review the sustainability of these centres within communities with a diversity of retail, leisure and health uses

3. Written or verbal evidence to be heard from witnesses from the following:

- Planning & Transport - to include carbon reduction and accessibility issues
- Health & Community Safety - to include the night-time economy
- Regeneration - those promoting the retail centres' activities

(Further witnesses are listed in Section 5)

4. Possible issues and questions to be addressed

- Planning implications and how vacant units are dealt with in the retail centres.
- Consideration of the role of the evening and late night economy in revitalising local centres; providing activities for a wide range of people which are not purely focused on young people and alcohol driven.
- Integration of health improvement services (such as Healthy Living Pharmacies) and leisure facilities (such as the mobile library service)

- How to increase footfall, dwelling time and loyalty in the local retail areas to ensure there is better use by the local catchment.

5. Methodology and work plan

Written and documentary evidence

It is also proposed that the panel seeks briefing information from council officers and documentary evidence from a number of organisations to inform the review.

Witness statements

The panel may seek evidence from witnesses at formal meetings.

Possible Witnesses to include:

Hampshire Chamber of Commerce
The Small Business Association
Portsmouth Business Crime Reduction Partnership
Association of Town Centre Management
Association of Market Towns
The police and community wardens
Market traders and local shopkeepers
Penny Mordaunt MP, High Streets Minister

Site visit opportunities:

- Chair to attend the DCLG conference in London on 18 September 'The Future of UK High Streets: Driving Local Growth and Regeneration'
- Community days
- Visit an example of a successful local market elsewhere

6. Background documents

The following documents have been circulated to members of the panel:

- High Street Performance and Evolution (University of Southampton, July 2104)

Membership and Meetings of the EDCL Panel 2014-15

At the start of 2014/15 municipal year the Economic Development, Culture & Leisure Scrutiny Panel (EDCL) membership was set as:

Councillors Julie Swan (Chair), Matthew Winnington (Vice-Chair), Simon Boshier, Ben Dowling, Hannah Hockaday and Lee Hunt.

The panel met formally on 6 occasions between 11 September 2014 - 18 March 2015.

DATE	WITNESSES	DOCUMENTS RECEIVED
11 September 2014	Claire Upton-Brown, City Development Manager	Agreed Scoping Document
22 October 2014	Barry Walker (City Centre Manager) & Alan Cufley (Head of Corporate Assets, Business and Standards) Danny Johnson, Passenger Transport Officer Michael Robinson, Parking Operations Manager Jo Cole, Carbon Reduction Co-ordinator	Written comments from Tony Broome of Cosham Traders Association
12 November 2014	Traders' Associations Reps: Tobi Stidolph & John Pryde (Castle Road) Jenni Catlow (Albert Road) Lindy Elliott, Library & Archive Services Manager	Stephen Baily's paper - culture on the high street Town Centre Management reports by Alan Cufley Chair's report on High Streets Conference
16 December 2014	PCC Officers: i) Ed Woodhouse, Head of Revenues & Benefits ii) Nickii Humphreys, Licensing Manager iii) Alan Knobel iv) Bruce Lomax	

DATE	WITNESSES	DOCUMENTS RECEIVED
3 February 2015	<ul style="list-style-type: none"> i) Nick Courtney, Fratton Road Traders ii) Paul Gonnella, Strong Island iii) Jon Spencer, Portsmouth Cycle Forum iv) James Roberts, PCC Active Travel Officer v) Cllr Luke Stubbs, Cabinet Member for Planning, Regeneration and Economic Development vi) Stephen Baily, PCC Head of City Development and Cultural Services 	<p>More info on Void Properties - Ed Woodhouse, Head of Revenues and Benefits</p> <p>Planning Deregulation information from City Development Manager</p> <p>Feedback from Telephone conference between Penny Mordaunt MP and the Chair and Vice-chair of EDCL panel</p>
18 March 2015	Sign-off meeting	

Glossary

APPENDIX C

BPF	Budget & Policy Framework
CIL	Community Infrastructure Levy
DFT	Department for Transport
EWP	Eyesores Working Party - internal to PCC
HCC	Hampshire County Council
HLF	Heritage Lottery Fund
LTP	Local Transport Plan (funding for schemes)
PCC	Portsmouth City Council
TA	Traders' Association
TCM	Town Centre Management

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THIS ITEM IS FOR INFORMATION ONLY

Title of meeting:	Cabinet
Subject:	Raising awareness of domestic abuse
Date of meeting:	15 th June 2015
Report by:	Director of Regulatory Services, Community Safety and Troubled Families
Wards affected:	All

1. **Requested by:** The Council

2. **Purpose:**

2.1 To advise the Cabinet of the action taken following the notice of motion to Full Council in November 2014.

2.2 The notice of motion stated:

"This council is concerned that more could be done to raise awareness of the issue of domestic violence within Portsmouth.
In Portsmouth, domestic violence accounts for 25% of assaults. After major sporting events and over public holidays this number is significantly increased. This council is resolved to ask the Cabinet that for a period of no less than 3 years a quarter page 'advert' notifying the readers within Portsmouth of where they can seek assistance in the event of a domestic abuse incident be published in the council run "Flagship" magazine."

3. **Information Requested**

3.1 Domestic abuse is one of the Safer Portsmouth Partnership's (SPP) top priorities. The Domestic Abuse Commissioning Review 2011 identified the need to raise awareness of the nature of domestic abuse and the local services available to support those who suffer its effects. SPP has developed and implemented a marketing campaign to raise awareness around domestic abuse and how to get help.

3.2 The campaign is called "Is this love?" and aims to help people understand the broad nature of domestic abuse, which includes emotional abuse as well as physical violence, and to build awareness of how to help other people or get help for themselves.

THIS ITEM IS FOR INFORMATION ONLY

- 3.3 Based on market research, the campaign identifies and targets those groups who are most at risk, particularly teenagers and young people. It focuses on victims, perpetrators, and bystanders and aims to build understanding of what makes healthy and unhealthy relationships using the strapline 'Is this love?', and to increase awareness, reporting and referrals for support. The campaign targets a wide range of professionals to ensure consistency of approach around domestic abuse and correct signposting.
- 3.4 The campaign ran initially in January and February 2015 and will be rerun later in 2015 to keep the messages fresh in people's minds. Messages were promoted widely across a range of different channels, including posters around schools and colleges and promotional materials for young people, radio advertising, social media advertising, and briefing packs to support professionals.
- 3.5 A quarter page advert has been run in Flagship since November 2014 supporting the awareness raising messages and is scheduled to continue until the end of 2017.

3.6 Evaluation:

The campaign cost £12,500 and from this we have good supplies of pull up banners, desk top banners, posters, nail files, pens, lip balms and footballs that we can use on an ongoing basis to engage people with the campaign messages. The campaign was delivered face to face to 2,455 young people in schools, colleges in year groups 8- 11 as well as to some older and younger children in hard to reach groups that had been specifically targeted. The campaign had 221,634 impressions on Facebook by 81,931 people who had identified themselves as living in Portsmouth on Facebook. There were 4816 views of the web pages.

3.7 Example of feedback:

"I thought it was brilliant and I have my suspicions that a Year 10 girl finished a relationship with a Year 11 boy following the assemblies. He can be quite an angry young man and I can see him being quite possessive and controlling if he wanted to be, so I am hoping she listened and had a think about her own relationship. I was only in the Year 10 assembly but I thought it was pitched perfectly to them and gave them plenty to think about what a healthy relationship should look and feel like.

It is also the kind of thing I think we should be repeating annually to keep getting the message across to them."

.....
Signed by Director of Regulatory Services, Community Safety and Troubled Families

No Appendices or Background Documents.

THIS ITEM IS FOR INFORMATION ONLY

Title of meeting: Cabinet

Subject: Moving the Isle of Wight vehicle ferry terminal

Date of meeting: 11th June 2015

Report by: Owen Buckwell, Director of Property

Wards affected: St Thomas

1. Requested by

1.1 City Council at its meeting of the 17th March 2015

2. Purpose

2.1 In response to the Notice of Motion C; Moving the Isle of Wight vehicle ferry terminal proposed by Councillor Denny at the meeting of the City Council 17th March 2015

3. Recommendation

3.1 That Cabinet note the contents of the report and recommend to City Council accordingly.

4. Information Requested

4.1 Wightlink's current business model is focused on providing Island residents and tourists an attractive short crossing time (just 22 minutes for its foot passenger service and 45 minutes for its car ferry services) to and from the Isle of Wight. These compare favourably with the longer journey times offered by other competitors and contribute to the success of Wightlink, which is an important local employer.

4.2 The longer journey time which would result from Wightlink being based at the International Ferry Port would make its current fleet unsuitable. This is because, in order to handle the required capacity over longer journey times, much bigger ships would be required. A move to the International Ferry Port would require capital investment in excess of £100 million by Wightlink in retonnage.

4.3 Wightlink has just announced a £45 million investment in its Portsmouth Gunwharf to Fishbourne route which includes remodelling of its Gunwharf terminal. This investment should be welcomed by the City as it will ensure the continued success of this important local employer.

THIS ITEM IS FOR INFORMATION ONLY

.....
Signed by (Head of Service)

Appendices:

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

BUSINESS CONFIDENTIAL - DRAFT SUBJECT TO CHANGE

**NOMINATIONS REQUIRED FOR APPOINTMENTS TO OUTSIDE BODIES
2015-2016 MUNICIPAL YEAR**

Appointing body	Name of Body	Period of service	Number of Appointees required	Present Appointee/s	Appointment date	Notes	Nomination/s
Children and Education	Children's Trust Board	For time being	4 - usually the Cabinet Member for Children & Education and the spokespersons	Neill Young, Ken Ferrett, Paul Godier and Hannah Hockaday.	June 2014	Meets 8 times a year from 4-7pm in the Civic Offices. No remuneration or expenses.	Ken Ferrett, Hannah Hockaday, Rob Wood and Neill Young.
Children and Education	Futcher Council School of Recovery Charitable Trust (Registered Charity)	4 years	4 + 1 rep gov rep of the Futcher School	Mark Mitchell, Gerald Vernon-Jackson, Phyllis Rapson, Steve Wemyss and Kirstine Impey.	Various	They don't need to be elected members. Meets infrequently as and when required.	Mark Mitchell, Gerald Vernon-Jackson, Phyllis Rapson, Steve Wemyss and Kirstine Impey.
Children and Education	Motiv8 (Registered Charity and Company)	Annual	1	None.	June 2014	An elected member is requested. The representative becomes a director of the registered company. Meets 4 times a year at 9.15-11.30am at the Omega Centre. No remuneration or expenses.	Ryan Brent
Children and Education	Portsmouth College Governing Body	4 years (to Aug 2016)	1	Kathy Wadsworth	2012	Meets 3 times a year in the evening for 2-3 hours at the College. No remuneration; travel expenses may be claimed.	David Tompkins
Children and Education	Portsmouth Governor Support Panel	Annual	3	David Horne, Matthew Winnington, Neill Young & Derek Good.	June 2014	Not currently meeting.	Ken Ferrett , Derek Good, Matthew Winnington and Neill Young.
Children and Education	Standing Advisory Council for Religious Education (SACRE)	4 years (to 2016)	4	Ken Ferrett, Flick Drummond, Neill Young and Taki Jaffer.	Various	At least 2 must be Councillors. Meets 4 times a year at 4.30pm on a Wednesday for 2 hours in Civic Offices, educational and religious establishments. No remuneration or expenses.	Ken Ferrett, Maria Cole , Neill Young and Taki Jaffer.

Agenda Item 9

BUSINESS CONFIDENTIAL - DRAFT SUBJECT TO CHANGE

NOMINATIONS REQUIRED FOR APPOINTMENTS TO OUTSIDE BODIES 2015-2016 MUNICIPAL YEAR

Appointing body	Name of Body	Period of service	Number of Appointees required	Present Appointee/s	Appointment date	Notes	Nomination/s
Children and Education	School Standards & Improvement Group	Annual	5	David Horne, Rob Wood, Lynne Stagg, Neill Young & Donna Jones.	June 2014	Deputies may also be appointed. Meets twice a year at 3pm in the Civic Offices. No remuneration or expenses.	Ken Ferrett , Donna Jones, Julie Swan , Rob Wood and Neill Young.
Children and Education	University of Portsmouth Nominations Committee	Annual	1	John Ferrett	June 2014	Does not need to be an elected member. Meets as needed for 1-2 hours at University House. No remuneration but travel expenses can be claimed.	David Tompkins
Culture Leisure & Sport	Aspex Visual Arts Trust (Registered Charity and Company)	Annual	1 (observer)	John Ferrett	June 2014	Does not need to be an elected member. 6 meetings a year for about 2 hours on a Tuesday or Wednesday morning at Gunwharf. The Senior Arts Officer also attends. No remuneration or expenses.	John Ferrett
Culture Leisure & Sport	Baffins Community Association (Registered Charity)	Annual	1	Jennie Brent	June 2014	Meets every 2 months on a Monday at 10am for about an hour at the Centre. No remuneration or expenses.	Steve Hastings
Culture Leisure & Sport	Bournemouth Symphony Orchestra LA Forum	Annual	1	Rob New	June 2014	Meets twice a year in Poole. No remuneration or expenses.	Rob New
Culture Leisure & Sport	Buckland Community Association (Registered Charity)	Annual	2	Ken Ferrett and Leo Madden	June 2014	Meets monthly on 4 th Tuesday of the month at 7.30pm at the Centre. No remuneration or expenses.	Ken Ferrett and Ian Lyon
Culture Leisure & Sport	Charter Community Sports Centre Joint Management Committee (formerly St Luke's)	Annual	2	Ken Ferrett and Sion Reynolds	June 2014	Meets twice a year for an hour or less at 4.30pm in Civic Offices. No remuneration or expenses.	Ken Ferrett and Paul Godier

BUSINESS CONFIDENTIAL - DRAFT SUBJECT TO CHANGE

NOMINATIONS REQUIRED FOR APPOINTMENTS TO OUTSIDE BODIES 2015-2016 MUNICIPAL YEAR

Appointing body	Name of Body	Period of service	Number of Appointees required	Present Appointee/s	Appointment date	Notes	Nomination/s
Culture Leisure & Sport	City of Portsmouth Sports Council	Annual	3	Aiden Gray, Linda Symes and Julie Swan	June 2014	Only meets if need arises.	Aiden Gray, Scott Harris and Julie Swan
Culture Leisure & Sport	Cosham Community Association – Management Committee (Registered Charity)	Annual	1	Hannah Hockaday	June 2014	Meets monthly on 3 rd Wednesday of the month at 7.30pm for about an hour at the Centre. No remuneration or expenses.	Hannah Hockaday
Culture Leisure & Sport	Duke of Edinburgh Award Scheme – Hampshire Forum (Registered Charity)	Annual	1	Linda Symes	June 2014	Does not need to be an elected member. Meets 3/4 times a year at 7.30pm for about 2 hours at the Castle, Winchester. No remuneration; expenses can be claimed.	Linda Symes
Culture Leisure & Sport	Eastney & Milton Allotment Holders' Association - Management Committee	Annual	1	Les Stevens	June 2014	Does not need to be an elected member. Meets 6 times a year at 7.30pm at a private house in Southsea. No remuneration or expenses.	Jennie Brent
Culture Leisure & Sport	Eastney Area Community Association (Registered Charity)	Annual	1	Luke Stubbs	June 2014	Meets every 2 months at the Centre in the evening for 1-2 hours. No remuneration; travel expenses can be claimed.	Jennie Brent
Culture Leisure & Sport	Farlington Marshes Management Committee	Annual	4	Ken Ellcome, Simon Boshier, Steve Wemyss and Lynne Stagg	Various	Meets as and when required usually once a year in the Civic Offices. No remuneration or expenses.	Ken Ellcome, Simon Boshier, Steve Wemyss and Lynne Stagg
Culture Leisure & Sport	Fratton Community Association (Registered Charity)	Annual	1	Thomas Coles	June 2014	Meets monthly from 6 – 7.30pm at the Centre. No remuneration or expenses.	Dave Ashmore
Culture Leisure & Sport	Hampshire Archives Trust - Annual Meeting	Annual	1	Linda Symes	June 2014	Annual meeting only on a Sunday for about 2 hours. Optional visits. No remuneration or expenses.	Linda Symes

BUSINESS CONFIDENTIAL - DRAFT SUBJECT TO CHANGE

NOMINATIONS REQUIRED FOR APPOINTMENTS TO OUTSIDE BODIES 2015-2016 MUNICIPAL YEAR

Appointing body	Name of Body	Period of service	Number of Appointees required	Present Appointee/s	Appointment date	Notes	Nomination/s
Culture Leisure & Sport	Hampshire Countryside Access Forum (a statutory body dealing with countryside access issues)	3 years	1	Phil Smith	June 2014	A statutory body dealing with countryside access issues. Meets 4 times a year at 10am on a Wednesday for about 4 hours in Winchester with some site visits. No remuneration or expenses.	Phil Smith
Culture Leisure & Sport	International Boatbuilding Training College Portsmouth	Annual	1	Alicia Denny.	July 2014.	Meets quarterly in Portsmouth and will normally be in the Dockyard.	Alicia Denny
Culture Leisure & Sport	Kings Theatre Trust Ltd (Charitable Company)	Annual	3	Hugh Mason, Neill Young and Linda Symes.	June 2014	Not necessarily elected members. Meets monthly on Wednesdays at 3pm for about 2 hours at the theatre. No remuneration or expenses. The representatives become directors of the company.	Hugh Mason, Neill Young and Linda Symes.
Culture Leisure & Sport	Landport Community Association (Registered Charity)	Annual	1	Sion Reynolds	June 2014	Meets monthly in the morning for about 2 hours at the centre. No remuneration or expenses.	Yahiya Chowdhury
Culture Leisure & Sport	Marine Archaeology Trust (formerly Hants & Isle of Wight Trust for Maritime Archaeology).	Annual	1	Alistair Thompson	20 May 2013	Meets 3 times a year at 11am on a Tuesday at various venues. No remuneration or expenses. Peter Eddis has asked to be considered for this appointment.	Peter Eddis
Culture Leisure & Sport	Mary Rose Trust (Registered Charity and Company)	Annual	2 nominations (for Trust approval) + Lord Mayor ex officio	John Ferrett and Linda Symes (plus Lord Mayor)	June 2014	Meets twice a year in June and December from 11am in Historic Dockyard. No remuneration or expenses.	John Ferrett and Linda Symes (plus Lord Mayor)
Culture Leisure & Sport	Milton Village Community Association (Registered Charity)	Annual	1	Stu Crow	June 2014	Meets 6 times a year on Wednesdays at the village hall for about 2 hours. No remuneration or expenses.	Steve Hastings

BUSINESS CONFIDENTIAL - DRAFT SUBJECT TO CHANGE

NOMINATIONS REQUIRED FOR APPOINTMENTS TO OUTSIDE BODIES 2015-2016 MUNICIPAL YEAR

Appointing body	Name of Body	Period of service	Number of Appointees required	Present Appointee/s	Appointment date	Notes	Nomination/s
Culture Leisure & Sport	New Theatre Royal Trust (Registered Charity and Company)	Annual	1 or 2	Linda Symes and Susan Aistrope.	June 2014	The trust prefers elected members but the constitution does not stipulate this. The representatives become directors of the company. Meets 5 times a year usually on a Tuesday or Thursday at 6 pm for 2 hours at the Theatre. No remuneration or expenses.	Linda Symes and Susan Aistrope.
Culture Leisure & Sport	Overlord Embroidery Trust Liaison Committee	Annual	Cabinet Member for Culture, Leisure & Sport + 2 others.	Linda Symes, Frank Jonas and Simon Boshier.	June 2014	One annual meeting with the Overlord Embroidery Trustees at the D-Day Museum. No remuneration or expenses.	Linda Symes, Frank Jonas and Simon Boshier.
Culture Leisure & Sport	Paulsgrove Community Association (Registered Charity)	Annual	1	John Ferrett	June 2014	Meets monthly on Tuesdays at 7pm for 2-3 hours at the centre. No remuneration or expenses.	John Ferrett
Culture Leisure & Sport	Peter Ashley Activity Centre Management Committee (Registered Charity)	Annual	2 plus 2 standing deputies	Aiden Gray and Hannah Hockaday	June 2014	Meets every 6 - 8 weeks at 7.15pm for 2-3 hours at Fort Purbrook. No remuneration or expenses.	Aiden Gray and Hannah Hockaday
Culture Leisure & Sport	Portsmouth Royal Dockyard Historical Trust	Annual	1	Flick Drummond	June 2014	Meets twice a year at 19 College Road. No remuneration or expenses.	Scott Harris
Culture Leisure & Sport	Royal Marines Museum Trust	Annual	1	Donna Jones	June 2014	Does not need to be an elected member. Meets 2/3 times a year on a Wednesday or Thursday morning for about 3 hours at the Museum. No remuneration. Travel expenses can be claimed.	Donna Jones
Culture Leisure & Sport	Southsea Community Association	Annual	1	Linda Symes	20 May 2013	Meets 4 times a year in the evening at the Community Centre. No remuneration; travel expenses may be paid.	David Tompkins

BUSINESS CONFIDENTIAL - DRAFT SUBJECT TO CHANGE

NOMINATIONS REQUIRED FOR APPOINTMENTS TO OUTSIDE BODIES 2015-2016 MUNICIPAL YEAR

Appointing body	Name of Body	Period of service	Number of Appointees required	Present Appointee/s	Appointment date	Notes	Nomination/s
Culture Leisure & Sport	Stacey Community Centre Management Committee	Annual	1	Jennie Brent	June 2014	Meets monthly on first Wednesday at 7pm at Stacey Centre for about 2 hours. No remuneration or expenses.	Ben Swan
Culture Leisure & Sport	Stamshaw & Tipner Leisure Centre Association General Management Committee	Annual	1	Ken Ferrett	June 2014	Meets monthly at 7pm on first Monday at the Centre. No remuneration or expenses.	Ken Ferrett
Culture Leisure & Sport	Warrior Preservation Trust (Registered Charity and Company)	2 years (to 2016)	1	Seafront Manager.	July 2014.	Meets 3 - 4 times a year at 10.30 on a Friday for 1 - 2 hours on Warrior. No remuneration but travel expenses.	Donna Jones
Culture Leisure & Sport	West Paulsgrove Scout and Community Association	3 years (to 2016)	1	Kirstine Impey	20 May 2013.	Not necessarily an elected member. Meets monthly at 7.30 for 2 hours at the community centre. No remuneration or expenses.	Gemma New
Environment and Community Safety	Coastline - Standing Conference on Problems Associated with the Coastline (SCOPAC)	Annual	1	Rob New	June 2014	Meets 3 times a year at 10.15am on a Thursday or Friday for about 3 hours in Havant. No remuneration; some expenses.	Rob New
Environment and Community Safety	LGA Coastal Issues Special Interest Group	Annual	1	Rob New.	June 2014	Meets 4 times a year on Thursdays at 11am in London and one field trip meeting hosted by a coastal authority. No remuneration or expenses.	Rob New.

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NOMINATIONS REQUIRED FOR APPOINTMENTS TO OUTSIDE BODIES 2015-2016 MUNICIPAL YEAR

Appointing body	Name of Body	Period of service	Number of Appointees required	Present Appointee/s	Appointment date	Notes	Nomination/s
Environment and Community Safety	Portchester Crematorium Joint Committee	Annual	2 Cabinet Members	Rob New and Ken Ellcome.	June 2014	Must be Cabinet Members. Meets 4 times a year on Mondays for about an hour in Portsmouth, Gosport, Havant or Fareham. No remuneration or expenses.	Rob New and Lee Mason
Environment and Community Safety	Project Integra Strategic Board	Annual	1 + deputy	Rob New and Donna Jones (deputy).	20 May 2013	A formal joint committee between the partner authorities. A deputy may be appointed. The Member and deputy must be Cabinet Members. Meets 4 times a year in the morning for about 3 hours at council offices in Hampshire. No remuneration or expenses.	Rob New and Donna Jones (deputy).
Environment and Community Safety	Safer Portsmouth Partnership	Ongoing	5 ex officio: appointees to the Fire Authority, Police & Crime Panel and the Cabinet Member for Environment & Community Safety.	Phil Smith (fire), Steve Hastings (fire), Luke Stubbs (fire), Ken Ellcome (Pol & Crime Panel) and Rob New (ECS).	On-going	Meets 5 times a year usually on a Thursday for about 3 hours in the Civic Offices. No remuneration or expenses.	<i>Fire: Hannah Hockaday; Phil Smith & Luke Stubbs. Police: Rob New. Env & Comm Safety: Julie Swan</i>
Environment and Community Safety	Solent Sea Rescue Organisation	Annual	1	Rob New.	June 2014	Meets 6 times a year on various days and at various venues in the region. No remuneration or expenses.	Rob New
Environment and Community Safety	Southern Inshore Fisheries & Conservation Authority (formerly Southern Sea Fisheries Cttee)	Annual	1	Matthew Winnington	June 2014	Expected to meet 4 times a year at various venues around the region. No remuneration or expenses.	Matthew Winnington

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**NOMINATIONS REQUIRED FOR APPOINTMENTS TO OUTSIDE BODIES
2015-2016 MUNICIPAL YEAR**

Appointing body	Name of Body	Period of service	Number of Appointees required	Present Appointee/s	Appointment date	Notes	Nomination/s
Environment and Community Safety	Southern Regional Flood and Coastal Committee	4 years	1	Hugh Mason	2011	As a result of the Flood & Water Mangement Act 2010, the new cttee was established to play an active role in guiding the Environment Agency's flood and coastal erosion risk mangement activities in the region.	Hugh Mason
Environment and Community Safety	Trading Standards South East Limited (known as TSSE)	For time being	1 ex-officio Cabinet Member Environment & Community Safety.	Rob New	On-going	The appointee is a member of the company, but not a director. Attendance required only at annual meeting, held during the day in various locations in the south east. No remuneration or expenses.	Rob New
Health & Social Care	Age UK Portsmouth (Registered Charity) (formerly Age Concern)	Annual	2 nominations.	David Horne and Frank Jonas	June 2014	6 meetings a year (9.30am) in Portsmouth for about 2 hours. No remuneration; travel expenses may be claimed.	Jennie Brent and Luke Stubbs
Health & Social Care	Portsmouth Disability Forum (Registered Charity and Company)	Annual	2	Jennie Brent and Sandra Stockdale	June 2014	Meets 4 times a year in the afternoon at the Frank Sorrell Centre. No remuneration or expenses. Merged with Frank Sorrell Trust in 2011.	Jennie Brent and Sandra Stockdale
Health & Social Care	Portsmouth Hospitals NHS Trust - Council of Governors	2 years (to 2016)	1	Hannah Hockaday	June 2014	Needs to be committed to the wellbeing of the hospital. 6 meetings per year + 4 with Board of Directors. Dates available well in advance. Not open to Chair of Health Overview &	Jennie Brent

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NOMINATIONS REQUIRED FOR APPOINTMENTS TO OUTSIDE BODIES 2015-2016 MUNICIPAL YEAR

Appointing body	Name of Body	Period of service	Number of Appointees required	Present Appointee/s	Appointment date	Notes	Nomination/s
Housing	Lord Mayor of Portsmouth's Coronation Homes - Board	Ex officio	1	Lord Mayor	On-going	Provides housing for poor older people.	Frank Jonas
Housing	Portsmouth/Havant Joint Housing Group	Annual	5	Darren Sanders, Steve Wemyss, Luke Stubbs, Colin Galloway and Hugh Mason.	June 2014	Appointments must reflect political proportion of the council. Meets rarely. No remuneration or expenses.	Darren Sanders, Steve Wemyss, Luke Stubbs, Colin Galloway and Hugh Mason.
Housing	Somerstown Adventure Supporters' Group	Annual	1	Rob Wood	June 2014	The committee was formed to help the staff at the Somerstown playground enhance the quality of the provision and safeguard its future in terms of future funding.	Ryan Brent
Leader	Elementary Education Act Trust Board.	Annual	4	Gerald Vernon-Jackson, Leo Madden, Hugh Mason and Neill Young.	July 2013.	This board was established in July 2013. The appointments need to reflect political proportionality.	Ken Ferrett, Donna Jones, Hugh Mason and Neill Young.
Leader	Fitzherbert & Moody Charity (Registered Charity) Relieves hardship	4 years (to 2018)	2	Les Stevens and Mike Blandford	June 2014	Not necessarily an elected member. Meets twice a year at St Mary's Vicarage. No remuneration or expenses.	David Fuller and Julie Swan
Leader	Fratton Big Local	Annual	1	Eleanor Scott	July 2013	The appointed member will be invited to attend meetings every month at Fratton Community Centre in a non-voting role. This appointment is open to Fratton Ward Councillors only.	Julie Swan

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**NOMINATIONS REQUIRED FOR APPOINTMENTS TO OUTSIDE BODIES
2015-2016 MUNICIPAL YEAR**

Appointing body	Name of Body	Period of service	Number of Appointees required	Present Appointee/s	Appointment date	Notes	Nomination/s
Leader	Hampshire and Isle of Wight Community Foundation	5 years (to 2018)	1	Hugh Mason	20 May 2013.	Must be an elected member. Community Foundation building a long term endowment for Hampshire, including Portsmouth, and distributing funds and grants on behalf of fund holders and a community. 4 board meetings annually, plus up to 4 sub-committee meetings. Individual needs local knowledge of the voluntary and or business sectors in Portsmouth. Nomination to be confirmed by the HIWCF Board. No remuneration, some travel expenses will be paid.	Lee Mason
Leader	Hampshire & Isle of Wight Local Government Association	Annual	3	Aiden Gray, Luke Stubbs and Donna Jones.	June 2014	Must be elected members. No remuneration or expenses.	Gerald Vernon-Jackson, Luke Stubbs and Donna Jones.
Leader	Health & Wellbeing Board	Annual	6 = 2 ex officio, 2 members of the administration, 2 opposition spokespersons	Frank Jonas, Donna Jones, Luke Stubbs, Neill Young, Gerald Vernon-Jackson and John Ferrett.	June 2014	Health Overview & Scrutiny Panel (HOSP) members cannot be appointed to the HWB.	Jennie Brent, Colin Galloway, Donna Jones, Luke Stubbs, Gerald Vernon-Jackson and Neill Young.
Leader	Improvement & Efficiency South East (IESE) Board Non-Exec Director	Ongoing	1	Lee Mason.	September 2014.	Meets at least twice a year in London. No remuneration; travel expenses may be claimed.	Lee Mason

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NOMINATIONS REQUIRED FOR APPOINTMENTS TO OUTSIDE BODIES 2015-2016 MUNICIPAL YEAR

Appointing body	Name of Body	Period of service	Number of Appointees required	Present Appointee/s	Appointment date	Notes	Nomination/s
Leader	Improvement & Efficiency South East (IESE) LGA representative	Annual	1	Darren Sanders.		One meeting a year.	Darren Sanders
Leader	Port Advisory Board	On-going	1 ex-officio (Cab Member for PRED) + 5 (deps if needed)	John Ferrett, Aiden Gray, Frank Jonas, Les Stevens and Luke Stubbs.	June 2014	The board was established at the Leader's request to provide an informal forum for discussion of the full range of the activities of the commerical port. Chaired by the Cabinet Member for PRED the frequency of meetings is determined by the chair and, as it is a non decision making body, no quorum exists. The Leader has agreed that the appointment of deputies may be helpful.	John Ferrett, Colin Galloway , Aiden Gray, Donna Jones , Gerald Vernon-Jackson and Luke Stubbs.
Leader	Portsmouth Naval Base Property Trust (Registered Charity and Company)	3 years (to 2017)	2	Linda Symes , Robert New	2014	Meets 6 times per year on Mondays at 10.30am for about 3 hours in the Naval Base. Remuneration and expenses are paid	Lee Mason and Linda Symes
Leader	Public Service Board	Ex officio for the Leader.	1	Donna Jones	June 2014	Meets every 6-8 weeks. Replaced Portsmouth Local Strategic Partnership.	Donna Jones
Leader	PUSH (Partnership for Urban South Hampshire) Joint Committee	Annual	1 + 1 deputy	Donna Jones and Luke Stubbs (deputy)	June 2014	The Joint Committee meets 6 times a year at 6pm at Fareham for 2-3 hours. No remuneration or expenses. A deputy should be appointed.	Donna Jones and Luke Stubbs (deputy)
Leader	PUSH Overview & Scrutiny Committee	Annual	1 + deputy	John Ferrett	June 2014	Meets on an ad hoc basis about twice a year generally at 6 pm at Fareham. No remuneration or expenses.	John Ferrett

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NOMINATIONS REQUIRED FOR APPOINTMENTS TO OUTSIDE BODIES 2015-2016 MUNICIPAL YEAR

Appointing body	Name of Body	Period of service	Number of Appointees required	Present Appointee/s	Appointment date	Notes	Nomination/s
Leader	Relate Portsmouth & District (Registered Charity and Company)	Annual	1	Robert New.	June 2014	The representative is a director of the limited company. Meets 4 times a year at 2.15pm at 32 Chaucer House. No remuneration or expenses. Although rep does not have to be an elected member it is helpful .	Robert New
Leader	Sheperd (William) Charity & Elizabeth Mary Claypitt Charity.	Unstated	2	Churchwarden of St Marys Portsea. Vicar of St Mary's, Portsea	Dec 2014	They don't need to be elected members. Meets 4x/ year.	Churchwarden of St Marys Portsea. Vicar of St Mary's, Portsea
Leader	SIGOMA (Special Interest Group of Municipal Authorities administered by the LGA)	Annual	1 + deputy	Lee Mason.	June 2014	A deputy may also be appointed. Meets quarterly on Fridays 11am for about 2 hours at various venues. No remuneration or expenses.	Lee Mason
Leader	St Thomas's Cathedral Council	Annual	1	Rob New	June 2014		Neill Young
Leader	World War 2 Memorial Fund	3 ex officio group leaders.	3 PCC ex officio + 2 others	Donna Jones, John Ferrett, Gerald Vernon-Jackson (with Jean Louth & Colin Barrell)	On-going	Campaign to raise funds to install stone panels around the WW2 memorial and inscribe 3000 names.	Donna Jones, John Ferrett, Gerald Vernon-Jackson (with Jean Louth & Colin Barrell) The Trust be asked to agree Colin Galloway as an additional appointee to reflect the proportionality of the council.
Planning Regeneration & Economic Development (PRED)	Hampshire Buildings Preservation Trust – Annual Meeting (Registered Charity)	Annual	1	Lee Mason.	June 2014	Although elected member representation is not required, it is preferred. Annual meeting only on a Friday (all day) in November/ early December. No remuneration or expenses.	Lee Mason

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NOMINATIONS REQUIRED FOR APPOINTMENTS TO OUTSIDE BODIES 2015-2016 MUNICIPAL YEAR

Appointing body	Name of Body	Period of service	Number of Appointees required	Present Appointee/s	Appointment date	Notes	Nomination/s
Planning Regeneration & Economic Development (PRED)	Minerals and Waste Development Framework Members' Steering Group	Ex officio for Cabinet Member PRED.	1	Luke Stubbs	Luke Stubbs	Formerly Material Resources Strategy Group. Meets 4 times a year in Bournemouth and Winchester. No remuneration or expenses.	Luke Stubbs
Planning Regeneration & Economic Development (PRED)	PATCH Ltd (Registered Company)	Annual	Up to 3	Sion Reynolds, Rob Wood and Steve Wemyss.	June 2014	Promotes physical regeneration of the Somerstown/ North Southsea area.	Yahiya Chowdhury , Steve Wemyss and Rob Wood.
Planning Regeneration & Economic Development (PRED)	Paulsgrove Enterprise Centre (Registered Charity)	Annual	1	Kathy Wadsworth, Strategic Director (and the manager of the centre ex officio)	June 2014	The person appointed becomes a director of the company. The manager of the centre is also ex officio a director. Meets once a year in June for about 2 hours in Fareham or Southampton. No remuneration or expenses.	Claire Upton-Brown
Planning Regeneration & Economic Development (PRED)	Solent Forum	Annual	1	Phil Smith	June 2014	Meets twice a year in the morning for about 4 hours in rotation at Portsmouth, Southampton and Isle of Wight. No remuneration or expenses. Must be an officer if not an elected member.	Phil Smith
Planning Regeneration & Economic Development (PRED)	Tourism South East (Registered Company)	Annual	2	Linda Symes and Luke Stubbs	June 2014	The representatives become directors of the company. Plus the relevant Strategic Director as a non-voting representative. Meets twice a year in March and September during the day in venues around the region. No remuneration or expenses.	Linda Symes and Julie Swan

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NOMINATIONS REQUIRED FOR APPOINTMENTS TO OUTSIDE BODIES 2015-2016 MUNICIPAL YEAR

Appointing body	Name of Body	Period of service	Number of Appointees required	Present Appointee/s	Appointment date	Notes	Nomination/s
Planning Regeneration & Economic Development (PRED)	West of Waterlooville Forum	Annual	2 observers	Simon Bosher and Kathy Wadsworth	June 2014	May be members or officers. Meets as and when required at various venues in the Havant area. No remuneration or expenses.	Simon Bosher and Claire Upton-Brown
Resources	Caen/Portsmouth Friendship Committee	3 years	5	Robin Sparshatt, Terry Hall, Peter Eddis, Lee Mason, Will Purvis.	2012	The Lord Mayor and Leader are ex-officio members. No remuneration or expenses.	Robin Sparshatt, Terry Hall, Peter Eddis, Lee Mason, Will Purvis.
Resources	South East Employers	Annual	2 (+ 2 deputies may also be appointed to attend full meetings of SEE on behalf of the authority's representatives)	Cllrs John Ferrett & Aiden Gray with Luke Stubbs = Stand Dep	June 2014	Must be cllrs. Reps should not be employees of another LA or an employee or official of any of the local government unions. Meetings of SEE which are held during the day – usually in London or Winchester.	John Ferrett, Aiden Gray and Lee Mason (standing deputy)
Traffic and Transportation	National Parking Adjudication Service Management Committee	Ex officio Cabinet Member for T&T	1	Ken Ellcome	On-going	Meets 3 or 4 times a year, usually in Manchester. No remuneration or expenses. No attendance from Portsmouth is currently required.	Ken Ellcome
Traffic and Transportation	Transport Liaison Group	Annual	4 ex officio (usually Cabinet Member + group spokespersons)	Ken Ferrett, Lynne Stagg, Ken Ellcome and Alicia Denny.	On-going	Cabinet Member for Traffic & Transportation chairs the meetings. Meet 3 times a year on Thursdays at 10am for about 3 hours in the Civic Offices. No remuneration or expenses.	Ken Ferrett, Lynne Stagg, Ken Ellcome and Alicia Denny.
Traffic and Transportation	Transport for South Hampshire - Joint Committee	Ex officio Cabinet Member for T&T	1	Ken Ellcome	On-going	Meets 4 times a year at Portsmouth, Southampton or Winchester. No remuneration or expenses.	Ken Ellcome

Agenda Item 12

Agenda item:

Title of meetings:	Cabinet City Council
Date of meetings:	11 th June 2015 7 th July 2015
Subject:	Development of Dunsbury Hill Farm
Report by:	Owen Buckwell, Director of Property
Wards affected:	None
Key decision: (over £250k)	Yes
Full Council decision:	Yes

1. Purpose of report

- 1.1 To seek approval to the aims of the Dunsbury Hill Farm (DHF) project and to delegate authority to develop Dunsbury Hill Farm in accordance with those aims.
- 1.2 This open covering report seeks to introduce the development aims and recommendations for progression of the project. The full report including its appendices contain exempt information within paragraph 3 part 1 of schedule 12a to the Local Government Act 1972.

2. Recommendations

- 2.1 The Cabinet agree the following recommendations:-
 - 1) To approve the aims of the Dunsbury Hill Farm Project as set out in paragraph 3.1.
 - 2) Subject to City Council project governance arrangements and to financial appraisal(s) approved by the Director of Finance and Section 151 officer, authority is delegated to the Director of Property and Director of Finance and Section 151 Officer to:
 - i. Develop Dunsbury Hill Farm in pursuance of the approved aims.
 - ii. Determine the most appropriate route to market which could include either or a potential combination of the following:
 - Sale of the undeveloped site
 - Direct development of the site by PCC

- Entering a joint venture with an external organisation
 - iii. Apply for grants or resources to finance the Dunsbury Hill Farm development.
- 3) The Assistant Chief Executive (City Solicitor) and the Director of Finance and Section 151 Officer are authorised to enter into all legal and financial documentation required.

2.2 The Cabinet recommends to City Council that:-

- 1) Authority is delegated to the Director of Finance and Section 151 Officer in consultation with the Leader of the Council to:
- i. Borrow as required for the Dunsbury Hill Farm development subject to the financial appraisal demonstrating that any borrowing costs in aggregate can be met from either the additional income or an increase in market value arising.
 - ii. Amend the Corporate Capital Programme as required to reflect expenditure and financing for the Dunsbury Hill Farm development.

3. Aims of the Dunsbury Hill Farm project

3.1 The key aim of the Dunsbury Hill Farm project is to provide income for the authority, if possible via a long term revenue income stream. At a sub-regional level, the project, including the potential jobs it can deliver, forms a significant element of the wider growth agenda of the Solent Local Enterprise Partnership (LEP), and seeks to achieve the well-being outcomes of promoting social, economic, environmental outcomes for the Portsmouth and surrounding local authority area.

4. Background

4.1 Dunsbury Hill Farm shown edged red on the plan at Appendix 1 is located on undeveloped (freehold) land owned by the Council. It lies between Waterlooville and Leigh Park on the north western side of Havant Borough and has previously been declared surplus by the Council. Following a decision on 11th November 2014 (Minute 102/14) the Council is now committed to delivering the access road and has received external advice on the optimum route to deliver the wider development. There has been significant interest in the development of the site, and the Council is engaged in negotiations with one prospective tenant.

Planning Status

4.2 In March 2014 the City Council secured a hybrid planning permission (a mix between *detailed*, and *outline*) for the following:-

- a) A *detailed* consent, permitting the construction of a new link road with bus gate to Woolston Road, together with landscaping, infrastructure and associated works.
- b) *Outline* consent containing the following elements:
 - 61,779 square metres (sqm) of mixed use employment floor space, including an Enterprise Centre, limited by the following planning permission "use classes":
 - **40% B1** Business - Offices, research and development of products and processes, light industry appropriate in a residential area
 - **40% B2** General industrial
 - **20% B8** Storage or distribution
 - 5,574 sqm of hotel floor space

Provision of Access Road.

- 4.3 Following a competitive tender, the Council appointed contractors to finalise the road design and undertake its construction.
- 4.4 Road construction will commence in June and works are expected to take approximately 50 weeks to complete.
- 4.5 The road construction is fully funded via City Council capital resources and a Local Transport Board/Local Growth Deal fund grant.

.....
Signed by: Owen Buckwell, Director of Property

Appendices:
Appendix 1 Site Plan

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
Report to Cabinet and Council 11 November 2014	PCC website
Report to Cabinet 1-7-2013	PCC website

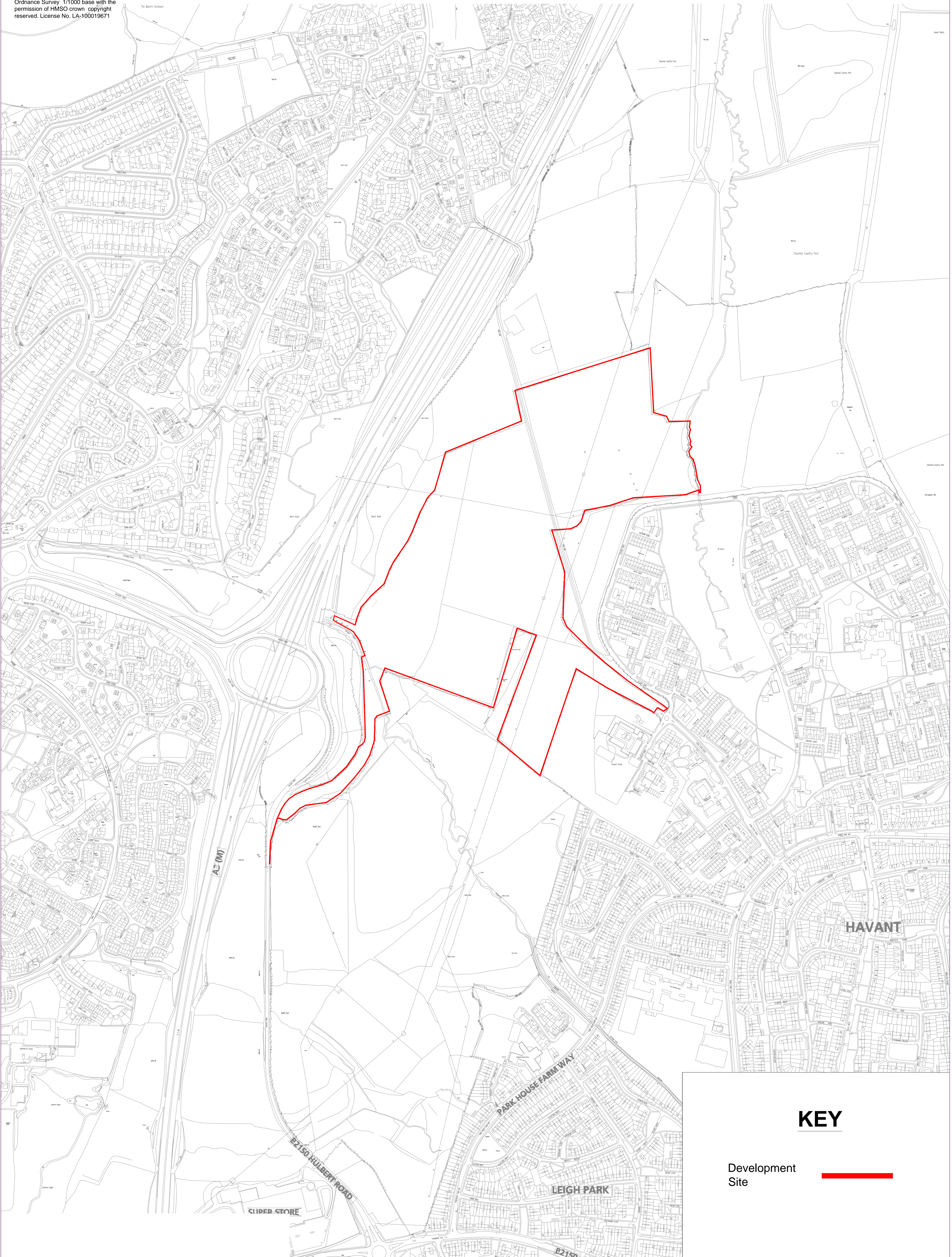
The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by Cabinet on 11 June 2015.

.....
Signed by: [Leader of Portsmouth City Council]

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by the Leader of the City Council on 7 July 2015.

.....
Signed by: [Leader of Portsmouth City Council]

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KEY

Development Site



NOTE:
All dimensions to be checked on site prior to commencement of any work
*** DO NOT SCALE FROM THIS DRAWING ***
Notify C.A. of any discrepancies before ordering materials.

Rev	Date	Page 117 Revision Details (Amended by)	Approved by

Drawing No	Revision No.	Drawing Title

SURVEY	DESIGN	WORKING DRAWING	*
FEASIBILITY	TENDER	RECORD DRAWING	
INFORMATION	CONTRACT	A.I.	

Date	28/05/15	Scale	NTS
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Project
**Dunsbury Hill Farm
The Planning Application
Site Boundary
Figure 1.2**

Design/Survey by	Drawn by	Checked by
	EB	

Portsmouth CITY COUNCIL
TRANSPORT AND ENVIRONMENT SERVICE

HEAD OF TRANSPORT AND ENVIRONMENT
SIMON MOON BTch MBA MIHT

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