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# NOTICE OF MEETING

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## CABINET

**TUESDAY, 19 JUNE 2018 AT 12.00 PM**

## **EXECUTIVE MEETING ROOM - THE GUILDHALL**

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

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

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## **Membership**

Councillor Gerald Vernon-Jackson CBE (Chair)	
Councillor Steve Pitt (Vice-Chair)	
Councillor Dave Ashmore	Councillor Jeanette Smith
Councillor Ben Dowling	Councillor Lynne Stagg
Councillor Suzy Horton	Councillor Matthew Winnington
Councillor Darren Sanders	Councillor Rob Wood

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(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](http://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 - 16 March 2018 (Pages 5 - 10)**

A copy of the record of the previous decisions taken at Cabinet on 16 March 2018 is attached. (Please note that the Leader/Deputy Leader of the Opposition will be invited to attend the meeting to assist with verifying these as a correct record.)

**RECOMMENDED that the record of decisions of the Cabinet meeting held on 16 March be agreed as a correct record, to be signed by the Chair of that meeting.**

**4 Notice of Motion - Policing Cuts** (Pages 11 - 12)

This Notice of Motion was referred to Cabinet from the Council Meeting held on 13 February 2018. Cabinet is asked to consider the Notice of Motion and decide its recommendation to the Council meeting to be held on 10 July 2018.

**5 Treasury Management Outturn Report 2017/18** (Pages 13 - 26)

The report by the Director of Finance and Information Technology (Section 151 Officer) is to inform members and the wider community of the Council's treasury management activities in 2017/18 and of the Council's treasury management position as at 31 March 2018.

This will also be considered at Council on 10 July 2018.

**RECOMMENDED to Council that the actual prudential and treasury management indicators based on the unaudited accounts, as shown in Appendix D, be noted.**

**6 Regional Adoption Agency** (Pages 27 - 42)

The purpose of the report is to propose a model for the future delivery of some adoption related services through a Regional Adoption Agency (RAA) comprising Hampshire County Council, Isle of Wight Council, Portsmouth City Council and Southampton City Council. The model seeks to build on the current good practice within each authority to improve performance further and deliver a more cohesive, efficient and effective service for some of our most vulnerable children and their families. The new RAA, to be known as Adopt South, will work with voluntary adoption agency partners and other key stakeholders to help shape the new service.

**RECOMMENDED that Cabinet**

- a. Approve the proposed model for delivery of adoption services through a Regional Adoption Agency, including the structural model set out at Appendix 1.**
- b. Approve the financial contribution to the Regional Adoption Agency of £764,000, to be fixed for two years (2019/20 and 2020/21) and reviewed for 2021/22.**
- c. Delegate authority to enter into the final interagency agreement to the Director of Children, Families and Education in consultation with the Lead Member for Children and Families.**

**7 Appointments to Outside Bodies** (Pages 43 - 52)

A schedule of nominations has been compiled by Democratic Services (all groups have been asked to put forward nominations). At the Cabinet decision meeting members of the Cabinet will be asked to agree appointments.

Please note that some appointments may have more nominations than there are places available. The Labour Group nominations will be added to the

published schedule.

## **8 Southsea sea defence project**

Members of the Cabinet are asked

- (1) To agree the establishment of a 5 member councillor working group, comprising 2 Conservatives, 2 Liberal Democrats and 1 Labour councillor, for the purpose of advising the Cabinet Member for Environment and Community Safety on the Southsea sea defence project.
- (2) To note it is also proposed to hold an all Councillor briefing/presentation on the project prior to consultation - details to be notified to Councillors separately.

## **9 Date of next Cabinet Meetings**

To set the date of the July Cabinet meeting.

Members of the public are permitted to use both audio visual recording devices and social media during this meeting, on the understanding that it neither disrupts the meeting nor 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.

Whilst every effort will be made to webcast this meeting, should technical or other difficulties occur, the meeting will continue without being webcast via the Council's website.

This meeting is webcast (videoed), viewable via the Council's livestream account at <https://livestream.com/accounts/14063785>

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# Agenda Item 3

## CABINET

RECORD OF DECISIONS of the meeting of the Cabinet held on Friday, 16 March 2018 at 12.00 pm at the Guildhall, Portsmouth

### Present

Councillor Donna Jones (in the Chair)

Councillors Luke Stubbs  
Simon Boshier  
Jennie Brent  
Frank Jonas BEM  
Linda Symes

#### **8. Apologies for Absence (AI 1)**

Councillors Robert New and Hannah Hockaday had sent their apologies for absence. Councillor Ryan Brent was working but hoped to join the meeting, and Councillor Jennie Brent apologised for her late arrival due to a Housing engagement. The Leader and Chief Executive had been at another meeting that ended at noon so apologised for their late arrival.

#### **9. Declarations of Interests (AI 2)**

There were no declarations of members' interests.

#### **10. Record of Previous Decision Meeting - 12 February 2018 (AI 3)**

DECISION:

the record of decisions of the Cabinet meeting held on 12 February 2018 were approved as a correct record, to be signed by the Leader.

#### **11. Portsmouth Safeguarding Children's Board (PSCB) Annual Report (AI 4)**

Louise Boyle, Vice-Chair of the Portsmouth PSCB (accompanied by Lucy Rylatt, PSCB Business Manager) presented the annual report on behalf of the Portsmouth Safeguarding Children's Board and gave the apologies of their new independent Chair Richard John. The report set out the work that had been carried out during 2016/17, and Louise highlighted the work taking place in the priority areas of:

- 1) Neglect - the audit had shown improvements in good practice with the embedded use of tools and training
- 2) Missing exploited and trafficked - a strategy had been implemented and Operation Makesafe had taken place, linking with the night-time economy to raise awareness of how to support young people
- 3) Domestic abuse and bullying where a restorative approach was being taken

Also, regarding communication and participation, there had been greater attention to the website and doubling of accessing of resources by practitioners (seen by the number of 'hits').

Councillor Jones, as Leader, welcomed the positive approach and the successful uptake of the tools available. With regard to the Neglect objective, the rise in the local authority's Looked After Children numbers was in response to the need to take more vulnerable children into care. Councillor Jones also welcomed the valuable work taking place with taxi drivers and hotel workers, and she had attended a recent anti-bullying conference hosted in the Guildhall, and asked if bullying would be made a future priority? Louise Boyle responded that the impact of the training would need to be analysed before deciding on this, and Lucy Rylatt reported that the Department of Education was revising bullying guidance which Portsmouth was feeding into.

**DECISION: The Cabinet received the Portsmouth Safeguarding Children Board Annual Report and noted areas of progress and challenges in the work delivered by services to safeguard children and promote their well-being.**

**12. Special Educational Needs and Disabilities (SEND) Implementation Grant 2018-19 (AI 5)**

Julia Katherine reported on the employment of more staff to ensure the necessary transfer of existing statements and learning disability assessments were undertaken, with the need to allocate the grant funding which was not ring-fenced. There was also grant funding for work with young people to help prepare them for future employment.

**DECISION: The Cabinet approved the allocation of:**

- **The SEND reforms grant of £118,648 in 2018-19 to the Education portfolio;**
- **The Preparation for Employment grant in 2018-19 to the Education portfolio.**

**13. Health and Wellbeing Strategy (AI 6)**

Jason Horsley, Director of Public Health, presented his report on the Health and Wellbeing Strategy which looked at the wider determinants of health and non-communicative diseases for which individuals needed to be empowered to address these lifestyles (such as smoking, diet and lack of exercise). This document had been widely consulted upon and was being considered by the Health and Wellbeing Board partner members.

Councillor Jones, as Leader, welcomed this refreshed strategy which also reflected the national focus to tackle both mental health and isolation. This strategic document would be taken to the City Council for approval.

**DECISION: Cabinet recommended to Council the approval of the Health and Wellbeing Strategy (Appendix 1 of the report).**

#### **14. Treasury Management Policy 2018/19 (AI 7)**

Chris Ward presented his report which would be submitted to Council for approval. This set out the policies for borrowing, repayment of debt and investment. This included a debt repayment holiday for the Housing Revenue Account due to the national rent reduction for local authority housing and increasing the maximum term of bonds that can be purchased from Hampshire Community Bank from 6 years to 10 years.

The Section 151 Officer pointed out that on page 6 of the policy the dates of Cabinet and Council meetings needed to be corrected to refer to 16 March and 20 March respectively.

Councillor Jones, as Leader, was hopeful that the Chancellor would be increasing public spending from 2019, and was happy to support the report which had also been considered by the Governance & Audit & Standards Committee.

#### **RECOMMENDED to Council**

**1a that the following changes to the Treasury Management Policy Statement be approved:**

- (i) that provision is not made for the repayment of borrowing to fund the Housing Revenue Account (HRA) Self Financing payment or any other HRA debt from 2017/18 to 2019/20 (paragraph 8.4 of the Treasury Management Policy);**
- (ii) that the maximum duration of specified investments be increased from 364 days to 365 days (paragraph 11.1 of the Treasury Management Policy);**
- (iii) that the maximum duration of investment categories 11 (corporate bonds with a BBB+ credit rating) and 14 (unrated building societies that are in a strong financial condition) be increased from 364 days to 365 days (paragraph 12.2 of the Treasury Management Policy);**
- (iv) that the maximum term of bonds purchased from Hampshire Community Bank be increased from 6 years to 10 years (paragraph 12.2 of the Treasury Management Policy);**

**1b that the following risk appetite statement be approved:**

***To assist the achievement of the Council's service objectives by obtaining funding and managing the debt and treasury investments at a net cost which is as low as possible, consistent with a high degree of long term interest cost stability. Sums are invested with a***

*diversified range of counter parties using the maximum range of instruments consistent with a low risk of the capital sum being diminished through movements in prices.*

- 1c** that the prudential and treasury management indicators, including revisions to the 2016/17 outturn indicators contained in Appendix D be approved;
- 1d** that the attached Treasury Management Policy Statement including the Treasury Management Strategy, Annual Minimum Revenue Provision for Debt Repayment Statement and Annual Investment Strategy for 2018/19, and encompassing the amendments contained in recommendation 1a be approved;
- 1e** the Director of Finance and Information Technology (Section 151 Officer) and officers nominated by him have delegated authority to (paragraph 3.2 of Treasury Management Policy Statement):
- (i)** invest surplus funds in accordance with the approved Annual Investment Strategy;
  - (ii)** borrow to finance short term cash deficits and capital payments from any reputable source within the authorised limit for external debt of £660m approved by the City Council on 13 February 2018;
  - (iii)** reschedule debt in order to even the maturity profile or to achieve revenue savings;
  - (iv)** release the over provision of MRP back into General Fund balances over a prudent period by reducing the MRP in future years;
  - (v)** to buy and sell foreign currency, and to purchase hedging instruments including forward purchases, forward options and foreign exchange rate swaps to mitigate the foreign exchange risks associated with some contracts that are either priced in foreign currencies or where the price is indexed against foreign currency exchange rates.
- 1f** that the Chief Executive, the Leader of the City Council and the Chair of the Governance and Audit and Standards Committee be informed of any variances from the Treasury Management Policy when they become apparent, and that the Leader of the City Council be consulted on remedial action (paragraph 17.1 of Treasury Management Policy Statement)
- 2** that the Director of Finance and Information Technology (Section 151 Officer) submits the following (paragraph 19.1 of Treasury Management Policy Statement):
- (i)** an annual report on the Treasury Management outturn to the Cabinet and Council by 31 July of the succeeding financial year;



- (ii) a Mid-Year Review Report to the Cabinet and Council;
- (iii) the Annual Strategy Report to the Cabinet and Council in March 2019;
- (iv) quarterly treasury management monitoring report to the Governance and Audit and Standards Committee.

#### **15. Revenue Budget Monitoring 2017/18 (Quarter 3) (AI 8)**

Chris Ward presented his report which was an update on the third quarter revenue budget position, which showed the current forecast outturn position for 2017/18 as an underspend of £133,300. The budget included a £3.5m contingency provision to address pressures in services, which were also aided by forecast underspends in the Resources and Planning, Regeneration and Economic Development portfolios.

Councillor Jones, as Leader, welcomed the position, especially after 7 years of austerity measures nationally. She wished to acknowledge the collective effort to get to this position, and thanked the staff for successes in generating income and negotiating contracts to make savings.

Councillor Stubbs welcomed the transfer of funding from revenue to capital which had enabled more schemes to come forward including new school places, new public toilets and the provision of disabled beach buggies.

**DECISIONS: The Cabinet agreed that:**

**(i) The forecast outturn position for 2017/18 be noted:**

**(a) An underspend of £1,257,600 before further forecast transfers (from)/to Portfolio Specific Reserves & Ring Fenced Public Health Reserve**

**(b) An underspend of £133,300 after further forecast transfers (from)/to Portfolio Specific Reserves & Ring Fenced Public Health Reserve.**

**(ii) Members noted:**

**(a) 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 2018/19 Cash Limit.**

**(b) That on 13th February 2018 City Council approved that any underspending for 2017/18 arising at year-end outside of those made by Portfolio's (currently forecast at £133,300) be transferred to Capital resources.**

**(iii) Directors, 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 2018/19 Portfolio cash limit will be managed to avoid further overspending during 2018/19.

**16. Unaccompanied Asylum Seeking Children (UASC) Capacity Building Grant 2017-18 (AI 9)**

David Williams presented the report by the Director of Children, Families and Education, explaining that as this funding is not ring-fenced it needed the allocation to be approved by Cabinet. There were increasing numbers of unaccompanied children seeing asylum coming in from Calais and through Portsmouth International Port. The grant would not cover the associated costs for Portsmouth City Council.

Councillor Jones, as Leader, was concerned at the scale of this on-going commitment for the city, especially with the close of the camp at Calais. Councillor Jones would continue to raise this and the possible need for a review of the code of practice with the government and via the Local Government Association (LGA) Executive.

**DECISION: The Cabinet approved the allocation of the UASC capacity building grant of £188,126 to the Children's Social Care portfolio for use in 2018-19.**

**17. The Portsmouth Harbour One Public Estate Programme (Information Item) (AI 10)**

David Williams, Chief Executive, gave a brief verbal update (but no formal report has been circulated and no decision was taken on this item). He explained that the Cabinet Office programme sought the beneficial future use of surplus government land. This would give greater opportunity for both Portsmouth and Gosport councils in negotiations with the Ministry of Defence, the Ministry of Justice and health authorities. Further details would be made available. The local members of parliament for Portsmouth and Gosport were also being involved in developments. The Leader welcomed the collaborative approach being taken with Gosport BC. The Chief Executive would be keeping members briefed and a task force would be set up, with MoD representatives. This would provide the opportunity to unlock strategic sites.

The verbal update was noted with more information to be brought forward once available.

The meeting concluded at 12.50 pm.

.....  
Councillor Donna Jones  
Leader of the Council

# Agenda Item 4

## **Notice of Motion (a) - Policing Cuts**

Proposed by Councillor Lee Hunt  
Seconded by Councillor Rob Wood

'The City Council notes the decision of the Government to cut funding to Hampshire Police by £3.67million for next year. Also not provide any funding to cover inflation, this makes it a real terms cut of £7million to Hampshire Police by the Government.

The City Council condemns this decision and believes this will make local residents in Portsmouth less safe and will mean real cuts to the police.

The City Council therefore requests the Leader of the City Council, along with all other Group Leaders, to sign a strongly worded letter to the Home Secretary to object to this cut and to lobby our MPs to fight for a better settlement for Hampshire Police'.

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# Agenda Item 5

<b>Title of meeting:</b>	Governance and Audit and Standards Committee Cabinet City Council
<b>Date of meeting:</b>	Governance and Audit and Standards Committee 8 June 2018 Cabinet 14 June 2018 City Council 10 July 2018
<b>Subject:</b>	Treasury Management Outturn Report 2017/18
<b>Report by:</b>	Director of Finance and Information Technology (Section 151 Officer)
<b>Wards affected:</b>	All
<b>Key decision:</b>	No
<b>Full Council decision:</b>	Yes

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## 1. Executive Summary

The Chartered Institute of Public Finance & Accountancy's (CIPFA) Prudential Code of Practice requires local authorities to calculate prudential indicators before the start of and after each financial year. The CIPFA Code of Practice on Treasury Management also requires the Section 151 Officer to prepare an annual report on the outturn of the previous year. This information is shown in Appendix A of the report.

## 2. Purpose of Report

To inform members and the wider community of the Council's treasury management activities in 2017/18 and of the Council's treasury management position as at 31 March 2018.

## 3. Recommendations

It is recommended that the actual prudential and treasury management indicators based on the unaudited accounts, as shown in Appendix D, be noted.

## 4. Background

The Local Government Act 2003 requires local authorities to have regard to the Chartered Institute of Public Finance and Accountancy's (CIPFA) Prudential Code for Capital Finance in Local Authorities.

**5. Reasons for Recommendations**

The net cost of Treasury Management activities and the risks associated with those activities have a significant effect on the City Council's overall finances.

**6. Equality Impact Assessment**

The contents of this report do not have any relevant equalities impact and therefore an equalities assessment is not required.

**7. Legal implications**

The Section 151 Officer is required by the Local Government Act 1972 and by the Accounts and Audit Regulations 2015 to ensure that the Council's budgeting, financial management, and accounting practices meet the relevant statutory and professional requirements. Members must have regard to and be aware of the wider duties placed on the Council by various statutes governing the conduct of its financial affairs.

**8. Director of Finance & Information Services (Section 151 Officer) comments**

All financial considerations are contained within the body of the report and the attached appendices

.....  
Signed by Director of Finance & Information Services (Section 151 Officer)

**Appendices:**

- Appendix A: Treasury Management Outturn Report**
- Appendix B: Debt maturity Profile**
- Appendix C: Investment Rates**
- Appendix D: Prudential and Treasury Management Indicators**
- Appendix E: Explanation of Prudential and Treasury Management Indicators**

**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:

<u>Title of document</u>	Location
1 Information pertaining to the treasury management outturn	Financial Services
2	

**TREASURY MANAGEMENT OUTTURN REPORT****1. GOVERNANCE**

Treasury management activities were performed within the Prudential Indicators approved by the City Council.

Treasury management activities are also governed by the Treasury Management Policy Statement, Annual Minimum Revenue Provision for Debt Repayment Statement and Annual Investment Strategy approved by the City Council.

**2. ACTUAL CAPITAL EXPENDITURE 2017/18**

The Council's capital programme includes the Local Enterprise Partnership (LEP) as the Council is the accountable body for the LEP. Although the Council is responsible for ensuring the LEP's grant income is spent appropriately and has a veto on the LEP's spending, it does not control the LEP.

The Council's actual capital expenditure was as follows:

	Revised Estimate £'000	Actual £'000
General Fund	98,606	73,740
Local Enterprise Partnership (LEP)	32,685	10,704
Housing Revenue Account (HRA)	41,578	38,200
<b>Total</b>	<b>172,869</b>	<b>122,644</b>

**3. FINANCING OF CAPITAL PROGRAMME**

The 2017/18 capital program was financed as follows:

Source of Finance	Revised Estimate £'000	Actual £'000
Corporate Reserves (including Capital Receipts)	20,363	10,004
Grants & Contributions	72,269	38,835
Revenue & Reserves	25,829	20,642
Long Term Borrowing	54,408	53,163
<b>Total</b>	<b>172,869</b>	<b>122,644</b>

As a result of slippage in the capital programme none of the main sources of finance for capital expenditure have been used to the extent that was budgeted.

£33.4m less grants and contributions were applied to finance capital expenditure than had been included in the revised capital programme. This was largely due to the Local Enterprise Partnership for which the Council is the accountable body underspending on schemes which would have been financed from grants and contributions.

#### **4. COMBINED BORROWING AND INVESTMENT POSITION (NET DEBT)**

On 31 March 2018 the Council had gross debt including finance leases and private finance initiative (PFI) schemes of £630m and gross investments of £419m giving rise to a net debt of £211m. The current high level of investments has arisen from the Council's earmarked reserves and borrowing in advance of need to take advantage of low borrowing rates thus securing cheap funding for the Council's capital programme. The current high level of investments does increase the Council's exposure to credit risk, ie. the risk that an approved borrower defaults on the Council's investment. In the interim period when investments are high in advance of capital expenditure being incurred, there is also a short term risk that the rates (and therefore the cost) at which money has been borrowed will be greater than the rates at which those loans can be invested. The difference between current borrowing and investment rates is 0.76%. Securing cheap funding for the capital programme will provide longer term savings through reduced borrowing costs.

#### **5. BORROWING ACTIVITY**

The Council borrowed £1.2m interest free from Salix repayable over 5 years to fund energy efficiency projects including the replacement of street lighting with LED lamps. Salix is a not-for-profit organisation that is funded by the Government to promote energy efficiency within the public sector.

The Council's gross debt at 31 March 2018 of £630m is within the Council's authorised limit (the maximum amount of borrowing permitted by the Council) of £653m and the Council's operational boundary (the maximum amount of borrowing that is expected) of £641m. The Council aims to have a reasonably even maturity profile so that the Council does not have to replace a large amount of borrowing in any particular year when interest rates might be high. The maturity profile of the Council's borrowing (Appendix B) is within the limits contained in the Council's Treasury Management Policy.



The following methodologies have been applied to calculating the MRP:

<b>Borrowing</b>	<b>MRP Methodology</b>
<u>General Fund Borrowing:</u>	
Government supported borrowing other than finance leases and service concessions including private finance initiative schemes	50 year annuity
Finance leases and service concessions including private finance initiative schemes	MRP equals the principal repayments made to lessors and PFI operators
Self - financed borrowing excluding borrowing to fund long term debtors (including finance leases), investment properties and equity shares purchased in pursuit of policy objectives	Annuity over life of asset*
Self - financed borrowing to fund long term debtors	The repayments of principal are set aside to repay the borrowing that financed the original advance
Self - financed borrowing to fund finance leases	The principal element of the rent receivable be set aside to repay the borrowing that financed these assets
Self - financed borrowing to fund investment properties	The repayment of unsupported borrowing will be provided for by setting aside the capital receipt when the property is disposed of
Self - financed borrowing to fund equity shares purchased in pursuit of policy objectives	No MRP is made unless the shares are sold in which case the capital receipt is set aside to repay debt
<u>Housing Revenue Account (HRA)</u>	MRP was being provided for the HRA Self Financing Payment in equal instalments over 30 years. An MRP holiday is being taken from 2017/18 to 2019/20 during the period when Government policy requires rents to be reduced by 1% per annum. MRP is not provided for other HRA debt.

\* Members approved the asset life (annuity) method of calculating MRP for post 1 April 2008 self-financed borrowing subject to some exceptions as part of the 2016/17 Treasury Management Policy. The MRP policy was summarised into a table in the 2017/18 Treasury Management Policy and the table quoted "50 year annuity" instead of annuity over asset life as approved in 2016/17.

## 6. INVESTMENT ACTIVITY

Investments rates for 3 months and longer have been on a rising trend during the second half of the year in the expectation of the Bank of England base rate increasing from its floor of 0.25%, and reached a peak at the end of March see Appendix C). The base rate was duly raised from 0.25% to 0.50% on 2 November 2017 and has remained at that level for the rest of the year. However, further increases are expected over the next few years. Deposit rates have been at previous depressed levels for most of the year due, in part, to a large tranche of cheap financing being made available under the Term Funding Scheme to the banking sector by the Bank of England; this facility ended on 28 February 2018.

The Council's cash investment portfolio has decreased by £18.0m from £436.7m at 1 April to £418.7m. The total sums invested for longer than 365 days remained within the limits approved by the City Council. The average return on the Council's cash investments during 2017/18 was 0.90%. This compares with 1.11% during 2016/17. As existing investments matured in 2017/18 it was not generally possible to replace them with new investments offering similar returns. The Council's investment return for 2017/18 was £4.1m and performance for the year was £0.8m above the revised estimate of £3.3m. The duration of the Council's investments remained within the limits set in the Council's Treasury Management Policy.

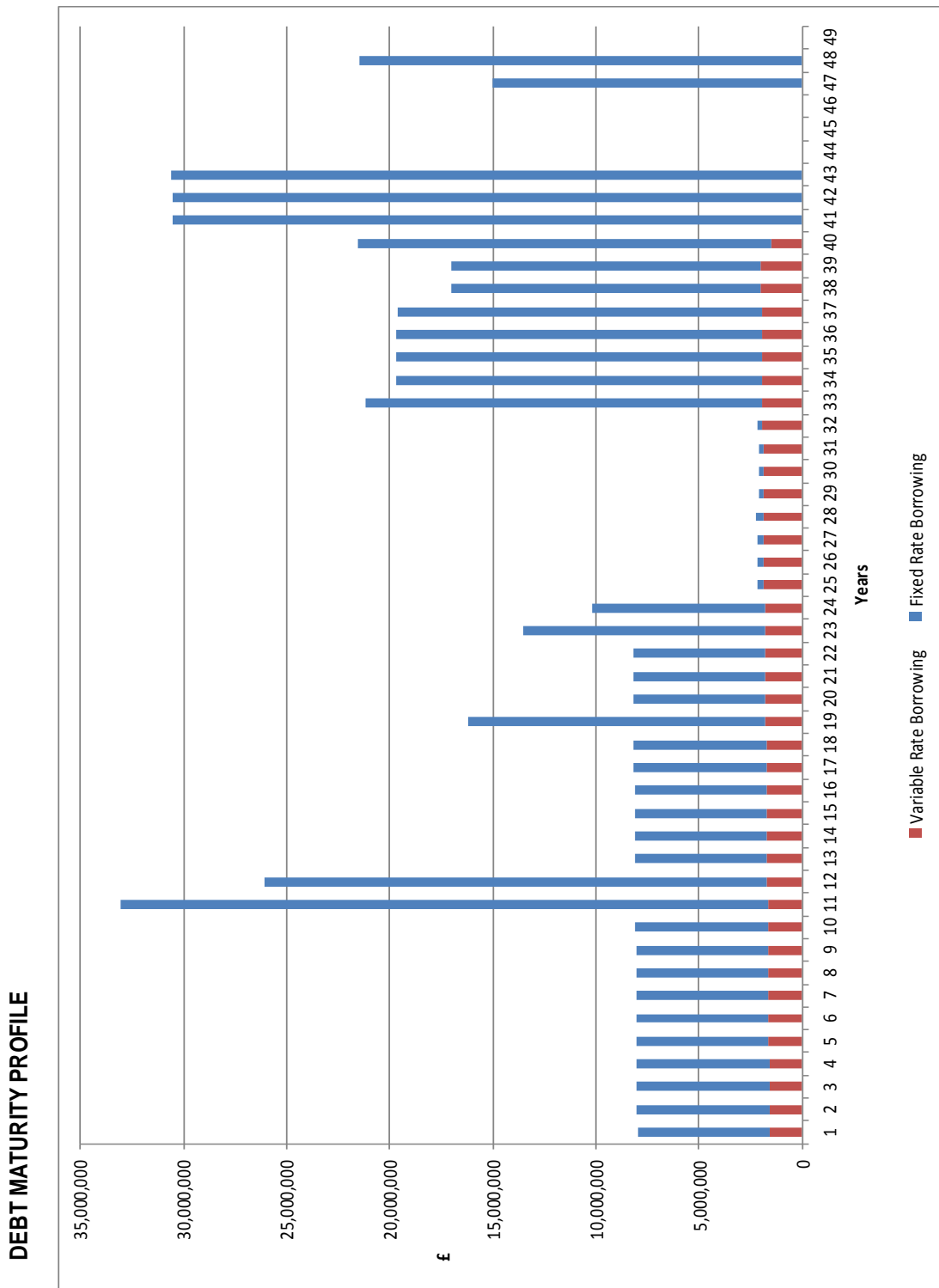
**7. REVENUE COSTS OF TREASURY MANAGEMENT ACTIVITIES IN 2017/18**

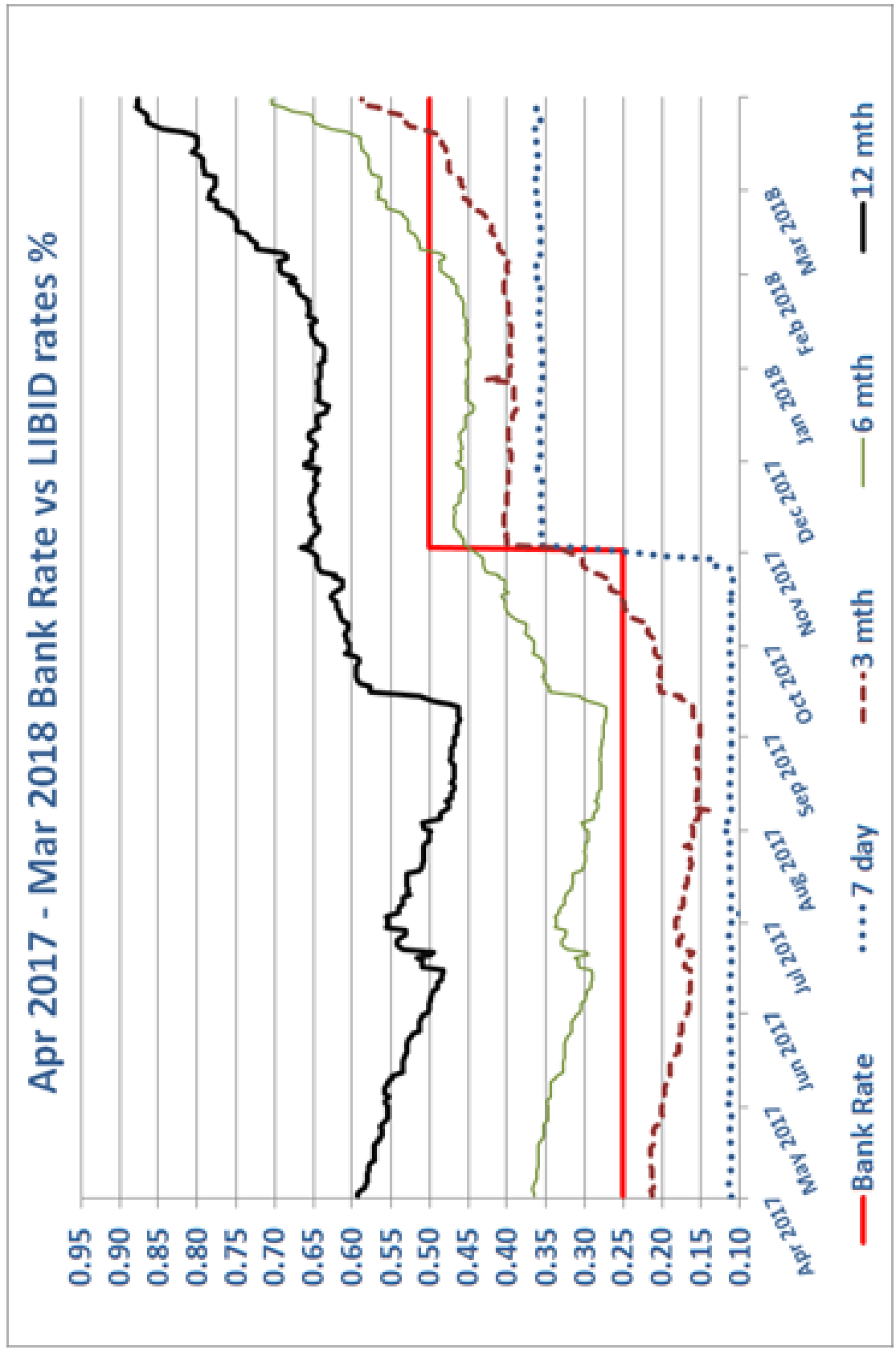
Expenditure on treasury management activities against the revised budget is shown below.

	Revised Estimate 2017/18 £000	Actual 2017/18 £000	Variance +/- £000
<b>Interest Payable:</b>			
PWLB – Maturity Loans	12,522	12,522	-
PWLB - E.I.P Loans	4,928	4,928	-
Other Long Term Loans	1,027	1,027	-
HCC Transferred Debt	410	379	(31)
Interest on Finance Lease	190	190	-
Interest on Service Concession Arrangements (including PFIs)	6,679	6,679	-
Interest Payable to External Organisations	1	1	-
Premiums and Discounts on Early Redemption of Debt	283	283	-
	<hr/> 26,040	<hr/> 26,009	<hr/> (31)
<u>Deduct</u>			
<b>Investment Income:</b>			
Interest on Investments	(3,271)	(4,066)	(795)
Other interest receivable	(1,309)	(1,329)	(20)
	<hr/> 21,460	<hr/> 20,614	<hr/> (846)
<b>Provision for Repayment of Debt</b>	4,411	4,474	63
<b>Debt Management Costs</b>	<hr/> 416	<hr/> 377	<hr/> (39)
	<hr/> <b>26,287</b>	<hr/> <b>25,465</b>	<hr/> <b>(822)</b>

Net treasury management costs were £0.8m below the revised budget due to an increase in interest on investments. This was due to the Council having more cash to invest than had been anticipated, largely due to slippage in the capital programme, and the interest rates on the Council's investments being higher than had been anticipated.

APPENDIX B





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**PRUDENTIAL AND TREASURY MANAGEMENT INDICATORS**

<b>1. Capital financing requirement</b>	<b>Original Estimate</b>	<b>Actual</b>	
	<b>£'000</b>	<b>£'000</b>	
General Fund	401,622	408,304	
Housing Revenue Account (HRA)	170,804	166,568	
<b>Total</b>	<b><u>572,426</u></b>	<b><u>574,872</u></b>	
<b>2. Authorised Limit</b>	<b>Limit</b>	<b>Actual</b>	
	<b>£'000</b>	<b>£'000</b>	
Long Term Borrowing	583,660	560,969	
Other Long Term Liabilities	69,340	69,340	
<b>Total</b>	<b><u>653,000</u></b>	<b><u>630,309</u></b>	
<b>3. Operational Boundary</b>	<b>Limit</b>	<b>Actual</b>	
	<b>£'000</b>	<b>£'000</b>	
Long Term Borrowing	571,660	560,969	
Other Long Term Liabilities	69,340	69,340	
<b>Total</b>	<b><u>641,000</u></b>	<b><u>630,309</u></b>	
<b>4. Ratio of financing costs to net revenue stream</b>	<b>Original Estimate</b>	<b>Actual</b>	
General Fund	12.0%	12.4%	
Housing Revenue Account (HRA)	12.6%	7.2%	
<b>Total</b>			
<b>5. Interest rate exposures</b>	<b>Limit</b>	<b>Actual</b>	
	<b>£'000</b>	<b>£'000</b>	
Fixed rate (net borrowing)	389,000	335,522	
Variable rate (net investments)	(389,000)	(173,271)	
<b>6. Maturity Structure of Fixed Rate Borrowing</b>	<b>Lower Limit</b>	<b>Upper Limit</b>	<b>Actual</b>
Under 12 months	0%	10%	1%
12 months and within 24 months	0%	10%	1%
24 months and within 5 years	0%	10%	4%
5 years and within 10 years	0%	20%	7%
10 years and within 20 years	0%	30%	24%
20 years and within 30 years	0%	30%	11%
30 years and within 40 years	0%	30%	25%
Over 40 years	0%	40%	27%

**7. Principal sums invested over 365 days**

	<b>Limit £'000</b>	<b>Actual £'000</b>
Maturing after 31/3/2018	192,000	174,597
Maturing after 31/3/2019	158,000	45,150
Maturing after 31/3/2020	133,000	15,150
Maturing after 31/3/2021	110,000	7,300



**PRUDENTIAL AND TREASURY MANAGEMENT INDICATORS**

**1. ACTUAL CAPITAL FINANCING REQUIREMENT**

This represents the underlying requirement to borrow for capital expenditure. It takes the total value of the City Council's fixed assets and determines the amount that has yet to be repaid or provided for within the Council's accounts.

The capital financing requirement is increased each year by any new borrowing and reduced by any provision for the repayment of debt. Broadly, the higher the capital financing requirement, the higher the amount that is required to be set aside for the repayment of debt in the following year.

**2. AUTHORISED LIMIT**

The authorised limit for external debt is the maximum amount of debt which the authority may legally have outstanding at any time. The authorised Limit includes headroom to enable the Council to take advantage of unexpected movements in interest rates and to accommodate any short-term debt or unusual cash movements that could arise during the year.

**3. OPERATIONAL BOUNDARY**

The Operational Boundary is based on the probable external debt during the course of the year. It is not a limit, but acts as a warning mechanism to prevent the authorised limit (above) being breached.

**4. RATIO OF FINANCING COSTS TO NET REVENUE STREAM 2017/18**

This ratio reflects the annual cost of financing net debt as a proportion of the total revenue financing received. It therefore represents the proportion of the City Council's expenditure that is largely fixed and committed to repaying debt. The higher the ratio, the lower the flexibility there is to shift resources to priority areas and/or reduce expenditure to meet funding shortfalls.

For the General Fund, this is the annual cost of financing debt as a proportion of total income received from General Government Grants, Non Domestic Rates and Council Tax.

The ratio of Housing Revenue Account (HRA) financing costs to net revenue stream is shown below. For the HRA, this is the annual cost of financing capital expenditure, as a proportion of total gross income received including housing rents and charges. The ratio of HRA financing costs to net revenue stream was much lower than the original estimate. This was due to the HRA contributing £2.9m less towards the Council's interest payable due to it having a lower than estimated capital financing requirement, and due to the City Council's decision not to make MRP in respect of the HRA (this had been £3.0m in previous years) in response to financial pressures on the HRA following the Government's policy of reducing council dwelling rents by 1% per annum until 2019/20.

## **5. INTEREST RATE EXPOSURES**

Fixed interest rates avoid the risk of budget variances caused by interest rate movements, but prevent the Council from benefiting from falling interest rates on its borrowing or rising interest rates on its investments.

Variable interest rates expose the Council to the benefits and dis-benefits of interest rate movements and can give rise to budget variances.

## **6. MATURITY STRUCTURE OF FIXED RATE BORROWING**

The Council aims to have a reasonably even debt maturity profile so that it is not unduly exposed to refinancing risk in any particular year when interest rates may be high. The maturity structure of fixed rate borrowing matters less in future years as inflation will reduce the real value of the sums to be repaid.

## **7. PRINCIPAL SUMS INVESTED FOR OVER 365 DAYS**

Investing long term at fixed rates provides certainty of income and reduces the risk of interest rates falling. However this benefit is significantly reduced at the moment as the interest rates on new investments are low, typically less than 1% which restricts how much further returns can fall. At the current time, investing long term allows higher yields to be obtained, although it would be prudent to maintain opportunities to invest when interest rates are higher.

<b>Title of meeting:</b>	Cabinet
<b>Date of meeting:</b>	14 <sup>th</sup> June 2018
<b>Subject:</b>	Regional Adoption Agency
<b>Report by:</b>	Alison Jeffery, Director of Children, Families and Education
<b>Wards affected:</b>	n/a
<b>Key decision:</b>	Yes
<b>Full Council decision:</b>	No

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## 1. Purpose of report

- 1.1 The purpose of the report is to propose a model for the future delivery of some adoption related services through a Regional Adoption Agency (RAA) comprising Hampshire County Council, Isle of Wight Council, Portsmouth City Council and Southampton City Council. The model seeks to build on the current good practice within each authority to improve performance further and deliver a more cohesive, efficient and effective service for some of our most vulnerable children and their families. The new RAA, to be known as Adopt South, will work with voluntary adoption agency partners and other key stakeholders to help shape the new service.

## 2. Recommendations

- 2.1 The Cabinet is recommended to:
- Approve the proposed model for delivery of adoption services through a Regional Adoption Agency, including the structural model set out at Appendix 1.
  - Approve the financial contribution to the Regional Adoption Agency of £764,000, to be fixed for two years (2019/20 and 2020/21) and reviewed for 2021/22.
  - Delegate authority to enter into the final interagency agreement to the Director of Children, Families and Education in consultation with the Lead Member for Children and Families.

## 3. Background

- 3.1 In June 2015, the Department for Education (DfE) published 'Regionalising Adoption' and asked all adoption agencies in England to consider how to work

much more closely together on a regional basis. This was enacted as the Education and Adoption Act 2016, which authorised authorities and voluntary adoption agencies to join together to form Regional Adoption Agencies (RAAs).

- 3.2 The act also gives the Secretary of State a new power to direct one or more named local authorities to make arrangements for any or all of their adoption functions to be carried out on their behalf by one of the local authorities named, or by another agency.
- 3.3 The Government's view is that structural change will improve the process for children and adopters leading to improved numbers of children being adopted, an improved experience for adopters and improved timeliness overall. The DfE expects the RAA programme to deliver consistently good and innovative adoption practice that ensures improved life chances for children.
- 3.4 In late 2015, the four authorities in the Adopt South grouping were awarded DfE funding to undertake work to establish a model for regional adoption in the area, with an expectation that this would be fully embedded by no later than 2020.
- 3.5 The authorities have engaged actively since 2016 in a programme of work to develop a model that fulfils the criteria put in place by the DfE for a Regional Adoption Agency; that does not represent an unacceptable risk to any of the authorities involved; retains flexibility to enable authorities to respond to future policy; and, most importantly, is considered to provide genuine opportunities for improving the outcomes for children and families.
- 3.6 A model is now recommended that sets out a clear operating model, service offer, structural model and financial framework.

#### **4. Reasons for recommendations**

- 4.1 The recommended operating model for Adopt South will deliver the following main services across the Adopt South region:
  - Recruitment, assessment and approval of adopters
  - Matching of children in need of adoptive families
  - Post- adoption support
- 4.2 In the future, the model would be capable of expansion to cover other services such as Adoption Information Exchange, or to incorporate wider functions.
- 4.3 Some of the above functions will be solely delivered by Adopt South on behalf of the region. However, many of the functions will require joint working and/or collaboration with local authority functions. Indeed it is clear that one of the critical factors on which Adopt South's performance will depend is the strength of joint working and communication with colleagues within each local authority. The table below summarises the separation of roles and responsibilities between AS and Local Authority partners.



Function	Adopt South - Central Team	Adopt South - via Local Authority	Local Authority
<b>Adopter recruitment and assessment</b>			
Adopter marketing and recruitment	X		
Adopter assessment and approval (including completion of Prospective Adopter Report, panel recommendation and ADM decision)		X	
<b>Child's journey</b>			
Corporate Parenting responsibility for looked after child			X
Decision for parallel planning			X
Parallel Planning – tracking	X	X	X
Early permanence decision			X
Legal planning meetings			X
Agency decision for child			X
Application to court for placement order			X
Family Finding	X		
Preparation of child, work with birth/foster families		X	
Introductions and placement		X	
Support to make application for adoption order		X	
IRO services			X
<b>Adoption Support</b>			
Adoption Support services (for children, adopters and adoptive families)		X	
Birth Records Information			X
Adoption allowance - assessment and payment			X
<b>Other services (currently outside AS scope but with future potential for inclusion)</b>			
Adoption information exchange and post-adoption contact			X
Birth Family Counselling			X
Inter-country adoption			X

- 4.4 One significant remaining area of responsibility considered by the Governance Board was the delegation (or not) of corporate parenting responsibilities (and associated functions) for children with a plan for adoption from local authorities to Adopt South. An options appraisal was undertaken and it was concluded that the statutory responsibility for corporate parenting functions for children with a plan for adoption should remain with each local authority throughout the adoption process. This means that local authorities will retain Agency decision responsibility for children (plans and matching).

- 4.5 The principles underpinning the design of a Regional Adoption Agency in Hampshire have been that there should be consistency of the offer across the county; and that the overall offer should not lead to the offer in any one area of the county being reduced. This was felt to be particularly important in respect of the adoption support offer.
- 4.6 The proposed offer and delivery mechanisms across the RAA are set out in the table below, again informed by detailed work by a group of senior adoption professionals across the Adopt South grouping.

Offer	Essential or optional to adopter	Delivered by
<b>Pre-stage</b>		
Adoption information session	Essential	Central recruitment team
PROCESS: HOME VISIT	Essential	Central recruitment team
<b>Stage 1</b>		
Stage 1 training - 1 day	Essential	LA-based assessment team
PROCESS: HOME VISIT	Essential	LA-based assessment team
<b>Stage 2</b>		
Full Assessment	Essential	LA-based assessment team
Stage 2 training – 3 day + 1 day FFA	Essential	LA-based assessment team
Relatives training	Essential	LA-based assessment team
Panel/ ADM for Approval	Essential	Central panel team
<b>Pre-placement</b>		
Course - Care of infants	Essential	Commissioned
Course - Paediatric First Aid	Essential	Commissioned
Face-to-face consultation with medical adviser	Essential	Commissioned
PROCESS: ADOPTION ALLOWANCE ASSESSMENT	Essential	LA assessment team
PROCESS: MATCHING PANEL/ADM	Essential	Central Panel & Matching team LA ADM for Child
<b>Post-placement</b>		
PROCESS: INTRODUCTION AND PLACEMENT PROCESS	Essential	LA-based assessment team & LA Children's team
PROCESS: DEVELOPMENT OF ADOPTION SUPPORT PLAN	Essential	LA-based assessment team & LA Children's team
PROCESS: STATUTORY CONTACT - PRE-ORDER	Essential	LA Children's team
Single Duty Service (including OOH)	Optional	Central provision- staffed via LA teams
Children's participation sessions	Optional	LA-based adoption support teams / commissioned
Video interactive guidance (VIG)	Optional	LA-based adoption support teams/ commissioned
Buddy System and Mentoring system	Optional	LA-based adoption support teams/commissioned
Adopting Changes	Essential	LA-based adoption support teams/ commissioned
Access to Specialist professionals	Optional	LA-based adoption support teams/ commissioned
Thematic workshops available	Optional	LA-based adoption support teams/ commissioned

Offer	Essential or optional to adopter	Delivered by
Support groups	Optional	LA-based adoption support teams/commissioned
Trauma and Attachment Courses	Optional	LA-based adoption support teams/commissioned
Consultations	Optional	LA-based adoption support teams
Adoption Supports Needs Assessments	Optional	LA-based adoption support teams
Delivery of Adoption Support Plans	Optional	LA-based adoption support teams/commissioned
Online Information Service	Optional	LA-based adoption support teams/commissioned
Ad Hoc adoption support services	Optional	LA-based adoption support teams/commissioned

- 4.7 In order to deliver the operating model and service offer, a revised structural model across the local authorities will be necessary, along with clear operating protocols. Principles set out by Directors of Children's Services for the structural model were:
- Requirement for transfer under TUPE arrangements, and other changes to staff terms and conditions will be minimised where possible.
  - Due care will need to be taken to identify roles requiring Qualified Social Work status – some functions will be better carried out by non qualified staff, freeing up QSWs for more specialist work.
  - For Adopt South to realise the strategic benefits identified, there will need to be investment in staffing / resource at particular points in the structure: these are likely to include a well-resourced marketing strategy and a well-resourced adoption support offer.
- 4.8 The preferred structural model is set out at Appendix One, and can be characterised as a hub and spoke model. For those services to be provided through the central RAA "hub", HCC will act as a host authority. For services provided in a "spoke", staff will continue to be employed by the authority they are currently employed with.
- 4.9 This option minimises the requirement for staff to TUPE into a new arrangement, but means that the constituent local authorities may need to carry out internal restructures to achieve the arrangements. Some posts will be newly created and require a recruitment (for example, a Head of RAA post) by the RAA host authority.
- 4.10 A key DfE criteria for achievement of a RAA is a pooled budget, similar to that for other partnership arrangements, notably the former Wessex Youth Offending Team.
- 4.11 The legal basis for establishing a pooled budget is given in Section 10(6) of the Children Act 2004, as follows:
- “(6) A children's services authority in England and any of their relevant partners may for the purposes of arrangements under this section-***  
***(a) provide staff, goods, services, accommodation or other resources;***  
***(b) establish and maintain a pooled fund.”***

- 4.12 The recommended starting point for the initial partner contributions was the individual authorities' 'in scope' budgets, as disaggregated from the 2017/18 figures. For Portsmouth City Council, this amounts to £764,000. Assuming this contribution is agreed, then there will be no further recourse to the authority for funding for adoption services in scope of the RAA except in the case of overspending against external placements, or in the case of exceptional circumstances to be agreed through the RAA Governance Board. In the event of overspending on external placements, this will be allocated to authorities based on the demand generated. The basis for this will be set out in the inter-agency agreement.
- 4.13 It is recommended to keep partner contributions the same for an initial two years and to review them for year three based on key activity indicators. This is to provide some level of certainty for the new arrangements as they are established, but also to ensure that the authorities themselves are insulated from any financial shock as a result of the arrangements. The model could in future be adjusted to take account of further services coming into scope, as previously set out, or to accommodate developments such as we bringing adoption allowances for new placements into the scope of the pooled budget (subject to future agreement by constituent authorities, based on operational and financial performance of the RAA).
- 4.14 As part of the interagency agreement, Service Level Agreements with each authority will be agreed, based on the caseload assumptions detailed in the operating model, and the capacity available within authorities.
- 4.15 Hampshire County Council will host and manage the pooled budget arrangements on behalf of the RAA. Transactions between the authorities will be minimised to avoid bureaucracy.
- 4.16 The provision of an adoption service is a statutory requirement and the local authorities are required to monitor the provision of adoption services. Under section 3 of the Adoption and Children Act 2002, each Council must continue to maintain within its area an adoption service designed to meet the needs of children who may be adopted, their parents, natural parents and former guardians.
- 4.17 Those services are referred to as the 'adoption service' meaning either a local authority or a registered adoption society (section 2 (1) of the Adoption and Children Act 2002). Notwithstanding any change in arrangements, each local authority must prepare a plan for the provision of the services maintained under section 3(1) Adoption and Children Act 2002, and secure that it is published.
- 4.18 The development of a RAA will not absolve each local authority of its statutory responsibilities, but will allow for certain functions to be provided by another as part of a regional adoption agency model, with the terms to be agreed through the inter-authority agreement.
- 4.19 It is critical that in the future arrangements, we find optimum governance arrangements for Adopt South: ensuring sufficient scrutiny and strategic control for



each of the partner authorities while allowing Adopt South sufficient autonomy to develop its own identity and have space for innovation and practice improvement.

- 4.20 A strategic partnership board will be established and will meet on a regular basis to oversee and approve the budget setting and annual business plan, and to review the strategic direction of the shared service model. This means that day-to-day operational decisions will be taken by the Head of the RAA, as specified in the inter-authority agreement, and that other 'reserved' decisions (perhaps of a strategic nature), would need to be referred to the Board. As participants on the Board, each authority would need to make its own decision and therefore the Board could only act by unanimous agreement of the three authorities.
- 4.21 The Board would only be able to make decisions to the extent that the members and officers on the Board have the requisite authority from their appointing local authority. Certain decisions referred to the Board will then likely need to be referred back to each of the three authorities for further consideration and to the extent that the members of the Board do not have authority to make the decisions before them.
- 4.22 In order to achieve the implementation of the new model of working, a number of areas of work need to be undertaken, such as the development of common processes. This work will be progressed by the four local authorities working in partnership, and the work will be monitored by the Governance Group. The target date for implementation of the new arrangements is 1<sup>st</sup> April 2019, which is supported by the DfE.

## **5. Equality impact assessment**

- 5.1 A preliminary EIA was completed for the document and concluded that there will be no negative impact on any of the protected characteristics arising from the development of a Regional Adoption Agency, as there are no changes to policy or access arrangements for customers. Any individual projects or measures arising from the strategic approach outlined will be subject to impact assessments in their own right. The preliminary EIA is attached as Annex 1.

## **6. Legal implications**

- 6.1 Legal implications are set out in the body of the report.

## **7. Director of Finance's comments**

- 7.1 The 2018/19 Adoption budget, exclusive of provision for adoption allowance payments, is £1,034,700; of which £906,100 (87.5%) is related to a budgeted establishment of 19.9 fte.
- 7.2 The evaluation of the "in scope" budget incorporated £103,500 of administrative and management support costs to be included in any "transfer" to the regional adoption agency. This will require either reductions in support budgets or additional reductions in the Adoption budget.

- 7.3 A payment of £764,000 represents almost 74% of the available Adoption budget leaving 26%, together with any administrative budget that can be redirected, for delivery of those functions remaining with PCC and not being transferred to the Regional Adoption Agency.
- 7.4 This would be supplemented by the RAA funding for services to be provided by PCC to facilitate a remodelled service capable of delivering both PCC remaining responsibilities and commitments to Adopt South.
- 7.5 The extent and impact of any such remodelling has yet to be identified and considered.

.....  
Signed by:  
Alison Jeffery, Director of Children, Families and Education

**Appendices: Appendix 1- Recommended Structural model for Adopt South**

**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:

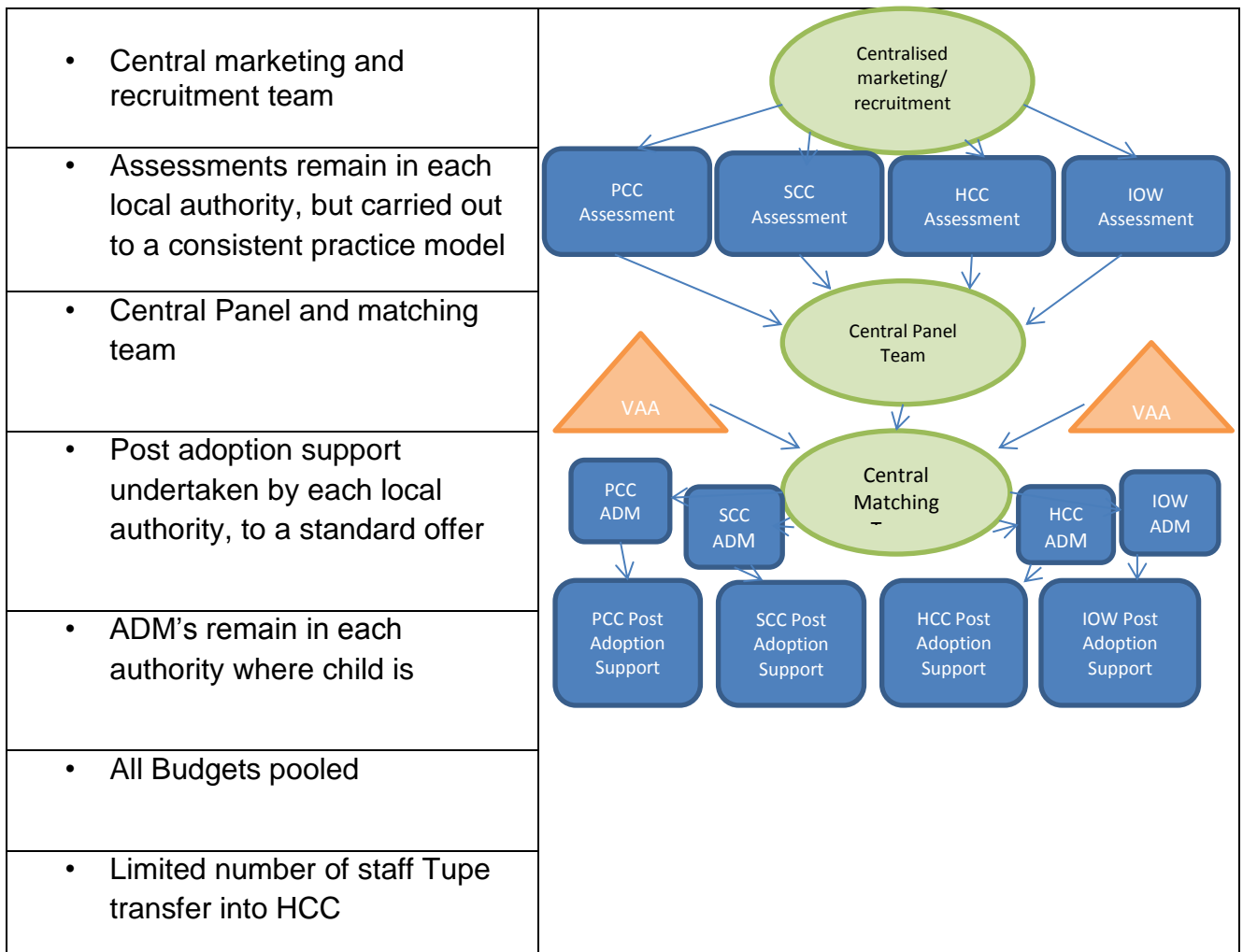
Title of document	Location

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

.....  
Signed by:



### Appendix 1 - recommended structural model



# Equality Impact Assessment

Preliminary assessment form v5 / 2013

[www.portsmouth.gov.uk](http://www.portsmouth.gov.uk)

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

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

**Directorate:**

Director of Children's social care

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

Adoption Services

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

Regional Adoption Agency

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

- Existing
- New / proposed
- Changed

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

In June 2015, the Department for Education (DfE) published 'Regionalising Adoption' and asked all adoption agencies in England to consider how to work much more closely together on a regional basis. This was enacted as the Education and Adoption Act 2016, which advised authorities and voluntary adoption agencies to join together to form Regional Adoption Agencies (RAAs).

The act also gives the Secretary of State a new power to direct one or more named local authorities to make arrangements for any or all of their adoption functions to be carried out on their behalf by one of the local authorities named, or by another agency.

The Government's view is that structural change will improve the process for children and adopters leading to improved numbers of children being adopted, an improved experience for adopters and improved timeliness overall. The DfE expects the RAA programme to deliver consistently good and innovative adoption practice that ensures improved life chances for children.

In late 2015, the four authorities in the Adopt South grouping (Portsmouth City Council, Southampton City Council, Isle of Wight Council and Hampshire County Council) were awarded DfE funding to undertake work to establish a model for regional adoption in the area, with an expectation that this would be fully embedded by no later than 2020. The authorities have engaged actively since 2016 in a programme of work to develop a model that fulfils the criteria put in place by the DfE for a Regional Adoption Agency; that does not represent an unacceptable risk to any of the authorities involved; retains flexibility to enable authorities to respond to future policy; and, most importantly, is considered to provide genuine opportunities for improving the outcomes for children and families.

A model is now recommended that sets out a clear operating model, service offer, structural model and financial framework.

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

The anticipation is that working at a regional level will improve the services available to prospective and approved adopters, by making a wider range of advice and support available; and will improve prospects for children waiting for adoption by increasing the pool of adopters available in the region. It is not expected to be detrimental to any groups as there is no change to policy underpinning adoption and no changes to arrangements for accessing services.

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

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

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

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

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

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

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

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

Group	Yes	Page 30	Unclear
-------	-----	---------	---------

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

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

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

yes  No

**Q7 - How have you come to this decision?**

The decision at this stage is to merge management processes and practice across the authorities rather than change policies or access to services. There may be changes to policy recommended to members as part of the wider development of the project but these would be subject to an EIA in their own right as part of the discrete decision-making process.

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

**Q8 - Who was involved in the EIA?**

Kelly Nash, Corporate Performance Manager, PCC



**This EIA has been approved by:** Alison Jeffery

**Contact number:** 023 9284 1202

**Date:** 12th May 2018

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

Telephone: 023 9283 4789

Email: [equalities@portsmouthcc.gov.uk](mailto:equalities@portsmouthcc.gov.uk)

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Appointing body	Name of Body	Period of service	Number of Appointees required	Notes	Renewal	Current Representatives	Nominations
Children & Families	<b>Children's Trust Board</b>	For time being	4 - usually the Cabinet Members for Children & Families and Education and the spokespersons	The meetings are held quarterly in the Civic Offices.	ex - officio	Ryan Brent Hannah Hockaday Rob Wood Neill Young. (all June 2016)	Suzy Horton Rob Wood Ryan Brent 1 Labour representative
	<b>Motiv8</b> (Registered Charity)	Annual	1 observer	There are morning meetings 4x / year in Leigh Park, Portsmouth and Gosport.	2018	Ryan Brent	Steve Pitt
	<b>Portsmouth Adoption Panel</b>	3 years	1 nominee (for appointment by the Panel)	Meets twice a month (usually on 1st & 3rd Weds) at the Adoption Centre. If a new member is nominated, an appointment process, DBS check and training session will precede confirmation of the appointment.	2018	Jennie Brent June 2015	Jennie Brent
Education	<b>Education Advisory Board</b>	Annual	Cabinet Member for Education, spokespersons and Chair of Education, Children & Young People Scrutiny Panel	The meetings are usually held 3x/ year at the Civic Offices at 4pm.	2018	Hannah Hockaday Suzy Horton Neill Young	Suzy Horton Hannah Hockaday Tom Coles Neill Young
	<b>Elementary Education Act Trust board</b>	Annual	5 (These usually include the Cabinet Members for Education and Children & Families).	The meetings are usually held 2x/ year at the Civic Offices during the day.	2018	Hannah Hockaday Ryan Brent Donna Jones Hugh Mason	Suzy Horton Hugh Mason Hannah Hockaday Neill Young
	<b>Standing Advisory Council for Religious Education</b>	4 years	4	Meets approximately 4x/ year	2021	Jim Fleming Ryan Brent David Tompkins Suzy Horton	Suzy Horton Maria Cole Ryan Brent
Culture Leisure & Sport	<b>Aspex Visual Arts Trust (Registered Charity and Company)</b>	Annual	1 (observer)	The meetings are usually held 6x / year at Aspex.	2018	John Ferrett (June 17)	Suzy Horton
	<b>Baffins Community Association</b> (Registered Charity)	Annual	1	The meetings are usually held approximately every 6 weeks.	2018	Alicia Denny (June 17)	Darren Sanders

Appointing body	Name of Body	Period of service	Number of Appointees required	Notes	Renewal	Current Representatives	Nominations
Culture Leisure & Sport	<b>Buckland Community Association</b> (Registered Charity)	Annual	2	The meetings are held on the fourth Tuesday of the month except August and December.	2018	Colin Galloway Ian Lyon (June 17)	Jason Fazackarley Leo Madden
	<b>City of Portsmouth Sports Council</b>	Annual	3	The meetings are usually held 4x/ year.	2018	Scott Harris Linda Symes Ryan Brent (June 17)	Steve Pitt Scott Payter-Harris + 1 Labour
	<b>Cosham Community Association – Management Committee</b> (Registered Charity)	Annual	1	The meetings are usually held on the last Tuesday of the month.	2018	Hannah Hockaday	Hannah Hockaday
	<b>Duke of Edinburgh Award Scheme – Hampshire Forum</b> (Registered Charity)	Annual	1	The meetings are usually held 4x / year in Winchester.	2018	Ryan Brent	
	<b>Eastney Area Community Association</b> (Registered Charity)	Annual	1	No details are available.	2018	Jennie Brent	Jennie Brent
	<b>Farlington Marshes Management Committee</b>	Annual	4	The meetings are usually held 1x/ year at the Civic Offices.	2018	Ken Ellcome Simon Boshier Steve Wemyss Lynne Stagg	Hugh Mason Simon Boshier Steve Pitt
	<b>Fratton Community Association</b>	Annual	1	The meetings are usually held on the 1st Monday of the month except in August.	2018	Dave Ashmore	Dave Ashmore
	<b>Hampshire Archives Trust - Annual Meeting</b>	Annual	1	Our representative is the PCC contact in the HAT corporate membership database and does not attend any meetings.	2018	Linda Symes	
	<b>Hampshire Countryside Access Forum</b>	3 years	1	A statutory body dealing with countryside access issues. This usually meets 4 times a year at 10am on a Wednesday for about 4 hours in Winchester with some site visits.	2019	Alicia Denny	Steve Pitt Alicia Denny
	<b>International Boatbuilding Training College Portsmouth</b>	Annual	1	The meetings are usually held monthly except for Nov & Dec at the Dockyard - during the day.	2018	Alicia Denny	Alicia Denny
<b>Kings Theatre Trust Ltd</b> (Charitable Company)	Annual	3	The meetings are held monthly on Fridays at 4pm.	2018	Hugh Mason Neill Young Linda Symes	Hugh Mason Luke Stubbs	

Appointing body	Name of Body	Period of service	Number of Appointees required	Notes	Renewal	Current Representatives	Nominations
Culture Leisure & Sport	<b>Landport Community Association</b> (Registered Charity)	Annual	1	The meetings are usually every two months.	2018	Yahiya Chowdhury	Yahiya Chowdhury
	<b>Maritime Archaeology Trust (formerly Hants &amp; Isle of Wight Trust for Maritime Archaeology).</b>	Annual	1	One AGM in October. Three management committee meetings and three finance committee meetings throughout the year. Most meetings are held in Southampton.	2018	Alicia Denny	Matthew Winnington Alicia Denny
	<b>Mary Rose Trust</b> (Registered Charity and Company)	Annual	2 nominations (for Trust approval) + Lord Mayor ex officio	There is one meeting a year at the Dockyard.	2018	John Ferrett Linda Symes (& Lord Mayor)	Rob Wood Jason Fazackarley Lord Mayor
	<b>Milton Village Community Association</b> (Registered Charity)	Annual	1	The meetings are usually held on the fourth Friday of the month at 5pm in Milton (except August & December).	2018	Ben Dowling	Ben Dowling
	<b>New Theatre Royal Trust</b> (Registered Charity and Company)	Annual	1	The board meetings are usually held 6x / year at 5pm. The finance meetings are usually monthly.	2018	Neill Young	Neill Young Will Purvis
	<b>Overlord Embroidery Trust Liaison Committee</b>	Annual	Cabinet Member for Culture, Leisure & Sport + 2 others.	The meetings are usually held 1x/ year at the D-Day during the day.	2018	Linda Symes Frank Jonas Simon Bosher	Steve Pitt Frank Jonas Labour
	<b>Paulsgrove Community Association</b> (Registered Charity)	Annual	1	No details are available.	2018	John Ferrett	Jo Hooper
	<b>Peter Ashley Activity Centre Management Committee</b> (Registered Charity)	Annual	1	The Trust meets once a year for its AGM & Board meetings, usually at 19 College Road. Groups of Board members may additionally meet as required at other times.	2018	Hannah Hockaday	Lee Mason
	<b>Portsmouth Royal Dockyard Historical Trust</b>	Annual	1 can be a non Councillor	There are several meetings a year.	2018	Alicia Denny	Alicia Denny
	<b>Royal Naval Museum and HMS Victory (Friends)</b>	Indefinite whilst the rep is a Cllr	1	No details are available.	n/a	Rob Wood (July 17)	Rob Wood Ben Swann

Appointing body	Name of Body	Period of service	Number of Appointees required	Notes	Renewal	Current Representatives	Nominations
Culture Leisure & Sport	Stacey Community Centre Management Committee	Annual	1	No details are available.	2018	Alicia Denny	Darren Sanders
	Stamshaw & Tipner Community Centre Association (GMC)	Annual	1	The meetings are usually held on the first Monday of every month at 7pm.	2018	Colin Galloway	Jason Fazackarley Leo Madden
	West Paulsgrove Scout & Community Association	3 years	1 Not necessarily an elected member.	Meetings are usually held on the first Tuesday of every other month from February in Paulsgrove at 7:30pm.	2018	Gemma New June 2015	Gemma New
Environment and Community Safety	Standing Conference on Problems Associated with the Coastline (SCOPAC)	Annual	1	The meetings are usually held 3x /year at Havant Borough Council and a site visit within the SCOPAC area in June.	2018	Rob New (June 2017)	Hugh Mason
	LGA Coastal Issues Special Interest Group	Annual	1	The meetings will be held at 11-3 in London on 29 June, 28 Sept (could change) & 7 December.	2018	Rob New (June 2017)	Hugh Mason
	Portchester Crematorium Joint Committee	Annual	2 Cabinet Members	The meetings are usually held 4x/ year at 3pm at Fareham, Gosport, Havant and Portsmouth.	2018	Hannah Hockaday (Dec 17) Frank Jonas (June 2017)	Dave Ashmore <b>plus</b> Jeanette Smith <b>or</b> Gerald Vernon-Jackson
	Portsmouth Plastic Free Coastlines Steering group	Annual	1 Councillor	In February 2018, Full Council instructed Cabinet to set this group up and have a council representative.	2019	None	Will Purvis
	Project Integra Strategic Board	Annual	1 + deputy	The meetings are usually held 3x/ year.	2018	Rob New Donna Jones (deputy) June 2017	Dave Tompkins
	Safer Portsmouth Partnership	Ongoing	Since June 2016 only Cabinet Member for Environment & Community Safety	The meetings are usually held every 4 months at the Civic Offices.	2018	Rob New (June 2017)	Dave Ashmore George Fielding

Appointing body	Name of Body	Period of service	Number of Appointees required	Notes	Renewal	Current Representatives	Nominations
Environment and Community Safety	<b>Solent Sea Rescue Organisation</b>	Annual	1	2 finance mtgs/ year held at HCC, Winchester on Fridays at 4:30pm 1 joint meeting in Gosport in May or June Joint Operations & AGM in June or July on Saturday morning.	2018	Lee Mason (February 2018)	
	<b>Southern Inshore Fisheries &amp; Conservation Authority (formerly Southern Sea Fisheries Cttee)</b>	Annual	1	The meetings are usually held 4x/ year.	2018	Robert New (February 2018)	Matthew Winnington
	<b>Trading Standards South East Limited (known as TSSE)</b>	Indefinite	1 member or officer	The appointee is a member of the company but not a director. Attendance is required only at the annual meeting which is held during the day in various locations in the south east.	n/a	Rob New (June 2016) Ed Skinner attends the meetings.	Officer representative
Health & Social Care	<b>Portsmouth Disability Forum</b> (Registered Charity and Company)	Annual	2	The meetings are usually held 4x /year at 10:30.		Jennie Brent + vacancy	Jennie Brent
	<b>PHT (Council of Governors)</b>	Two years	1	The meetings are usually held 5x / year at QA Hospital.	2018	Luke Stubbs (10 Nov 16)	Will Purvis
Housing	<b>Lord Mayor of Portsmouth's Coronation Homes - Board</b>	ex officio	1	There are six meetings / year in Portsmouth at 10am.	ex-officio	Lord Mayor	Lord Mayor
	<b>Portsmouth and Havant Joint Housing Group</b>	Annual	5	Only meets when required.	2018	Jennie Brent Darren Sanders + vacancies (June 17)	No appointments until meeting needed
Leader	<b>Fitzherbert &amp; Moody</b>	4 years	2 Not necessarily elected members.	It usually meets twice a year at St Mary's Vicarage.	2019	David Fuller and Julie Bird (June 2015)	David Fuller Luke Stubbs



Appointing body	Name of Body	Period of service	Number of Appointees required	Notes	Renewal	Current Representatives	Nominations
Leader	Fratton Big Local	Annual	1 Fratton Ward Councillor	The meetings are usually on the first Tuesday or the month except 10 April and 12 June.	2018	Julie Bird	Dave Ashmore
	Hampshire & Isle of Wight Local Government Association	Annual	3	The meetings are usually held quarterly. The next meeting is 15 June 9:30 - 12 at HCC.	2018	Donna Jones Lee Mason Gerald Vernon-Jackson (June 17)	Lee Mason Officer
	Hampshire & Isle of Wight Community Foundation	5 years	1 Must be a Councillor.	No details are available.	2022	Lee Mason	Rob Wood OR Matthew Winnington
	Improvement & Efficiency South East (IESE) LGA representative	Annual	1	The meetings are usually held 2x/ year in London.	2018	Ryan Brent (June 17)	Darren Sanders
	Improvement & Efficiency South East (IESE) LGA representative - Non Exec Director	ongoing	1	The meetings are at least twice a year in London.	n/a	Lee Mason	Lee Mason
	Port Advisory Board	On-going	1 ex-officio (Cabinet Member for PRED) + 5 Plus deputies if required	The meetings are held 3x/ year.	ex-officio	Simon Boshier, Donna Jones, Frank Jonas, John Ferrett and Gerald Vernon-Jackson) June 2017	Ben Dowling (ex-officio) Hugh Mason Gerald Vernon-Jackson Donna Jones Frank Jonas Plus 1 Labour
	Portsmouth Cultural Trust	Every 4 years	2	The meetings are held bi-monthly.	2020	Luke Stubbs Linda Symes	Steve Pitt Ben French
	Portsmouth Naval Base Property Trust	3 years	2	No details are available.	2020	Frank Jonas Lee Mason	Leo Madden Steve Pitt
	Public Service Board	Ex officio for the Leader.	1	The meetings are usually held in September and March.	ex-officio	Donna Jones	Gerald Vernon-Jackson (ex-officio as Leader)



Appointing body	Name of Body	Period of service	Number of Appointees required	Notes	Renewal	Current Representatives	Nominations
Leader	<b>PUSH (Partnership for Urban South Hampshire) Joint Committee</b>	Annual	1 + 1 deputy	The meetings are held 6x/ year.	2018	Donna Jones Luke Stubbs (deputy)	Gerald Vernon-Jackson with Ben Dowling as deputy
	<b>PUSH Overview &amp; Scrutiny Committee</b>	For time being	1 + deputy	The meetings are held 3x/ year.		John Ferrett	Donna Jones Labour representative
	<b>SIGOMA (Special Interest Group of Municipal Authorities admin by the LGA)</b>	Annual	1 + deputy	The next meeting will be on 4 July in Birmingham at 12:30. Future meetings will be approximately quarterly. Not all meetings are in Birmingham.	2018	Lee Mason (June 17)	Lee Mason
	<b>St Thomas's Cathedral Council</b>	Annual	1	The meetings are usually held 3x/ year.		Ryan Brent	
PRED	<b>Building Control Partnership</b>	Annual	1	The meetings are usually held 2x/ year. The next one will be on 20 September.	2018	Donna Jones (June 17)	Ben Dowling / Claire Upton-Brown
	<b>Hampshire Buildings Preservation Trust – Annual Meeting (Registered Charity)</b>	Annual	1	The AGM will be held on Monday 19 November at 10:30 in Whitchurch Silk Mill.	2018	Lee Mason (June 17)	
	<b>Minerals and Waste Development Framework Members' Steering Group</b>	Annual	Ex officio for Cabinet Member PRED.	This group is not currently sitting as it is linked to the formulation of the Minerals & Waste plan. Meetings will be arranged as and when needed.	2018	Donna Jones	Ben Dowling (ex officio)
	<b>PATCH Ltd (Registered Company)</b>	Annual	Up to 3	The meetings are held on the 2nd Monday of each month (except July and August) 2-4pm in the Brook Club, Somerstown Central.	2018	Ryan Brent Rob Wood (& T Wood is a Director in his own right).	Rob Wood + 2
	<b>Solent Forum</b>	Annual	1	The steering group will be held on 21 June in Winchester and the Solent Forum meeting on 10 October in Southampton. These meetings are held in rotation in Southampton, Portsmouth and Cowes.	2018	Donna Jones (June 17)	Gerald Vernon-Jackson

Appointing body	Name of Body	Period of service	Number of Appointees required	Notes	Renewal	Current Representatives	Nominations
PRED	<b>Tourism South East</b> (Registered Company)	Annual	2	The meeting will be held in September.	2018	David Tompkins (Feb 2018) Scott Payter-Harris (June 2017)	Steve Pitt Scott Payter-Harris
	<b>Caen/ Portsmouth Friendship Committee</b>	3 years	5 including the Leader and Lord Mayor + 2	Currently the official meetings are taking place every second month . The Caen and Duisburg friendship committees merged.		Linda Symes plus vacancy, Terry Hall, Lee Mason, Will Purvis, Donna Jones & David Fuller	Not specified
	<b>Haifa/ Portsmouth Friendship Committee</b>	2 years	5	The committee usually meets on a bi-monthly basis but sometimes meets more frequently if there is an event planned. The meetings are usually held in the Civic Offices, late afternoon.	2018	John Ferrett, Frank Jonas, Ken Ellcome, Colin Galloway Hugh Mason (June 2016)	Hugh Mason Frank Jonas Lee Mason
	<b>South East Employers</b>	Annual	2 (+ 2 deputies may also be appointed to attend full meetings of SEE on behalf of the authority's representatives)	There is a meeting on 11 July and one in December.	2018	Lee Mason John Ferrett with Stephen Morgan & Jim Fleming as standing deputies	Jim Fleming
Traffic and Transportation	<b>National Parking Adjudication Service Management Committee - <u>now</u> known as Parking &amp; Traffic Regulations Outside London (PATROL)</b>	Ex officio Cabinet Member for T&T	1	The meetings are arranged on an ad-hoc basis.	ex-officio	Simon Boshier	Lynne Stagg (ex officio)
	<b>Solent Transport Joint Committee (formerly known as Transport for S Hants - Joint Cttee</b>	Annual	1 Normally Cabinet Member for T&T.	There are 2 formal meetings a year (April, October) and 2 Chair's briefings about 3 weeks before the formal meetings	2018	Simon Boshier	Lynne Stagg

	<b>Transport Liaison Group</b>	Annual	4 ex officio ( Cabinet Member + group spokespersons)	The meetings are normally held every four months.	ex-officio	Simon Boshier Yahiya Chowdhury Lynne Stagg	Lynne Stagg Simon Boshier Yahiya Chowdhury
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