

# NOTICE OF MEETING

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## **CABINET MEMBER FOR COMMUNITIES AND CENTRAL SERVICES**

**THURSDAY, 24 MARCH 2022 AT 3.00 PM**

## **COUNCIL CHAMBER - THE GUILDHALL**

Telephone enquiries to James Harris - Senior Local Democracy Officer 02392 606065  
Email: james.harris@portsmouthcc.gov.uk

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

### **Information with regard to public access due to Covid precautions**

- Following the government announcement 'Living with COVID-19' made on 21 February, attendees will still be requested to undertake an asymptomatic/ lateral flow test within 48 hours of the meeting until the end of March (This guidance will be updated at that point). Around one in three people who are infected with COVID-19 have no symptoms so could be spreading the virus without knowing it. Asymptomatic testing – getting tested when you don't have symptoms - helps protect people most at risk by helping to drive down transmission rates.
- We strongly recommend that attendees should be double vaccinated and have received a booster.
- If symptomatic we encourage you not to attend the meeting but to stay at home, avoid contact with other people and to take a PCR test in line with current UKHSA advice.
- We encourage all attendees to wear a face covering while moving around crowded areas of the Guildhall.
- Although not a legal requirement, attendees are strongly encouraged to keep a social distance and take opportunities to prevent the spread of infection by following the 'hands, face, space' and 'catch it, kill it, bin it' advice that also protects us from other winter viruses.
- Hand sanitiser is provided at the entrance and throughout the Guildhall. All attendees are encouraged to make use of hand sanitiser on entry to the Guildhall.
- Those not participating in the meeting and wish to view proceedings are encouraged to do so remotely via the livestream link.

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## Membership

Councillor Chris Attwell (Cabinet Member)

## Group Spokespersons

Councillor George Fielding  
Councillor Lee Mason

Councillor Jeanette Smith

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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.**

## A G E N D A

- 1      **Apologies for Absence**
  
- 2      **Declarations of Interest**
  
- 3      **Portsmouth City Council Records Management Policy Review (Pages 3 - 22)**  
  
The purpose of this report is to seek the Cabinet Member's approval of minor revisions to council's Records Management Policy made as a result of routine review. The revised Policy is attached as Appendix 1.  
  
**RECOMMENDED that the Cabinet Member for Communities and Central Services approves the revised Records Management Policy which forms Appendix 1 of this report.**
  
- 4      **Monitoring of the Third Quarter 2021/22 Revenue Cash Limits (Pages 23 - 30)**  
  
The purpose of this report is to inform the Cabinet Member and Opposition Spokespersons of the forecast revenue expenditure for the year compared with the cash limited budget.

**Recommended that the report be NOTED.**

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>