



NOTICE OF MEETING

CABINET

TUESDAY, 21 MARCH 2023 AT 12.30 PM

COUNCIL CHAMBER - THE GUILDHALL, PORTSMOUTH

Telephone enquiries to Anna Martyn - Tel 023 9283 4870
Email: Democratic@portsmouthcc.gov.uk

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

Public health guidance for staff and the public due to Winter coughs, colds and viruses, including Covid-19

- Following the government announcement 'Living with Covid-19' made on 21 February 2022 and the end of universal free testing from 1 April 2022, attendees are no longer required to undertake any asymptomatic/ lateral flow test within 48 hours of the meeting; however, we still encourage attendees to follow the public health precautions we have followed over the last two years to protect themselves and others including vaccination and taking a lateral flow test should they wish.
- We strongly recommend that attendees should be double vaccinated and have received any boosters they are eligible for.
- If unwell we encourage you not to attend the meeting but to stay at home. Updated government guidance from 1 April 2022 advises people with a respiratory infection, a high temperature and who feel unwell, to stay at home and avoid contact with other people, until they feel well enough to resume normal activities and they no longer have a high temperature. From 1 April 2022, anyone with a positive Covid-19 test result is still being advised to follow this guidance for five days, which is the period when you are most infectious.
- 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 protects us from coughs, colds and winter viruses, including Covid-19.
- 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.

Membership

Councillor Gerald Vernon-Jackson CBE (Chair)

Councillor Suzy Horton (Vice-Chair)

Councillor Chris Attwell

Councillor Jason Fazackarley

Councillor Kimberly Barrett
Councillor Darren Sanders
Councillor Lynne Stagg

Councillor Lee Hunt
Councillor Steve Pitt
Councillor Matthew Winnington

(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

Apologies for Absence

Declarations of Interests

Record of Previous Decision Meeting - 21 February 2023 and 7 March 2023 (Pages 5 - 12)

A copy of the record of the previous decisions taken at Cabinet on 21 February 2023 is attached. The record of the decision meeting on 7 March 2023 is to follow.

Hilsea Community Centre - Feasibility Outcome (Pages 13 - 28)

Purpose

To provide Cabinet with and update on work to establish the feasibility of a new community centre in the Hilsea Ward.

RECOMMENDED that the Cabinet

- 1. Note the outcome of the work to find a suitable location for a potential new community centre in the Hilsea ward.**
- 2. Agree that in light of the conclusions of the feasibility work that Portsmouth City Council funding and/or building a new community centre is not feasible.**
- 3. Instruct officers to continue to work with VIVID to bring back into use an existing community centre located in the Hilsea Ward at Howard Road to the benefit of the community.**
- 4. Note the progress of a Youth Investment Fund bid in the Hilsea Ward utilising the VIVID owned community centre located in Howard Road which complements the facility and would work alongside a community centre.**
- 5. Note the potential for further community space to be available arising from the Hilsea Linear Park consultation and asks that the design of a social housing scheme at Hilsea Lodge considers including a community room/space.**
- 6. Note the work to engage existing property owners in the Hilsea Ward,**

specifically, Gatcombe House and the Rugby Club to promote a community hire rate and the positive outcome of those discussions.

Widening Participation in Local Democracy (Pages 29 - 36)

Purpose

To summarise the steps currently being undertaken to encourage participation in the electoral process and what further measures can be taken to increase participation.

Member Champions Annual Update (Pages 37 - 46)

Purpose

To update Cabinet on the work of Member Champions during the 2022/23 municipal year.

Development of equalities and diversity strategy (Pages 47 - 60)

Purpose

To update Cabinet on work undertaken to support the development of a new equalities and diversity strategy for the council.

PFI - The Way Forward (Pages 61 - 72)

Purpose

1. The purpose of this report is to summarise PCC's current contractual and commercial position in relation to the PFI Highways Maintenance Contract.
2. To note the transfer to the Regeneration Directorate and proposed arrangements to manage the contract.
3. To note the contract ends on 31 March 2030 and make members aware of the process of contractual Handback.
4. To note the first steps in preparing for highways maintenance that follows the end of the PFI contract.

Proposed extension to Shared Service Provision of Emergency Preparedness, Resilience and Response Services (Pages 73 - 86)

Purpose

To recommend extending the service level agreement with Southampton City Council in relation to the full provision of the emergency preparedness, resilience, and response (EPRR) function.

RECOMMENDED that the Cabinet

1. **Gives the Director: Culture, Leisure, and Regulatory Services (CLRS) delegated authority to extend the Service Level Agreement (SLA) with Southampton City Council for the continued provision of the joint emergency preparedness, resilience, and response function with effect from 1st April 2023 at the latest for a further 5 years upon such terms and conditions as the Service Director: CLRS considers appropriate.**
2. **Gives the Director: Culture, Leisure, and Regulatory Services (CLRS)**

delegated authority to employ such staff as are reasonably required to undertake the services under the SLA.

Climate Change - A Year in Review (Pages 87 - 92)

Purpose

To provide an overview of climate change activities that have been delivered in the previous year and activities that are underway.

Support for armed forces families (Pages 93 - 96)

Purpose

To update the Cabinet on work to renew Portsmouth City Council's affiliation with His Majesty's Naval Base, Portsmouth, and provide a summary of on-going priorities for providing support to support serving families.

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

Agenda Item 3

CABINET

RECORD OF DECISIONS of the meeting of the Cabinet held on Tuesday, 21 February 2023 at 12.00 pm at the Guildhall, Portsmouth

Present

Councillor Gerald Vernon-Jackson CBE (in the Chair)

Councillors Suzy Horton
Chris Attwell
Kimberly Barrett
Darren Sanders
Jason Fazackarley
Lee Hunt
Steve Pitt
Matthew Winnington

4. Apologies for Absence (AI 1)

Apologies were received from Councillor Lynne Stagg. David Williams, Chief Executive, and Sarah Daly, Director of Children's Services, had also sent their apologies.

5. Declarations of Interests (AI 2)

Councillor Vernon-Jackson declared an interest in agenda item 6 (Portico Shipping Limited - 2023/24 Budget and 2024/25 to 2025/26 Forecast) in that he is a director of the company. He would leave the meeting for this item.

6. Previous Decision Meetings - 22 November 2022, 13 December 2022 and 17 January 2023 (AI 3)

DECISION - The record of decisions from the meetings held on 22 November 2022, 13 December 2022 and 17 January 2023 were approved as a correct record.

7. Portsmouth City Council Budget and Council Tax 2023/24 and Medium Term Budget Forecast 2024/25 to 2026/27 (AI 4)

Chris Ward, Director of Finance & Resources (S151 Officer), introduced the report. He informed members that the Scrutiny Management Panel had considered the report at a meeting on Friday 17 February and had not been minded to make recommendations.

Councillor Gerald Vernon-Jackson, commented that he had three area of concern, the first being that there were failures at government level to support local councils in relation to social services which put more pressure on the NHS. Secondly, the council had invested in the now unused port border crossing which had been built to government specification, resulting in a funding gap of £6m. The city will invest the first £3m in an air quality improvement project now while the council waits for a £20m government grant as this will allow ferries and cruise ships to turn their engines off while in port.

Councillor Lee Hunt endorsed these comments adding that the money spent on the border crossing could have been put to better use to support residents in the city.

Councillor Matthew Winnington noted that cuts have affected all councils. Council leaders speaking at a recent conference agreed that sustainable funding for adult and children's social care is needed across the county. He thanked the Director of Finance and Resources and his teams across the council for their hard work in delivering the budget.

DECISIONS:

Cabinet recommended to Council that the recommendations set out in section 3 of the report be approved.

8. Exclusion of Press and Public (AI 5)

The confidentiality of the exempt appendices in agenda items 6 (Portico Shipping Limited – 2023/24 Budget & 2024/25 to 2025/2026 Forecast) and 7 (Recycling Infrastructure Update) was maintained as there was no direct reference to the exempt appendices.

It was agreed to alter the order of business to hear agenda item 9 - Portico Shipping Limited - 2023/24 Budget and 2024/25 to 2025/26 Forecast at the end of the meeting.

Councillor Gerald Vernon-Jackson left the meeting for Item 9 - Portico Shipping Limited - 2023/24 Budget and 2024/25 to 2025/26 Forecast.

Councillor Suzy Horton took the Chair for this item.

9. Portico Shipping Limited - 2023/24 Budget and 2024/25 to 2025/26 Forecast (AI 6)

Mike Sellers, Port Director and Mark Webb, Finance Manager (Port) introduced the report. Mike Sellers explained that this was a shareholder report and that following the approval of revised Articles of Association which were approved amended last year, Portico must submit a Business Plan for approval by the council as shareholder. The Business Plan is also subject to scrutiny by the Company Advisory Group Chaired by Councillor Pitt. The company will be subject to an independent review process to assess whether the loan facility initially agreed by Cabinet in 2019 will continue to be a worthwhile investment beyond the next 12 months.

Councillor Steve Pitt commented that that the independent review will assess whether Portico is delivering the best return for the council. He thanked those councillors taking part in the cross-party Company Advisory Group meetings and encouraged others to do so. There would, he added, be an update on the independent review later in year.

DECISIONS - that the Cabinet:

- 1) Approved the Company's annual Business Plan, as set out in Appendix A of the report.**
- 2) Noted the likely call-down of up to £1.8 million from the £15 million loan approved within the Council's existing Capital Programme in the Financial Year 2023/2024, as set out in exempt Appendix 3.**
- 3) Noted that the Council will carry out an independent assessment of the future business plan of the Company in comparison to reasonable alternatives to ensure that ongoing Council support provides the best financial return to the Council. This should be carried out and reported back to Cabinet ahead of the 2024/25 budget before any further Revenue or Capital Budgets are approved.**

Councillor Gerald Vernon-Jackson took the Chair for the following items.

10. Recycling Infrastructure Update (AI 7)

David Emmett, Head of Waste Management Services, introduced the report adding that the new materials recovery facility (MRF) will enable kerbside recycling services including glass.

Councillor Kimberley Barrett commented that this work was needed to comply with the requirements for consistency in kerbside recycling services set out in the Environment Act 2021. Residents also want kerbside collection for recyclable materials, and this was the next step in the process. Portsmouth was ahead of many other authorities in relation to food recycling which was proving successful, and she thanked officers for their work to deliver these improvements.

Councillor Lee Hunt offered his congratulations to the Cabinet Member for Climate Change and Environment, adding that considerable progress had been made in a short time. He encouraged use of the new plastic collection bins and welcomed kerbside collection of glass.

DECISIONS:

- 1) That Cabinet approved the requirement for a new Materials Recovery Facility (MRF) at Chickenhall Lane in Eastleigh and the associated necessary works to the WTS network, as outlined in this report subject to approval by the Director of Finance and Resources to incur expenditure in line with the sum in the approved capital programme. It is additionally subject to continued support for the scheme from tripartite disposal authority partners HCC and SCC, and Hampshire district authorities.**
- 2) That approval was given to procure, spend and enter into the necessary contractual arrangements, in consultation with the City Solicitor and Monitoring Officer, to implement the proposed development of the new MRF and associated works to the WTS**

network as set out in this report to be funded from prudential borrowing from the Public Works Loan Board.

- 3) That authority to make the arrangements to implement the scheme, including minor variations to the design or contract, be delegated to the Director of Housing, Buildings and Neighbourhood Services in consultation with the Director of Finance and Resources as appropriate.**

11. Draft Parks and Open Spaces Strategy (AI 8)

Claire Watkins, Business Development and Projects Manager and Adrian Rozier, Parks Development Manager, were present to introduce the report. Claire Watkins noted that in recent years there have been changes to national and regional and local policy and increasing emphasis on wellbeing and concern about the environment. The consultation process will include reaching out to national, regional and local organisations together with neighbouring authorities.

Members thanked officers and the Parks team and noted that the strategy had been in development for some time. Councillor Steve Pitt commented that the usage of parks and open spaces remained high, had not returned to pre-Covid levels and that it was important to have a plan to protect these spaces into the future.

Councillor Matthew Winnington noted it was important to make the best use of open spaces and parks for health and wellbeing including in relation to neurodiversity and dementia.

Councillor Lee Hunt noted that although the city does not have as many open spaces as other cities, it benefits from a huge number of volunteers who work to support places such as Hilsea Lines. He also commented that some areas such as Pilgrims Way and Stamshaw Park have already seen work to decrease mowing with a resultant increase in wildflowers and species diversity. This strategy would not operate in isolation but would link together with others.

DECISIONS:

- 1) That approval be given for the wider distribution of the draft Parks and Open Spaces strategy for consultation.**
- 2) The strategy will be reviewed following receipt of any responses and brought back to Cabinet at a future date for adoption.**

12. Milton Common Local Nature Reserve Mitigation and Management Framework (AI 9)

Ian Maguire, Assistant Director Planning and Economic Development, and Ben Edmonds, Planning Officer, were present to introduce the report. Ian Maguire informed members that the new framework updates and will supersede the Milton Common Local Nature Reserve Restoration and Management Framework, which was adopted by the City Council in 2015. The updated Framework, reflects changes that have occurred since 2015, including the sea defence work. Evidence relating to usage and habitat provision has been

updated as has relevant changes to legislation and guidance. Overall, the proposed management framework now seeks a total contribution of £4.2m from developers in the area, up from £3.4m under the current 2015 Framework.

Councillor Gerald Vernon-Jackson commented that Milton Common was land reclaimed from the sea and used to be a rubbish tip. Now it is a thriving nature area under the care of people like Donna, one of the city's rangers. Councillor Lee Hunt endorsed these comments adding that it was important to note that the new framework would bring £1m additional funding to the area.

DECISIONS - That Cabinet approved and adopted the update to the Milton Common Local Nature Reserve Mitigation and Management Framework subject to any comments from Natural England being addressed.

13. Coastal Schemes Achievements (AI 10)

Tristan Samuels, Director of Regeneration and Guy Mason, Coastal Team Leader, were present to introduce the report. Guy Mason informed members that the Southsea and the North Portsea Island Coastal Schemes are being delivered as sustainable construction projects with zero waste. Other benefits include working with and supporting natural habitats as well as producing surprising historic finds. The Scheme will cover 4.5km of Portsmouth coastline and Long Curtain Moat (Frontage 1) opened earlier in the month. Guy Mason confirmed that the project will protect 14,000 homes, 1,200 businesses and heritage sites such as Southsea Castle from flooding for the next 100 years. The work has received good reviews so far and is expected to complete in 2028 with £0.25 billion funding confirmed and further funding being sought to cover inflation and other costs. The project has received national recognition for its eco initiatives such as the concrete tide pools and eco wall which are being introduced.

Councillor Gerald Vernon-Jackson offered his congratulations on the completion of Long Curtain Moat which has been well received though he believed more dog bins were needed.

Councillor Steve Pitt commented that he had visited Long Curtain Moat with other Councillors and the Lord Mayor on the day it opened, and it was stunning. Award winning experts in their field were involved in the project and there was an extensive communications programme in place to explain what was happening each step of the way. The next stage would include enhancement work to make the seafront as fun and attractive as possible as well as protect homes and business. He noted that dog owners do not need dog bins, any bin may be used for dog waste. Councillor Pitt commented that it was appropriate that the formal opening would be held by the Lord Mayor in the next few weeks, as it was Councillor Hugh Mason who has worked tirelessly for many years to secure this project notwithstanding unhelpful remarks about it by some, including the MP for Portsmouth South.

Members thanked officers, Councillor Hugh Mason and Councillor Steve Pitt for their work on the project.

Councillor Lee Hunt endorsed Councillor Pitt's comments and noted the significant investment in the project and the protection it would provide to homes and businesses in Southsea.

Councillor Matthew Winnington commented that the archaeological finds it had revealed had been fascinating, noted that engagement had been excellent from the beginning and that active travel would also benefit.

Councillor Kimberley Barrett added that the project showed clear ambition going forward regarding climate change and environment. Innovations such as the rock pools and eco wall are already being inhabited and have been recognised nationally and internationally.

Guy Mason confirmed that molluscs have started inhabiting the rock pools and that seed rocks at Southsea Castle would speed up the colonisation of the new structure and provide feeding matter for birds.

The Cabinet noted the report.

14. UK Shared Prosperity Fund (AI 11)

Jane Lamer, Head of Economic Development and Skills, introduced the report, informing members that it was a key strategy to the levelling up agenda. Portsmouth received an allocation of £1.4m over 3 years, significantly less than anticipated based on previous European Social Fund (ESF) delivery and the Community Renewal Fund (CEF) pilot which was a trial for UKSPF. Confirmation of £172k was received in December 2022 and will be allocated to support three priorities - Community and People, Local Business and People & Skills.

In response to members questions, it was confirmed that Portsmouth's allocation under the CRF pilot, which the UKSPF replaces, was £1.7 over nine months. The UKSPF is £1.4m over three years.

Councillor Steve Pitt noted that the funding is rear loaded, with most being allocated to year three. He commented that the ESF had provided funding to help get people back into work, empowering people and make better lives. The UKSPF falls short of that. Councillor Jason Fazackarley advocated patience.

The Cabinet noted the report.

15. Parking Strategy (AI 12)

Felicity Tidbury, Assistant Director Regeneration, and Hayley Chivers, Transport Planning Manager, were present to introduce the report. Hayley Chivers informed members that the report set out the key areas for consideration in the new parking strategy and timescales. She noted that key to this would be balancing car usage and alternative modes of transport and that the work would take place alongside the Parking Supplementary Planning Document (SPD) and the emerging Local Plan.

Councillor Matthew Winnington thanked officers and endorsed the report on behalf of Councillor Lynne Stagg, Cabinet Member for Traffic and Transportation. Councillor Winnington noted that car ownership in the city continued to rise, and this was not sustainable. The city was already congested, this had an adverse impact on air quality and alternative forms of transport needed to be considered.

Councillor Lee Hunt agreed that parking was a significant issue in the city as many streets are not made for so many cars. He added that 17,000 new homes could bring an additional 20,000 cars to the city and that more buses and better mass transport was needed.

The Cabinet noted the report.

The meeting concluded at 1.10pm.

Signed
Councillor Gerald Vernon-Jackson CBE
Leader of the Council

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Agenda Item 4



Portsmouth
CITY COUNCIL

Title of meeting:	Cabinet
Date of meeting:	21st March 2023
Subject:	Hilsea Community Centre Feasibility Outcome - Hilsea Ward
Report by:	James Hill - Director for Housing, Neighbourhood and Building Services and Stephen Baily, Director of Culture, Leisure and Regulatory Services
Authors:	Kelly Nash - Corporate Performance Manager & James Daly - Culture Development Projects Manager
Wards affected:	Hilsea
Key decision:	No
Full Council decision:	No

1. Purpose of report

- 1.1. To provide Cabinet with and update on work to establish the feasibility of a new community centre in the Hilsea Ward.

2. Recommendations

- 2.1. Cabinet is asked to note the outcome of the work to find a suitable location for a potential new community centre in the Hilsea ward.
- 2.2. Cabinet agrees that in light of the conclusions of the feasibility work that Portsmouth City Council funding and/or building a new community centre is not feasible.
- 2.3. Cabinet instructs officers to continue to work with VIVID to bring back into use an existing community centre located in the Hilsea Ward at Howard Road to the benefit of the community.
- 2.4. Cabinet notes the progress of a Youth Investment Fund bid in the Hilsea Ward utilising the VIVID owned community centre located in Howard Road which complements the facility and would work alongside a community centre.
- 2.5. Cabinet notes the potential for further community space to be available arising from the Hilsea Linear Park consultation and asks that the design of a social housing scheme at Hilsea Lodge considers including a community room/space.



- 2.6. Cabinet notes the work to engage existing property owners in the Hilsea Ward, specifically, Gatcombe House and the Rugby Club to promote a community hire rate and the positive outcome of those discussions.

3. Background

- 3.1 At the Full Council meeting on the 19th of July 2022¹, a notice of motion was passed which asked the Cabinet Member for Housing & Preventing Homelessness & the Cabinet Member for Culture, Leisure and Economic Development, to find suitable locations for a potential new community centre within Hilsea ward and report back to Cabinet regarding the feasibility to open a new community centre in Hilsea.

- 3.2 A range of feasibility activity has been undertaken working with and alongside community engagement activity in the Hilsea Ward linked to Hilsea Linear Park and Hilsea Lodge which provided valuable insight in the views of residents. The feasibility work sought to provide a range of useful information to help assess the need for a new community centre in the Hilsea ward, including, the availability to the community of existing space, the costs to build and operate a community centre.

- 3.3 Though the feasibility work does not support the need in the Hilsea Ward for a new community centre, it emerged that, alongside open and available community space within the Hilsea Ward, there was an existing purpose-built community centre located in Howard Road which could be brought back into use for the benefit of the community. The feasibility work also found opportunity to engage owners of property in the Hilsea Ward, currently available for general hire, to consider a community use hire rate. The feasibility work also highlighted the potential for new community space to be generated as a result of the plans for the Hilsea Lido (Hilsea Linear Park) and for the potential inclusion of a community room/space. The recommendations flow from the feasibility work.

- 3.4 The Director of Culture, Leisure and Regulatory Services has agreement from the owner of Gatcombe House and the Rugby Club that they will offer a reduced hire rate for Hilsea residents.

4 Community Capacity & defining community centres

4.1 Community Capacity

Most of the community centres that Portsmouth City Council supports are run by community associations, which were largely developed from the community by the community based on an identified need. If it is decided to develop a new service or facility for Hilsea, it will be critical to work on capacity within the community to manage it.

¹ [Amendment to Notice of Motion C \(portsmouth.gov.uk\)](https://www.portsmouth.gov.uk)



Some community centres are owned by Portsmouth City Council in its Housing Revenue Account (HRA) and a small number are directly managed by the housing services. There are characterised by a break down in the previous community association operation and can only be held and managed by the housing service where it can be demonstrated that they are directly benefiting PCC social housing tenants. The HRA has entered a period of financial pressure with a structural deficit to resolve limiting its ability to support non-core landlord functions.

Our shared city vision, Imagine Portsmouth, sets our aspirations for:

- A happy and healthy city
- A city with a thriving economy
- A city of lifelong learning
- A city rich in culture and creativity
- A city with easy travel
- A green city

Imagine Portsmouth also outlines the following values:

- We believe in collaboration
- We believe in equality
- We believe in respect
- We believe in our innovation
- We believe in our community

Our experience of delivering a range of community projects suggests that services need to be shaped using a co-production model. The most successful community centres are community driven, with support from Portsmouth City Council and other agencies. In general, people derive more ownership and engagement from services that are done by and for, rather than to.

The NHS defines Co-Production as:

a way of working that involves people who use Health and Care services, carers and communities in equal partnership; and which engages groups of people at the earliest stages of service design, development and evaluation. Co-production acknowledges that people with 'lived experience' of a particular condition are often best placed to advise on what support and services will make a positive difference to their lives. Done well, co-production helps to ground discussions, and to maintain a person-centred perspective.

Co-production is also described as including the following values and behaviours:

- Ownership, understanding and support of co-production by all
- A culture of openness and honesty
- A commitment to sharing power and decisions with citizens
- Clear communication in plain English
- A culture in which people are valued and respected.



PCC has been carrying out a community engagement exercise in Hilsea related to the recent successful bid to the Levelling Up Fund Round One. It will be important to incorporate the lessons from this engagement, and it will also be important to carry out a similar engagement exercise related to any potential new service or facility.

4.2 Defining Community Centres

The former Department for Communities and Local Government funded the Our Place programme between 2014 and 2016, which was delivered by Locality and other partners and emphasised the need for a community-led approach. The project's final report defined Community Hubs as places that 'Put communities at the heart of service delivery, neighbourhoods coming together with local people to identify and work on issues that matter most to them'.

The Our Place project further defined community hubs as:

- Most commonly operating out of buildings, from which multi-purpose, community-led services are delivered.
- Often hosting other partners and access to public services. These co-location approaches are an efficient and effective use of resources.
- They are in themselves a good use of local assets, and the model can help to underpin an enterprising and resilient community organisation.
- They provide services for the community, but also by the community. Local people are involved both in making decisions about how services are run, how buildings are managed, and also supporting delivery through volunteering.
- They are typically run and managed by a dedicated community organisation, but in other instances they may be owned or managed by a public agency such as a housing association, or local authority but with substantial input and influence from the community.
- They need an income to be sustainable and ensure they will be there in years to come. A range of income sources is usually required to cover all of the costs for looking after the building, and running the activities, e.g., grants, donations, hiring out space, delivering contracts, etc.
- Effective community hubs make use of good ideas and resources within the community and are able to adapt to changing circumstances.

The project outlines eight steps to establishing a community hub:

- Understand local needs and demand
- Establish a clear vision and mission with your community
- Develop partnerships, and build relationships
- Develop your strategic objectives
- Develop a business model for your hub
- Secure support and resources to make it happen



- Acquire any assets required
- Establish an appropriate governance structure

A recent study by Built-ID assessed why people are not attending community centres. It found that 85% of residents had either rarely visited or had never visited their local community centre, with almost half saying they didn't even know it existed. Of the 85% of residents who had rarely or never visited their local community centre, 41% said that this was because it didn't provide enough activities that they enjoy.

The study found that people are looking for community centres to support skills development, from employment workshops to cooking classes alongside providing sport facilities for young people and community events to combat social isolation.

COVID-19 has also had an impact as the shift to working from home has resulted in greater demand for community centres to provide flexible workspace. Therefore, there is increasingly a desire for community space to be outdoor space with huge growth in demand for amenities such as outdoor gyms and community gardens.

Bearing in mind the need for community engagement and the different models that could be adopted, at this stage, it would be best to keep an open mind regarding what any new community provision could look like - both physically, and in terms of how it might be delivered.

5. Feasibility Work Undertaken

5.1 Demographic analysis

The following statistics are taken from a ward profile based on the 2011 census and the 2015 Index of Multiple Deprivation:

- Hilsea is home to a higher proportion of children and older people than the Portsmouth average, and the working age population is proportionately smaller.
- 19.1% of residents in Hilsea are aged 0-15, and 15.8% are aged 65+.
- 95.5% of residents speak English.
- 91% of residents were born in the UK, 2.7% in Europe and 6.3% the rest of the world.
- Hilsea ward has a less ethnically diverse population than Portsmouth as a whole (16.0%), and with more born in the UK than Portsmouth (88.7%).
- 3.8% of households in Hilsea are overcrowded.
- The average household size in Hilsea is 2.4.
- 64.9% of residents in Hilsea own their own home, 14.5% live in social housing and 19.1% are privately renting.

- 69.6% of residents in Hilsea live in some kind of house, and 30.5% live in flats.
- 17% of residents have a long-standing illness or disability.
- 25.2% of residents have no access to a car, compared to the Portsmouth average of 33.3%.
- 23.1% of people in Hilsea have no qualifications, while 20.8% have Level 4 qualifications or above (NVQ, diploma or equivalent).
- 31.8% of residents are economically inactive.
- 58.4% of residents travel less than 5 kilometres to work.

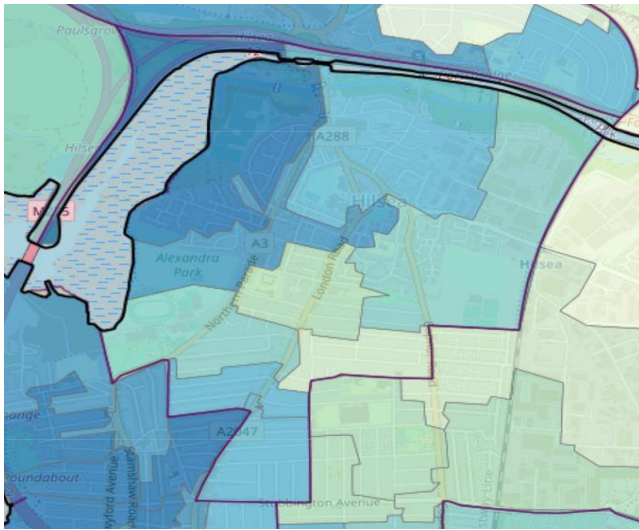
Although these statistics are based on the 2011 census and 2015 Index of Multiple Deprivation, they are the most recent available until the 2021 census results have been fully analysed.

The Local Area Health Profile for Hilsea ward contains the following health data:

	Hilsea	Portsmouth
Income Deprivation %	11.5	13.4
Unemployment %	4.5	5.5
Residents aged 0-15 %	19.5	18.3
Residents aged 16-24 %	9.3	10.5
Residents aged 65+ %	17.3	14.2
Population density per sq. km	4,674	5,313
IMD score	23.7	26.9
Child poverty	15.5	20.2
Older people in Poverty	14.8	17.1
Unemployment %	4.5	5.5
Overweight or obese in Year R %	25.8	25
Overweight or obese in Year 6 %	36.1	36.9
Emergency hospital admissions ratio	99.8	91.9
Incidences of all cancers ratio	106.2	106.9
People with long term illness or disability %	17	16
Life Expectancy at birth (Male)	79.9	78.4
Life Expectancy at birth (Female)	84.1	82.3
Deaths from all causes considered preventable ratio	94.7	124.4

The data suggests that health outcomes in Hilsea are fairly average for Portsmouth as a whole, and that some health factors are significantly better than the city average. Some wider social metrics such as income deprivation, unemployment and life expectancy are all slightly better than the Portsmouth average. Perhaps the most striking statistic is the wide variance between young and old people.

The 2019 Index of Multiple Deprivation ranks wards and Lower Super Output Areas by their relative deprivation compared to other wards in England.



The darker blue areas on the map show more deprived areas, while the lighter green/yellow areas are less deprived. The Index suggests that within Hilsea there are clusters of deprivation around the Hilsea Crescent area, the Naval estate north of Alexandra Park and the Woods area.

The Polar dataset gives statistics for the number of young people who progress into Higher Education. In Hilsea the ratio is 23.8%, which is very slightly higher than the Portsmouth average of 23.64%.

- In most respects Hilsea ward is fairly typical of Portsmouth as a whole.
- There is a relative disparity in age ranges in Hilsea ward, with disproportionate populations of younger and older people. This could suggest a focus on inter-generational community cohesion.
- Lack of connectivity could be a factor, as, whilst Hilsea has better socio-economic indicators than some wards, it is some distance from the city centre and civic amenities.
- Recent anti-social behaviour suggests that young people need to be a focus.

5.2 Hilsea Ward area appraisal of current and previous facilities

5.2.1 Current Facilities

- There is a Community Building in Howard Road called the Hilsea Hub which is owned by Vivid Housing. This is currently partially open but there is an opportunity for this space to be used.
- The Phoenix Naval community centre in Salerno Road is for service-based families only.
- St Francis Church in Northern Parade is part of the North End Ministry and has a hall for hire.
- The Blue Lagoon is a venue at Hilsea Lido. It mainly caters for weddings and events.



- Southdown View, the Vivid Housing development on the site of the old bus depot, has a community room.
- There is a Family Hub on Doyle Avenue.
- There are sports facilities at the Mountbatten Centre, the Gymnastics Centre, Hilsea Lido, ROKO (which is now owned by Portsmouth Football Club) and the Portsmouth Grammar School Playing Fields.
- In terms of public amenities Hilsea also has allotments at Horsea Lane and open spaces at Hilsea Lines and Alexandra Park.
- Gatcombe House is a serviced office complex with conference facilities and meeting rooms. A Grade II listed large country house, it was later offices for the former Hilsea Barracks and then a student hostel.

This is not an exhaustive list of existing community space but did highlight that within the Hilsea Ward there are a range of existing community spaces available.

5.2.2 Previous facilities

Portsmouth City Council previously supported a small community centre on Northern Parade, which was sited north of the junction with Hilsea Crescent but closed in 2001. This small centre had given cause for concern for some time prior to its closure. The major issue was the dominance of the bar and the very low level of community activity offered. There were also concerns about the bar operation, which escalated over time. There were also a number of incidents of violence and complaints from neighbours regarding noise and fighting in the street.

Various efforts were made to introduce proper procedures but with little success. There was therefore a public meeting held in September 1998 with Ward Councillors, the Chair of Leisure and the City Leisure Officer present. At that meeting it was made clear to the community that this was the last chance to operate the centre properly and in response to community needs. However little progress was made. On 2 February 1999 the charity committee called an Extraordinary General Meeting at which they notified their intention to resign and, if no effective committee was formed, to dissolve the Association. A small group did come forward, but the required changes still did not happen and in December 2000 a MIS item was publicised proposing the closure of the centre and the disposal of the site. No objections from Members were received and the centre was closed in March 2001.

Following closure, between June and September 2001, a community consultation exercise took place and the resulting report showed that:

- Residents in the immediate vicinity of the old centre were divided between those who wanted a new community hall on the site, preferably with a bar, and those who were opposed to reinstatement on the grounds of noise and nuisance.



- Residents in the remainder of the ward had no significant interest in a new community building on the existing site.
- Residents in general felt that the area was well provided for with community venues.
- No residents were identified who would be prepared to become involved in managing a community facility.

Whilst the centre closed over 20 years ago, the nature of its closure illustrates the need for sound governance and for an effective management from the community. It might also be that some older residents will recall the issues around its closure, and this might affect how proposals for new provision are viewed.

The Youth Service formerly managed a Youth Club on the City Boys School site, which for many years also hosted the city's Outdoor Education Unit. The site closed when the school transitioned to an Academy as the Trafalgar School and the site was redeveloped.

5.3 PCC owned sites and land

5.3.1 Appendix 1 shows the list of Portsmouth City Council owned buildings and land in Hilsea Ward. An appraisal of all confirmed that none are suitable for the use of a new community centre. Consideration went further to question if any could be repurposed as a community centre and the conclusion was that none lent themselves to that purpose.

5.3.2 Hilsea Lodge Site

5.3.2.1 Background

During the feasibility work the community engagement commenced on the future of the Hilsea Lodge site for housing. Given its location within Hilsea Ward consideration was given to the potential for the site to be used for a new community centre.

The Hilsea Lodge site was an adult social care residential care home, the building was moved into the housing general fund, to facilitate housing development. The original community engagement planned for 20 September 2022 was delayed due to the sad passing of HM the Queen and the funeral. The consultation took place on 15 October 2022 and provided an opportunity to understand the community thoughts on the future of the site and plans for housing.

Portsmouth's Housing and Economic Land Availability Assessment (HELAA) identifies the site as being capable of contributing to meeting housing need in the city. It has been listed as being capable of delivering 24 dwellings in the second period of the local plan (2028-2033).

The site is held within the housing general fund for housing development. The type and form of the housing to be provided is yet to be determined but the



intention is that the housing development will be developed within the Housing Revenue Account to provide some form of affordable council housing. The community engagement is seen as an important step in understanding what form of housing could be provided on the site.

The development will need to be sensitive to the context in the wider area and in particular the location of the Hilsea Lodge site next to accommodation, for example, the Russets, which is for the use of adults with learning difficulties. Adult Social Care will remain engaged as a stakeholder in the decision for the use of the Hilsea Lodge site.

Two 3-bedroom properties form part of the disused care home site and are in use as temporary accommodation for families.

5.3.2.2 Hilsea Lodge consultation

The consultation results from the Hilsea Lodge engagement will be published during March 2023.

The following information is taken from the engagement event and analysis.

The engagement events collected 416 separate community voices: 201 completed feedback forms from Party for Hilsea, 102 from the online survey, 51 from the walkaround Hilsea Ward, Katelyn and Charlie used to collect more opinions, 31 from the comment boxes the team placed in shops, libraries, gyms and other businesses around the ward and around 31 from home visits, emails and phone calls.

Hilsea Lodge Engagement Programme Data High Level Summary

Feedback from **416** local people who gave a total of **541** answers to the open question:

"Tell us about the Hilsea Lodge site. We want to build new housing on the Hilsea Lodge site, in Gatcombe Drive. What would you like us to think about when we put together plans in the future?"

The team collected the feedback from:

- Party for Hilsea (1,200 people) - 201 feedback forms
- Online survey - 102
- Walk around Hilsea - 51
- Comment boxes - 31
- Email - 23
- Post - 7
- Home visit 1

The 541 answers to the open question fell into these 11 categories (ranked in descending order of the number of comments received):



1. Housing - 178 answers - 32.9% of total answers
2. Amenities - 96 - 17.7%
3. Parking, Roads and Transport - 67 - 12.4%
4. Young People - 44 - 8.1%
5. Misc - 39 - 7.2%
6. Sustainability and Environment - 36 - 6.7%
7. Community space - 24 - 4.4%
8. Activities and Events - 21 - 3.9%
9. Wider area - 18 - 3.3%
10. Sport Facilities - 13 - 2.4%
11. Accessibility - 5 - 1%

5.3.2.3 Hilsea Lodge - Next Steps

The site remains an important element of the HELAA to provide residential housing. The consultation will help shape and inform the type of housing to be developed and has not returned feedback which changes the direction of travel. The design will consider how to address concerns like parking in the area and also the options for a community room/space benefiting the development and the wider community. The intention remains for the city council to retain ownership of the site and to develop the housing using its housing revenue account. The engagement results will be published in March 2023 and used to form the basis of a feasibility study which will be costed. A report will then be taken to a Housing Decision meeting in late summer/early autumn 2023 to agree the development and secure HRA capital to bring forward the development.

5.3.3 **Indicative costs to build and operate a new community centre**

The following provides an indication of the capital cost to build a community centre and the revenue costs involved in the operation of a centre. These are indicative and based on comparative costs. If the City Council decided to build a new community centre in any ward the capital costs to do so are significant and would draw upon limited capital funding available. Options to borrow would be based upon an operating model that could repay the borrowing and it is doubtful if that could be achieved given the community capacity required to do so and the level of community space available through the city which competes from the same revenue.

Community centres vary in size so to provide a range of the potential costs the example of a centre similar to the size of the Fratton Community Centre and a small centre similar to the size of the Milton Village Hall Community Centre has been used.



5.3.4 New Community Centre Build Cost – Fratton sized centre

5.3.4.1 Cost for a new build community facility (similar sized to Fratton Community Centre - Construction of new three storey community centre comprising Sports Hall, Main Hall, Pre-school area, Creche, Meeting Rooms, Kitchens, Reception and Foyer area) would be around a tender range of **£13,450,000 - £16,815,000** capital cost. This is a desk top exercise using assumptions from BCIS benchmark and costings from the Somers Orchard Development (Gibson Centre) and through review of the HNB, Building Services quantity surveyor.

The works are inclusive of the following:

- Demolition of the existing Hilsea Lodge Building
- Construction of a new three storey community centre (framed construction), using Fratton Community Centre as a model (1695m²).
- This includes the sports hall and main hall, as well as the other facilities at Fratton.
- External works including site preparation, soft & hard landscaping, roads, paths, paving, parking (50nr spaces), fencing, drainage and services.

5.3.4.2 New Community Centre Fit out Cost

£62,500.00, one off capital cost. This figure assumes a 'standard' fit out to include fixtures and fittings akin to a typical community centre providing a range of rooms for mixed use.

5.3.4.3 New Community Centre Operating Costs

£69,056 revenue cost per annum, this assumes an operating model. This assumes directly employed community staff, so a model in which PCC would own and manage the centre. The figure could be less and would likely be so if operated by the community.

5.3.5 New Community Centre Build Cost – Milton Community Centre size

Cost for a new build community facility (similar sized to Milton Community Centre - Construction of new single storey community centre comprising Hall, Meeting Rooms, Kitchen/Servery/Café area) would be around a tender range of The tender estimate range is **£2,385,000 - £2,985,000** capital cost. This is a desk top exercise using assumptions from BCIS benchmark and costings from the Somers Orchard Development (Gibson Centre) and through review of the HNB, Building Services quantity surveyor.

5.3.5.1 The works are inclusive of the following:

- Demolition of the existing Hilsea Lodge Building
- Construction of a new single storey community centre (framed construction), using Milton Village Hall as a model (350m²).



- Remedial works to the adjacent building at the party wall (Russets)
- External works including site preparation, soft & hard landscaping, roads, paths, paving, parking (35nr spaces), fencing, drainage and services.

5.3.5.2 New Community Centre Fit out Cost

£46,500, one off capital cost. This figure assumes a 'standard' fit out to include fixtures and fittings akin to a typical community centre providing a range of rooms for mixed use.

5.3.5.3 New Community Centre Operating Costs

£66,454 revenue cost per annum, this assumes an operating model. This assumes directly employed community staff, so a model in which PCC would own and manage the centre. The figure could be less and would likely be so if operated by the community.

5.3.6 **Conclusion**

If the City Council had a site available, the capital cost to build and fit out a centre remains significant and within the range shown above. In order to use borrowing for the capital a business case would need to show that any borrowing costs could be recovered from the revenue generated by the centre and that is doubtful given the issues that many existing centres are facing in generating sufficient income.

6. **Reasons for the recommendations**

6.1 The feasibility work to understand the demographics and current facilities available in the Hilsea Ward doesn't support the need for a new community centre. It is also of note that the Hilsea Linear Park scheme (Hilsea Lido) scheme presents a significant opportunity within the Hilsea Ward to incorporate further community space and facilities. The Hilsea Lodge development provides an opportunity to consider a community room/space and there are existing properties available for community hire which have agreed a community use hire rate.

6.2 The City Council has limited options available to it both in terms of land availability and sites which could be used to provide a new community centre or existing buildings that could be repurposed, notwithstanding the lack of funding available to it both in terms of capital and revenue.

6.3 The Hilsea Lodge site remains suited to a housing development to be delivered by the City Council through its Housing Revenue Account to support housing need in the city, having regard to the outcome of the community engagement feedback and sensitive to the location.

6.4 An existing community centre purposely built as a community centre located in Howard Road and owned by VIVID represents an opportunity to address the identified 'youth needs' in the Hilsea Ward through the Youth Investment Fund

bid and additionally, represents an opportunity to work with VIVID to bring the Howard Road Community centre back into use as a community centre for the benefit of the wider community.

7. Integrated impact assessment

7.1 An integrated impact assessment was not required to undertake this feasibility work.

8. Legal implications

8.1 The report balances the various strands and is within the construct of legality and competency - there has been a relevant and focussed consideration of the issues with clear consultation thereby mitigating potential challenge in terms of reasonableness, fairness and equality not having been considered as part of the decision making process.

9. Director of Finance's comments

9.1 At this time there are no financial implications arising directly from the recommendations contained within this report.

9.2 In the event that work undertaken as a result of recommendation 2.3 identifies a financial commitment by the Council may be necessary, a further report including an outline business case and options for financing will be brought forward at that time.

.....
Signed by: James Hill - Director of Housing, Neighbourhood and Building Services

.....
Signed by: Stephen Baily, Director of Culture, Leisure and Regulatory Services

Appendices:

Appendix 1 – PCC owned vacant sites and land in Hilsea ward (a list of all council owned assets is available on the PCC website)

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

.....
Signed by:

Appendix 1 - PCC owned vacant sites and land in Hilsea Ward

Site Name	Size (m2)	Portfolio	Customer	Use
BASTION 3, SCOTT ROAD	590	Culture & Leisure	VACANT - ADVERTISED	CASEMATE
LIMBERLINE SPUR, HILSEA INDUSTRIAL ESTATE, BUILDING 2, UNIT 8	76	Leader (ex-PRED)	VACANT - ADVERTISED	INDUSTRIAL UNIT
LIMBERLINE SPUR, HILSEA INDUSTRIAL ESTATE, BUILDING 3, UNIT 18	109	Leader (ex-PRED)	VACANT - ADVERTISED	INDUSTRIAL UNIT
LIMBERLINE SPUR, PHASE 2 UNIT 24	51	Leader (ex-PRED)	VACANT - NOT YET ADVERTISED	INDUSTRIAL UNIT
LIMBERLINE SPUR, PHASE 2 UNIT 31	168	Leader (ex-PRED)	VACANT - ADVERTISED	INDUSTRIAL UNIT
LIMBERLINE SPUR, PHASE 2 UNIT 36	164	Leader (ex-PRED)	VACANT - ADVERTISED	INDUSTRIAL UNIT
NORWAY ROAD, H03, PORTSMOUTH WHOLESALE FOOD CENTRE, UNITS 1-8	7,856	Leader (ex-PRED)	VACANT - ADVERTISED	INDUSTRIAL UNIT

Site Name	Portfolio	Use
COPNOR ROAD, EAST SIDE, END OF LARKHILL ROAD	Culture & Leisure	Land
COPNOR ROAD, GATCOMBE GARDENS AND VERGES	Culture & Leisure	Land



HILSEA LINES, FROM PERONNE ROAD FOOTBRIDGE EAST TO RAILWAY BRIDGE, PRED LAND	Leader (ex-PRED)	Land
HILSEA LINES, FROM PERONNE ROAD FOOTBRIDGE WEST TO LONDON ROAD, PRED LAND	Leader (ex-PRED)	Land
HILSEA LINES, FROM RAILWAY BRIDGE TO ANCHORAGE PARK, AIRPORT SERVICE ROAD	Leader (ex-PRED)	Land
HILSEA LINES, PERONNE ROAD FOOTBRIDGE TO RAILWAY BRIDGE, SCOTT ROAD (CULTURE & LEISURE LAND)	Culture & Leisure	Land
LIMBERLINE ROAD, LAND AT EAST END	Leader (ex-PRED)	Land
LONDON ROAD, HILSEA MOAT, CENTRAL & EAST SIDE AND ADJOINING LAND	Culture & Leisure	Open space
LONDON ROAD, JOHN WESLEY GARDENS AND VERGE BY GATCOMBE PARK	Culture & Leisure	Land
LONDON ROAD, LAND NORTH OF HILSEA LIDO AND SOUTH OF CREEK	Leader (ex-PRED)	Open space
LONDON ROAD, PORTSBRIDGE ROUNDABOUT CAR PARK, VERGES	Culture & Leisure	Land
PORTSBRIDGE TO PERONNE ROAD, PORTS CREEK AND LAND BY MOAT	Leader (ex-PRED)	Open space
SPINNAKER DRIVE, OPEN SPACE, FORMER HMS PHOENIX SITE	Culture & Leisure	Land

Agenda Item 5



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Title of meeting:	Cabinet
Subject:	Widening Participation in Local Democracy
Date of meeting:	21 March 2023
Report by:	Ian Fitchett, Electoral Services Manager
Wards affected:	All

1. Requested by

Full Council requested the commissioning of this report at the meeting on 19 July 2022 to look at "what could be done to ensure greater accessibility to, and the promotion of resident engagement in local democracy."

2. Purpose

To summarise the steps currently being undertaken to encourage participation in the electoral process and what further measures can be taken to increase participation.

3. Background

- 3.1 The Electoral Registration Officer is responsible for compiling and maintaining the Register of Electors and has a duty under Section 69 of the Electoral Administration Act 2006 to take steps to encourage electoral participation.
- 3.2 The Returning Officer is responsible for the administration of elections. This includes a new requirement to take all reasonable steps to support voters with disabilities.
- 3.3 The first step to participation is to be registered to vote. The table below shows the number of voters included on the electoral register on the date of publication of the updated annual version:

Dec 2018	Nov 2019	Jan 2021	Dec 2021	Dec 2022
145,510	148,583	150,319	147,884	147,632

- 3.4 Election turnout patterns are one measure of electoral participation. However, turnout is impacted by fluctuations in the size of the electorate so it is therefore

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important to consider the overall number of votes cast in addition to the percentage turnout.

Over the last twenty years, turnout has remained stable. In terms of the actual number of votes cast, there has been a small increase in recent local elections and in particular in recent Parliamentary elections.

The tables below show election turnout and the total number of votes cast at elections since 2001:

Local elections not combined with another poll									
Year	2002	2003	2006	2007	2008	2012	2018	2019	2022
%	30.5%	26.6%	33.4%	31.8%	31.9%	26.3%	31.8%	31.5%	31.1%
Votes	43,568	37,633	44,979	43,496	42,812	38,932	46,557	45,577	46,097

Local elections combined with another poll (excluding General elections)					
Year	2004	2011	2014	2016	2021
%	34.9%	35.3%	32.5%	31.1%	32.3%
Votes	43,821	51,656	47,808	43,933	48,389

General elections					
Year	2005	2010	2015	2017	2019
%	59.1%	61.0%	60.5%	65.1%	64.4%
Votes	78,514	85,737	87,635	91,947	93,643

- 3.5 The percentage turnout has remained relatively stable over the last twenty years but turnout remains below the UK average as detailed in the table below:

	Local elections 2022	Local elections 2021	General election 2019
Portsmouth	31.1%	32.3%	64.4%
Southampton	32.5%	32.8%	65.1%*
Unitary authority average	32.1%	34.3%	Not available
UK average	33.6%**	35.9%	67.3%

* Southampton Test and Southampton Itchen constituencies

** 159 local authorities had local elections in May 2022

- 3.6 Levels of postal voting have been low in Portsmouth in comparison to both neighbouring local authorities and the UK average. However, caution should be exercised when evaluating this apparent deficit as there may be underlying reasons for the relatively low uptake. For example, the city's high population density means that the average distance to the allocated polling station will be lower than in many other local authority areas. However, efforts to increase participation should ensure that residents are aware of the options available to them.

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The table below compares the percentage of the electorate registered as postal voters for selected local authorities at the 2022 local elections:

	Portsmouth	Southampton	Havant	Gosport	Fareham
% Postal voters	12.8%	14.8%	13.9%	16.5%	20.1%

3.7 The introduction of new voter identification requirements at the 2023 local elections is a significant change. It is inevitable that some voters will not already possess one of the acceptable forms of photographic identification. Provisions have been made for a free form of photo identification in the form of a Voter Authority Certificate. However, this new requirement adds a new dimension in terms of widening participation in the electoral process.

4. Target groups

4.1 There are various potential barriers to electoral participation and the engagement and outreach work undertaken are key steps to reducing these barriers and encouraging participation.

4.2 Residents with either a physical or learning disability may experience additional barriers to participation, particularly in terms of the accessibility of the democratic process. It is important that measures to encourage participation take into account accessibility in the broadest terms and that partnerships are developed with local disability groups to better understand any additional measures required to achieve this.

4.3 In order to participate in local democracy, residents first need to be registered to vote. National research shows that certain groups are less likely to be registered. The Electoral Commission reported the figures in the table below in 2018 showing under-registration by certain demographics groups:

Age (% registered to vote in 2018)		
18-34	35-54	55+
72%	85%	93%

Nationality (% registered to vote in 2018)		
UK or Irish	EU	Commonwealth
85%	54%	62%

Tenure (% registered to vote in 2018)			
Owner	Mortgage	Social renter	Private renter
91%	85%	83%	58%

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Duration at current address (% registered to vote in 2018)			
Up to 1 year	Between 1 and 2 years	Between 2 and 5 years	Between 5 and 10 years
36%	70%	83%	90%

These statistics support the targeting of the following groups:

- Younger residents including students
- Residents from ethnic minority groups
- Residents in private rented accommodation and those who have recently moved home (there is a correlation between these two factors)

4.4 Other socio-economic factors such as income, health and literacy are further potential barriers to participation.

5. Aims of engagement work

5.1 The Election Services team includes an Electoral Engagement Officer whose role is dedicated to encouraging electoral participation. The creation and development of this role is fundamental to driving electoral participation and inclusivity.

The role has responsibility for delivering specific and targeted engagement and outreach activities across the city. Various partnerships have been developed with local disability, cross cultural and other organisations and community groups.

5.2 The focus of messaging is typically related to the current stage within the electoral cycle. For example, in the pre-election period, the messages will be broader and provide information about the forthcoming election. Areas to be covered will include details about the type of election, key deadlines, how to apply for a postal vote and about the importance of registering to vote as a prerequisite to participation. Messaging this year will also focus on the new voter identification requirements.

In the summer and autumn months, messaging will focus on measures to promote voter registration. During this period preparations are underway for the compilation and publication of the new register published annually in December. Residents are asked to review and update the details held for the residents at their property. All 94,000 dwellings in the city receive a communication from the Electoral Registration Officer requesting this information.

5.3 Public awareness is a key priority. This includes circulating materials and information in public spaces to promote voter registration, participation in upcoming electoral events and options such as postal voting. Engagement and outreach activities amplify these messages by working directly with local groups who may be more likely to experience barriers to participation.

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- 5.4 Accessibility is a core theme in the work undertaken. It is important that materials and information are provided in clear and accessible formats. The voter journey must be accessible to everyone, including those with physical or learning disabilities, from materials to encourage participation to the voting process itself. The face-to-face nature of engagement work allows for focussed and tailored messaging to supplement the broader public communications channels.
- 5.5 Understanding the way that democracy works is an important factor. Our experience has shown that some residents find the idea of voting at a polling station intimidating due to a lack of understanding of the process and what to expect. Such barriers can be reduced through education and initiatives such as setting up mock polling stations at community venues to demonstrate the voting process. Our polling station staff are also able to provide assistance on polling day and are encouraged to be proactive in offering assistance.
- 5.6 Engagement work must address perceived voter apathy. Raising awareness of the importance of voting is key to improving participation, particularly in terms of making sure that residents understand the relevance of democracy in determining how policies are made and how services are delivered. Residents are often more aware of national politics due to media coverage and so it is important to set out the role of the Council in delivering local services and how participation can make a local difference.

6. Current engagement and outreach programme

- 6.1 Raising awareness of the new voter identification requirements is currently an important priority area for our messaging. The new rules require all voters to provide photographic identification when voting at a polling station. Where a voter does not have a form of ID specified in the regulations, they may apply for a free Voter Authority Certificate.

The current work programme is focussed on promoting awareness and disseminating information about these new requirements as widely as possible. Traditional communication channels are also being utilised such as the Council's website, printed materials such as posters and flyers, and social media posts.

- 6.2 Visits are being made to each of the Council's libraries and area housing offices to provide the opportunity to talk directly to residents about voting and answer any questions. Display banners and printed materials are used to reinforce the key messages. Similar activity has been undertaken in the Civic Offices reception area.
- 6.3 We are working with the City of Portsmouth College to promote electoral participation with younger residents. Information is provided to under 18s about

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voting, democracy and registering to vote and face-to-face sessions have been held at the Highbury campus with the SEND group. Further sessions are planned with the wider college population. This age group has a lower rate of registration and is less likely to be familiar the voting process.

6.4 Working in partnership with the University of Portsmouth has increased the number of students included on the electoral register. The University includes a voter registration stage as part of the annual academic enrolment process. Visits have been made to the University to directly engage with students and materials are distributed to the Student Union and communal areas in halls of residence accommodation.

6.5 Working with residents with learning disabilities is an important area of work and a number of groups have been contacted to promote participation.

A successful event was completed with the Dynamite and MAKE groups which support young people with special education needs or disabilities. This included a practical demonstration of the voting process. Further events organised by the Aldingbourne Trust have been attended and we envisage this to be a key partnership going forward.

We are also in regular contact with Adult Services and the Council's Learning Disabilities Champion.

6.6 We are working with the Council's Community Development Officer to promote electoral awareness and encourage participation within the city's Asian community.

Another element of this work is to prepare for the new voter identification requirements. If a voter wears a face covering, such as a niqab or burka, there will be a privacy booth available at each polling station to allow the identity check to be completed in private by a female member of staff.

6.7 In order to provide a more interactive experience when engaging with audiences who may not familiar be familiar with the voting process, mock up polling stations have been set up at events to demonstrate the physical voting process. So far, this has been trialled with some smaller groups but has proved to be a useful tool in demonstrating the practical element of voting and further application of this approach is planned.

6.8 A range of further initiatives are part of our overall awareness and registration campaigns including:

- a) Council Tax new occupant data is used to contact home movers and other new residents to invite them to register to vote
- b) Posters, leaflets and postcards are circulated to libraries, community centres, area housing offices and other locations across the city

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- c) Articles are regularly included in the Council's Flagship magazine
- d) A leaflet with details about the new voter ID requirements will be included with the annual Council Tax bill
- e) The Registrar distributes materials at Citizenship Ceremonies
- f) Leaflets are provided to letting agents for distribution to new tenants
- g) Information has been circulated to local naval personnel via the Naval Families Group
- h) We have also worked with Supported Living, sheltered housing teams and care homes to promote voter registration and the availability of postal or proxy voting options

7. Future development areas

- 7.1 Printed materials sent by post, such as voter registration forms, do not tend to attract a high response rate. In fact, response rates have been in decline in recent years, in part due to more complicated statutory processes. City centre areas, such as Landport and Somerstown, have particularly low response rates to mailed forms.

Canvassers are one option utilised to follow up with non-responding individuals and properties and this approach can yield more positive results. Although resources are not currently available to pursue this as a default option, extended use of personal canvassing is planned.

The use of tablet devices has also made the process more efficient and enabled a more dynamic approach. Two-way communication is more conducive to achieving a complete response for the particular circumstances and many residents appreciate this opportunity rather than completing paper forms.

- 7.2 Following on from the points made in 7.1 we can see that there are significant benefits to being able to register residents 'on the go' as opposed to relying on printed materials. We therefore intend to undertake a programme of activities to send small teams to busy locations across the city to encourage participation and complete the voter registration process in person at these locations.
- 7.3 Plans are being developed to work in partnership with the Regeneration Engagement Team. This will provide access to more experience and expertise to develop activities to reach a larger audience in the most effective ways and to use new methods and strategies in more creative and innovative ways.

8. Conclusions

- 8.1 The electoral engagement programme as a whole is in the early stages of development. The establishment of a permanent role focussing on this area of work

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is a relatively recent addition to the Election Services team. The initial progress was also disrupted during the pandemic. However, the current and planned activities, outlined in section 6 and section 7 respectively, will be reviewed and evaluated to determine effectiveness. It is expected that as experience grows and partnerships evolve, new areas will be explored and developed.

- 8.2 The current programme is aimed at improving awareness and removing barriers to participation for residents. However, it must also be recognised that political disengagement is a wider national issue.

.....
Signed by (Director)

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

Agenda Item 6



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(Please note that "Information Only" reports do not require Integrated Impact Assessments, Legal or Finance Comments as no decision is being taken)

Title of meeting:	Cabinet
Subject:	Member Champions Annual Report
Date of meeting:	21 March 2023
Report by:	Senior Local Democracy Officer
Wards affected:	N/A

1. Requested by

As part of the revised Member Champions Protocol agreed at the Community & Central Services Decision Meeting held on 5 January 2022 there is a requirement for Member Champions to submit an annual update to Cabinet on their work during the preceding municipal year.

2. Purpose

To update Cabinet on the work of Member Champions during the 2022/23 municipal year.

3. Information Requested

The below reports have been submitted by the Member Champions for information.

Heritage - Cllr Lee Hunt

My thrust is to see Norrish Central Library 'listed'. It is a living example of 1950s 'Brutalist' architecture. After the demise of The Tricorn it's important to protect this building.

Situated with Victoria Park conservation area the building enjoys a level of protection; I understand inside is 'listed'. With COVID and its hangover plus the well-known issues surrounding our planning department I considered it unreasonable to ask our team to take on this additional work.

Happily our newly appointed Planning Policy Manger has kindly agreed to help me make progress.

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LGBTQ+ & Young People - Cllr Suzy Horton

It is important that the person in this role is chosen by young people and Cabinet have decided that this role should be open for Members of all parties to put themselves forward. Due to school holidays and organisational challenges, the hustings and election of the LGBTQ Champion did not occur until 12 October and the appointment was made official at The Cabinet meeting on 25th October 2022.

In the last 4 months I have focused on the following areas:

- Meeting with the Specialist Support workers and better understanding the service and what the key issues are in meeting the needs of young LGBTQ people
- Supporting the current research to develop an action plan or strategy that will enable us to think about how we might serve to the needs of intersectional LGBTQ+ communities.
- Working cross directorate/ Portfolio and positioning the service as one of equalities
- Continued working with Stonewall
- Supporting other established groups in the city (Downtown, Portsmouth Pride)
- Joining Portsmouth Pride Stakeholder network
- Working with the Youth Cabinet in supporting their focus on EDI issues in schools and visit to 4U
- Communications input during LGBTQ History month
- Being the best ally - on social media, attending events eg Vigil at Portsmouth Cathedral for Brianna Ghey.

Future Plans:

- Pilot project on visits to schools on relational work with LGBTQ focus
- Stonewall Member Training

Armed Forces Liaison - Cllr Gerald Vernon - Jackson

Portsmouth is the home of the Royal Navy, and the armed forces are a significant part of the fabric of the city. 2022 was a busy year for the Armed Forces Champion with several landmark events, including Falkland's 40th commemorations, a new statutory duty, launch of a refreshed needs assessment and work to prepare for revalidation of the Council's prestigious Gold award for the Employer Recognition Scheme (ERS). All of this has been undertaken alongside the usual full calendar of remembrance and recognition events, work to continue to strengthen partnership work, continuing to be a point of contact for residents that are seeking support with the resolution of complex cases and chairing the Council's Armed Forces staff forum. The cross-cutting nature of the agenda has required a whole Council approach to ensuring the Council meets its objectives and commitments in relation

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to the Armed Forces Community, and the Armed Forces Champion thanks all members who have shown their support to the agenda in 2022. It is a tribute to the Councils collective effort that The News reported Portsmouth was 'one of the best places to be a veteran in the UK'. A lot has been achieved since the Armed Forces liaison member's last report, but there is still more work to do, and 2023 is expected to be an equally productive year.

- 1. Respect and Recognition:** A full programme of events has taken place throughout the year. Of most note was Falkland's 40th. The Council led events with thousands of people attending a parade that saw hundreds of veterans marching in Old Portsmouth as part of a ceremony and the unveiling of a new memorial plaque by the Square Tower. This was the biggest Falkland's parade anywhere in the country of veterans, leading local news to herald Portsmouth as 'the very best city in the UK when it comes to honouring Britain's military heroes'¹. June also saw the Armed Forces Champion lead a flag raising ceremony for Armed Forces Week, followed by Armed Forces Day celebrations taking place in the historic dockyard with Portsmouth schools participating for the first time in Junior Field Gun events. Other events including Trafalgar Day, Remembrance and Holocaust memorial have also been commemorated.
- 2. A new statutory duty:** In November 2022 new legislation came into force that placed a duty on local authorities, and other public bodies, to uphold Covenant Principles. This reinforced expectations in respect of Education, Health, and Housing functions. The Armed Forces Champion oversaw work to ensure that the Council was ready for the new duty. This has included policy reviews, and a revised 'local offer' for Council customers in respect of Health, Education and Housing which has been published; this clearly articulates how the duty is applied in relevant policies and processes and demonstrates the Council's commitment to a tailored response. The Armed Forces Champion has also sought to encourage other key partners in their readiness through their role as chair of the Solent Covenant Partnership Board.
- 3. Partnership Work:** Portsmouth continues to be the leading member of the Solent Armed Forces Covenant Partnership Board (SAFCPB) which brings together

¹ Portsmouth News (20/06/2022) Portsmouth hailed the best city in the UK to mark military events after thousands join Falklands 40 commemorations, available from: [Portsmouth hailed the best city in the UK to mark military events after thousands join Falklands 40 commemorations | The News](#)

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Portsmouth, Southampton, Gosport, and Isle of Wight Councils to effect change. The Solent Armed Forces Covenant Partnership has developed a strong positive reputation locally and nationally over the past five years and is seen by many in the local military community as an exemplar. The Forces in Mind Trust (FiMT), commissioned by the MOD recently to review Covenant delivery nationally, concluded that clusters such as the Solent Armed Forces Covenant Partnership are a preferred collaboration model moving forward, for effective co-ordination and economy of scale. As chair of the Board the Armed Forces Champion has sought to continue to affirm its position and strengthen its reach. This has included liaison with the Integrated Care Board and Local Base commander, in respect of health and housing issues. Forward work includes encouraging wider involvement from neighbouring boroughs, including Havant and Fareham, and formally twinning the Council and HMNB Portsmouth.

4. Understanding Need: In 2021 the SAFCPB was successful in drawing in additional funding from the Armed Forces Covenant Trust Fund to refresh the Solent Armed Forces Community needs assessment previously published in 2018. Work on the refresh of the assessment commenced in November 2021, led by Public Health. The Armed Forces Champion has maintained oversight of the work throughout 2022 culminating in leading the completed assessments launch event in February 2023. The event brought together leaders from the local military, National Covenant Team, voluntary and community sector and health providers to consider findings and start to develop an action plan.

a. Headlines from the assessment:

- Estimated total size of Armed Forces Community in Portsmouth (that is serving personnel, veterans, reservists, and their families) is 37,500.
- Councils and other partners work well together to meet the Armed Forces Covenant Duty.
- Funding constraints on public services and the pandemic have impacted on Armed Forces communities and on public services' ability to support them.
- Policies are in place to ensure no disadvantage in access to social housing.
- Attainment of Service children equal to or better than peers. Challenges remain with impact of increased mobility.
- Access to health services is a challenge for the Armed Forces Community (like the civilian population), access to more data is needed to better understand Armed Forces specific issues.

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- b. In relation to Health the Armed Forces Champion has directly supported work with colleagues from the Navy, Terrance Higgins Trust (THT), and other partners to develop a paper on the sexual health of military personnel in Portsmouth. This paper has formed part of the Health Needs Assessment for Portsmouth, setting out the opportunities currently available and the ambitions relating to sexual health provision for military personnel visiting and living in the city. The long-term ambitions are to facilitate equitable access to sexual health services for individuals in the Armed Forces through transformation and quality improvements across a wider geographical area.
- c. Details of the needs assessment launch event were published in The News². The full needs assessment can be accessed on the Council's website³.

5. Armed Forces Staff Form: The Armed Forces Champion has continued to chair the Council's Armed Forces Staff forum, which now has a distribution list of over 60 staff. In October 2022 the staff forum met in person for the first time since 2020. The meeting was hybrid to maximise the number of staff able to attend. The group generated several actions, including clarifying guidance for managers in respect of family member leave requests associated with deployment and seeking to strengthen links with the Careers Transition Service (CTP). Members of the forum were also invited to become involved in the Council's refreshed values work.

6. Defence Employers Recognition Scheme (ERS): In 2018 the Armed Forces Champion received the prestigious ERS gold award on behalf of the Council, in recognition of the authority's work to support the Armed Forces Covenant in respect of employment. The Council will need to renew its Gold award in 2023 and to do this it will need to demonstrate, as an organisation, it has maintained and further developed its commitment in relation to advocacy of defence and employment of members of the Armed Forces community. Throughout 2022 the Armed Forces Champion has supported efforts to prepare for revalidation. This has included publicly announcing intent to renew, overseeing the Council's Covenant reaffirmation process which took place at a special ceremony at HMS King Alfred in June 2022 as part of the Reserves

² Portsmouth News (17/02/23) - Civic Chiefs in Portsmouth, Gosport, Southampton and Isle of Wight work together to find new ways to support regions Armed Forces community, available from: [Civic chiefs in Portsmouth, Gosport, Southampton and Isle of Wight work together to find new ways to support region's armed forces community | The News](#)

³ The Armed Forces Community within the Solent Needs Assessment (2022) available from: [The Armed Forces Community Within The Solent \(portsmouth.gov.uk\)](#)

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Day activities, and advocating for the employment of members of the armed forces community to stakeholders.

- 7. Case work:** The Armed Forces Champion has continued to support complex cases, directly liaising with Military charities, Council departments, and lobbying the MOD on veterans and service family's behalf to resolve issues presented. In 2022 there has been a particular focus on service families' accommodation, with the Armed Forces Champion leading a campaign to help improve the experience of service families, in recognition of the link between living conditions and retention in the service. This work will be on-going throughout 2023, with an initial meeting set up with the MOD People Accommodation policy team scheduled for March this year.
- 8. Conclusion:** 2022 has been a busy year for the Armed Forces Champion, with several landmark events including Falkland's 40th commemorations, a new statutory duty, and launch of a refreshed needs assessment. Work has been undertaken to prepare for revalidation of the Council's prestigious ERS gold award, alongside continuing to develop partnership working, resolve complex cases and lobby for improvement. The Council's Falkland's 40th events, local offer in respect of Housing, Health and Education and refresh of the needs assessment are all demonstration of the Council's on-going commitment to the Armed Forces community. The cross-cutting nature of the agenda has required a whole Council approach to ensuring the Council meets its objectives and commitments in relation to the Armed Forces Community. The Armed Forces Champion thanks all members who have shown their support to the agenda in 2022.

The year ahead is anticipated to be another busy year, with key priorities being to develop an action plan to meet the recommendations of the needs assessment, officially twin the Council with the HMNB Portsmouth, progress discussion in respect of improving conditions in service accommodation and continuing to strengthen the Solent Armed Forces Covenant partnership as a vessel for strengthening delivery of the covenant within the region.

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Third Sector City of Service - Cllr Stuart Brown

The volunteer recognition project started last year has been running a trial scheme managed by the Hive with two organisations. I had expected an update on this late last year which has not yet been received, hence the short report. I fully expect there to be more information forthcoming late this year.

Women, Children & Domestic Violence - Cllr Kirsty Mellor

- Supported a number of women fleeing domestic abuse to access advocacy, housing, and non-molestation orders.
- Supported a woman who was sexually assaulted on a bus in Portsmouth and convened a meeting of PCC, the bus company, police and trade union reps together to find a way forward so that everyone was best equipped to deal with future sexual assaults on buses.
- Encouraged the bus company to train their staff in dealing with disclosure of sexual assault linking them up with the Licensing service to deliver the relevant training and to be part of a local and national campaign in raising awareness. Liaised with the union Unite, to grow the Get Me Home Safely campaign.
- Worked with Superintendent Clare Jenkins to open a police inquiry into a case of sexual assault that was poorly handled by the police.
- Supported a victim during a restorative justice session.
- Attended relevant training.

Nature - Cllr Kimberly Barrett

Portsmouth has been on an exciting and ambitious journey regarding Nature since my last report. It is widely recognised and supported across the city that greening the city, increasing biodiversity, the climate emergency and the protection of land and ocean-based environments are extremely important to many people. Therefore, nature, environment and climate actions are considered at every opportunity in the council. I am very proud to show what the Council have been doing this past year that brings nature into the heart of every decision that we make:

- A new 'climate action' newsletter was developed in 2022 and is now sent out fortnightly to officers, businesses and any residents who wish to sign up. They can also respond back with ideas and suggestions.

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- Over 400 adult trees, 3000 whips and hundreds of shrubs have been planted across the city.
- Several Council vehicles have changed from Diesel to HVO (Hydro Vegetable Oil) from the green and clean team to the waste team to the Port.
- In May 2022, a motion for the ocean was unanimously accepted at Full Council. Since then, a number of actions have specified what we need to work on and a subsequent report was submitted first to Cabinet and then to Full Council by the end of 2022.
- Work continues with the planning department with the new draft local plan to include specific policies around the environment.
- An ambitious target has been set to increase our tree canopy cover from 9.8% to 14% over the coming years. This has led to funding being received from various organisations to help us plant more trees and whips. A target has been set to plant 660 trees and 2900 whips by the end of the following winter period with a further 481 trees and 16,188 whips planted the by the end of the winter period after that.
- A new climate strategy was approved by the Cabinet to provide the basis for climate change activities that have been undertaken in the last year and that will continue to direct and support future activities at the council. Furthermore, an internal energy use working group was developed to create solutions to make the Civic Offices operations more environmentally and financially responsible.
- 3 out of 5 phases of the sea defence scheme have now been completed. 18 tidal pools have been installed, a bird island has been created out of the old material and 75 new trees planted and approximately 2000m² of wildflower seed sewn to increase biodiversity. We are also hugely proud of the ecoformliner mould, a worldwide first moulded into parts of the sea wall to provide a platform for many of the harbour's species to colonise on. When established, vegetation should absorb wave energy, reduce salt ingress and temperature fluctuations, and create a more stable environment. Future projects included in the sea defence work will see further greenery planted and bee posts installed to encourage wildlife.
- A new rain garden has been installed on London Road which will allow for more sustainable drainage and greener streets.
- Two more PCC architects have achieved their Passivhaus accreditation since March 2022.
- In August, we joined several international climate change initiatives. Since joining, we have received international recognition regarding the sea defence work and our climate work.
- This year, we have successfully secured funding via the Queen's Green Canopy Commemorative planting initiative and the Urban Tree Challenge which will allow us to enable further planting across the city with a focus on schools and areas needing greenery.

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- PCC successfully applied for Defra's [Woodland Creation Accelerator Fund](#), gaining funding to support two new greening officers for two years.
- The Greening in the City Fund opened to the community and in this first round, £20,000 was allocated. The second round will open in April 2023.
- A year-long campaign called 'Greener Me in 23' began in January 2023. Its aims are to try to change resident's behaviour and choices towards more sustainable choices.
- Work has been ongoing with green groups across the city to listen to ideas and support planting days. This includes working with groups such as Friends of the Earth and the Charles Dickens Community Orchard. Several planting days have occurred across many wards of the city on council owned land, school land and private land. Many people have come forward to help plant thousands of whips and help to increase tree canopy cover, biodiversity, and promote community ownership. More planting days will occur in the next planting season and suggestions are always welcome.
- PCC has acted as pilot for the [Greenprint](#) framework for green recovery. This is a product developed by the Partnership for South Hampshire.
- Work has begun with schools to increase their green spaces and to 'green the grey' wherever possible.
- A new parks and open spaces strategy has been updated and accepted by Cabinet in February 2023.
- Collaborative work has happened alongside the Hive who kindly co-hosted with us an environmental networking event in 2022 with officers and green groups across the city attending. This was to open discussions, look at future projects, offer help and advice and, to see if any groups were interested in getting support for outside funding. It proved to be successful, and a second event happened this year.
- Renewable energy investment continues to happen not just on council buildings but is also being offered to residential properties via the Switched On Portsmouth service. We are now recognised as being the council with the largest number of solar panels in the country and we continue to win large amounts of funding from the government in regard to LAD and HUG funding. This means that we can provide even more homes and businesses with options regarding carbon savings, financial savings and income to the council whilst doing what we can to hit our net zero target in 2030 as a city.
- A Green Charter was created, and a number of large local organisations attended an event in 2022 to sign up to pledge to work with the council and each other to share strategies, work towards a common goal in regard to climate issues and work more collaboratively with each other. It was well attended and since then, more people have approached the council to ask to sign the charter. Going forward, we will meet to share work and strategize.

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This is just a small snapshot of several projects that have been going on in the last year with an idea as to what we will be aiming for in the up-and-coming year. I continue to work with all departments in the council. Nature and the environment need to be considered in all areas of the council as we move forwards with any plans and projects that we may have coming up and it has been great to work not just across multiple departments but to also work with members of the public, large scale businesses, SME's and local groups to try to make this city a better, healthier and greener place to live and work in. This year has been very exciting, but the following year looks to be even better. I cannot wait to work further on these existing projects, on future ones coming forward and to continue with this work.

.....
Signed by (Director)

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

Agenda Item 7



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(Please note that "Information Only" reports do not require Integrated Impact Assessments, Legal or Finance Comments as no decision is being taken)

Title of meeting:	Cabinet
Subject:	Tuesday 21 March 2023
Date of meeting:	Development of equalities and diversity strategy
Report by:	Head of marketing, communications and engagement
Wards affected:	All

1. **Requested by** Cabinet Member for Communities and Central Services

2. Purpose

To update Cabinet on work undertaken to support the development of a new equalities and diversity strategy for the council.

3. Information Requested

- 3.1 Work is underway to create the next iteration of the council's equalities and diversity strategy which will cover the period 2023-26.
- 3.2 While the council's aim is ultimately to achieve the highest possible standards relating to equality and diversity, we need to consider our current position and the resources available to deliver improvements and to set realistic and achievable targets to work towards.
- 3.3 The Local Government Association has created an [Equality Framework for Local Government](#) which councils can use to undertake a self-assessment. The Framework has three levels: developing, achieving and excellent.
- 3.4 A self-assessment exercise was carried out which gathered information and views from a range of staff in roles relevant to the extensive criteria on the framework. It found the council to be at the developing level across the four modules of the framework. A summary of the self-assessment can be seen in appendix 1.
- 3.5 While the overall level for each module was developing, there were a significant number of areas ranked as achieving and pockets of excellence throughout the organisation but often no consistent approach throughout the council.

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- 3.6 As well as assessing our current position, the self-assessment exercise asked for a view on what it would take to improve in the various criteria and this has given an indication of the resource it might take for the council to achieve a better rating in the future.
- 3.7 In many areas plans are already in development to improve equalities outcomes and would be expected to lead to improved scoring on the Equality Framework for Local Government. This includes staff training and workforce strategy implementation in HR and the review of Integrated Impact Assessments. It is also worth noting the implementation of an equalities strategy for the organisation, giving a clear direction of travel for departments to work to, will assist with this progress.
- 3.8 The main areas the council needs to progress which will not be addressed by existing work or by straightforward changes within the organisation, relates to collection and sharing of data across the organisation. This includes sharing of data relating to local need and those accessing services as well as information on key contacts to engage with for specific communities.
- 3.9 The pockets of excellence found within specific departments and projects suggest within the council there is knowledge of the key contacts who can facilitate engagement with different communities but it is siloed and not widely available across the organisation.
- 3.10 Feedback from across the organisation indicates there is a desire to make improvements relating to these areas but additional support or resource is needed.
- 3.11 Alongside the internal self-assessment exercise research was carried out with residents representing communities with protected characteristics to ensure we align our strategy with their priorities.
- 3.12 By reaching out through voluntary and community sector organisations we recruited to two workshops attended by 28 people and carried out an online survey completed by 263 respondents. An informal workshop was also conducted with 10 members of the Youth Cabinet. Full results can be seen on the Your City Your Say section of the council website under [Equality, Diversity and Inclusion \(EDI\) Draft Strategy Research](#)
- 3.13 Participants generally agreed with the approach and priorities set out.
- 3.14 Around 20% of respondents (online survey) feel they have experienced discrimination and micro-aggressions based on protected characteristics. The self-assessment identified plans are already in place to assess and deliver

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equality-related training required within the organisation which should help improve this.

- 3.15 The most common reason for difficulty accessing services was not knowing what is available. Additional comments given suggest respondents have difficulty negotiating PCC departments or processes. This could be mitigated by extending the council's training on the Making Every Contact Count approach which would increase the number of frontline workers skilled in referring residents to a range of support. The suggestion people with protected characteristics may need more support in accessing services means this could be included in the review of equality-related training requirements.
- 3.16 There was a theme throughout the findings that the council does not engage well with communities; this seemed to centre around information being shared with them and possibly links with the self-assessment identifying a need for better access across the organisation to contacts who can facilitate engagement with specific groups (3.8 above).
- 3.17 A draft strategy will be brought to Cabinet in the new municipal year, setting out aims and priorities along with proposals for public consultation ahead of the final strategy document being adopted.
- 3.18 The draft strategy will detail plans to improve in line with the modules in the Equality Framework for Local Government and the findings of the public research.
- 3.19 Based on all of the above, steps can be taken to develop the organisation relating to both the public's priorities and the Equality Framework for Local Government without specific additional resources. However, the one area it appears it may be more challenging to do this is in module 1 of the framework.
- 3.20 While improvements will be made in the period covered by the strategy, if the council wants to continue beyond that to work towards the highest levels of attainment it is likely to require additional dedicated resource.

.....
Signed by (Director)

Appendices:

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

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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
Equality Framework for Local Government	https://www.local.gov.uk/publications/equality-framework-local-government-eflg-2021
Portsmouth City Council equalities self-assessment	Appendix 1 (below)
Equality, Diversity & Inclusion draft strategy research	Equality, Diversity and Inclusion (EDI) Draft Strategy Research

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Appendix 1

Portsmouth City Council equalities self-assessment

Ahead of work on Portsmouth City Council's new equalities and diversity strategy, a self-assessment exercise has been carried out for the organisation using the Local Government Association's [Equality Framework for Local Government](#).

The overall result is Developing. Details for each of the four modules are below.

Module 1: Understanding and working with your communities

Level: Developing

1. Collecting and sharing information

Level - **Developing**

Many specific areas use both national and local data well but outside of the department dealing with a topic there is limited understanding of what data might be available.

Data is gathered and published as part of various projects, such as the cost-of-living dashboard, lessons learnt from this best practice can be shared across the organisation. Some good examples of directorates such as Public Health and Children, Families and Education working closely with their partners and sharing information.

Specific areas scored some of the Achieving criteria, such as employing best practice by using qualitative and quantitative methods to gather data and information, and disaggregating it using the same or similar categories, but this is not done consistently.

Market Research advise on best approach to consultation when contacted but across the organisation may be inconsistencies in diversity monitoring. It is worth noting that directorates are keen on making sure consultation is proportionate and best suited and decide on framework on case-by-case basis.

Across the organisation there are pockets of Excellent, such as Culture, Leisure and Regulatory Services regularly updating data and using it to set priorities across the directorate and services to support specific needs of geographical areas or residents with specific needs and characteristics. They achieve this through quarterly KPI data collection and reporting, which can be used by services to update and inform operational plans. However, this is not done consistently across the whole of the organisation. Feedback identified additional central resource would

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be helpful to improve data collection, sharing and analysis so that it can be used to set priorities.

2. Analysing and using data and information

Level - Developing

Good work is happening within many distinct areas but there is there is no clear consistency across the organisation. A process for effective knowledge sharing within the council would be a very helpful first step to find out what information we have and how compatible the data sets might be. Difficulties include different data sets not being compatible with one-another, sensitive/ confidential data and being able to marry up different sets of data.

Gaps were identified around using data effectively as part of integrated impact assessment (IIA) and risk assessment processes, as often limited data is available. Across the organisation, systems are being developed to analyse soft and hard data/intelligence about communities, their needs, and aspirations.

Children Families and Education directorate and the Strategic Intelligence and Research team within Public Health are performing well in this area, meeting some of the Achieving and a few of the Excellent criteria but this is not done consistently across the organisation.

3. Effective community engagement

Level - Achieving

Responses notably differ between departments. In the majority of areas integrated engagement mechanisms and structures are in place to involve stakeholders in scrutinising service delivery, decision-making and progress. Many specific areas engage with all communities when making decisions, including those from under-represented groups, a good example of this is the co-production process Adult Social Care used when creating the Autism Support Hub and looking at the needs of neurodiverse community in the city. Children, Families and Education also scored highly on these criteria but advised that additional resource would allow them to increase the involvement of all under-represented groups in all consultations.

While the majority of areas are performing to a good standard, there are some gaps such as consistent approach to engagement and evidencing engagement with under-represented groups - it is not clear if this is because of a lack of routine diversity monitoring or other issues such as a need for better relationships between communities and the council.

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Culture, Leisure and Regulatory Services and Children, Families and Education show examples of excellent practices, meeting some of the Excellent criteria, such as working with their partners to improve performance on good relations in the community and where resources permit cater for difference, even where there is very limited or no actual representation within a local demographic. Challenges noted include a need for more resource to reach out to under-represented communities outside of the usual channels used to promote engagement activities and knowledge sharing across the organisation about who key contacts are.

4. Fostering good community relations

Level - **Developing**.

Structures are in place within the organisation and across partnerships to understand community relationships and map community tensions, these include a bi-weekly community tension monitoring meeting chaired by Hampshire Police, although this may benefit from wider participation. The quarterly Prevent board discusses community tensions and has access to the LGA Special Interest Group on Counter Extremism, this provides opportunities for roundtable discussions and communication briefings. The newly re-established community tasking and coordinating group monitors tensions to some extent.

In terms of harassment and hate crimes being monitored and analysed regularly, the Community Safety Partnership strategic assessment analyses hate crimes, and the police provide an update to the Prevent board on hate crime specifically. Specific support for council housing tenants is available through a hate crime officer in Housing. The Home Office has suggested developing a disruption policy for use in managing a serious incident of hate crime or related protest/demonstration, this may be more practical as part of a wider piece of work, if pursued it would help progress towards Achieving level.

5. Participation in public life

Level - **Developing**

The organisation has some understanding of the level of participation in public life by different communities/protected characteristics. This can include involvement in local democracy and representation e.g. school governors, councillors, board members of voluntary/statutory sector organisations.

The consensus is that additional resource would assist in more targeted outreach work and public campaigns to reach under-represented communities and enhance

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participation in public life. Some directorates advised that all section of the community are involved in public life, however diversity monitoring data is not routinely collected, therefore this could be anecdotal.

Module 2: Leadership, partnership, and organisational commitment Level - Developing

1. Political and officer leadership

Level - Developing

The political and executive leadership have publicly committed to reducing inequality, fostering good community relations, and challenging discrimination. Many specific areas feel their leadership champions the equalities, diversity and inclusion (EDI) agenda, but there are some gaps in business as usual embedding of EDI practices across the organisation. The idea of regular training and awareness to ensure that leaders are up to date with EDI related matters was raised.

Some areas scored Achieving and Excellent criteria, such as acting as ambassadors and managing conflicting needs and community tensions, but this was not consistently across the whole organisation and in places there were slight gaps in the Developing criteria.

2. Priorities and working in partnership

Level - Achieving

There is a coherent, shared vision of equality for the local area, with clear priorities which have been agreed and understood by all key stakeholders, including the voluntary and community sector. This can be evidence with the City Vision work, where consultation was broad and robust to ensure marginalised groups took part. One of the most important values identified as part of the City Vision is equality. There is evidence of looking beyond traditional partners to include the voices of smaller influencing organisations. Frameworks such as Social Value can be flexed to support particular groups or particular outcomes. There are high level statements within the corporate and partnership documents relating to equalities, however these could be more explicit in places or detail that specific issues will be defined in underlying documents.

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3. Using equality impact assessment

Level - Developing

This is a very strong Developing and close to Achieving in areas. Many specific directorates have embedded the IIA process, but a further benefit might be ensuring IIAs are completed at the outset of projects. Further training could assist with this to compliment an updated IIA form which will be rolled-out to the organisation this year. Drop-in training sessions will take place and the Equality and Diversity Officer is available for consultation on Equality Impact Assessment (EIA). This should allow for the EIA to be robust and meaningful.

There are pockets of Excellent, such as willingness to take measured risk to progress the EDI agenda in specific areas, but other areas do not perform as well. Overall, due regard is taken to the aims of the general equality duty when conducting business as usual, making decisions and when setting policies. The next step of ensuring that equality analysis/impact assessments are integrated systematically into planning, decision making and performance reviews across the organisation and based on this assessment this should be easily achievable by introduction of the new form, training and raising awareness.

4. Performance monitoring and scrutiny

Level - Developing/Achieving

Appropriate structures are in place to ensure delivery and review of equality objectives in the form of the EDI Steering Group, but how information cascades from there to specific service areas is inconsistent. There are pockets of Excellent, relating to Scrutiny Panels and specific areas assessing their performance and outcomes against comparable organisations. With the introduction of the EDI strategy and toolkit the organisation should move to Achieving level by meeting criteria around setting and monitoring of equality objectives which are subject to challenge and linking to the political overview and scrutiny process.

Module 3: Responsive services and customer care

Level: Developing

1. Commissioning and procuring services

Level - Developing/Achieving

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The organisation is working to ensure that procurement and commissioning processes and practices take account of the diverse needs of clients, and that providers understand the requirements of the public sector equality duty. The organisation has an established Social Value Framework, where the social value of contracts is measured, but there is no specific focus on equalities, it is just one of a number of areas suppliers can deliver social value. There may be potential to enhance the focus on equalities within which could meet Excellent criteria but this is something that would need to be explored further.

2. Integration of equality objectives into planned service outcomes

Level - Developing

There are significant inconsistencies with some areas meeting Achieving and Excellent criteria and others scoring lower. Successes around objectives are SMART, past performance is reviewed and gaps are identified in who is and isn't using the services. It seems many service plans are not written with equality objectives in mind and objectives are not underpinned by equality analysis. A feature of feedback was departments a lack of training or resource (time and budget) makes embedding equality objectives into planned service outcomes and business as usual challenging.

3. Service design and delivery

Level - Developing

Overall, the organisation has systems to collect, analyse and measure how satisfied sections of the community are with all services. Specific areas advised there are examples of where the human rights of individuals have been threatened and the organisation has ensured that they are safeguarded and safeguarding outcomes for under-represented groups improved, which are both Excellent criteria.

Feedback suggests a lack of data, systems, and resource to identify current participation, while satisfaction data is not disaggregated based on protected characteristics, and these are areas that need to be improved in order to measure whether all sections of the community are able to access services.

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Module 4: Diverse and engaged workforce

Level - Developing

1. Workforce diversity and inclusion

Level - Developing

The organisation understands its local labour market and has mechanisms in place to monitor its workforce against protected characteristics. HR is working on improving data gathering and workforce profile so comparisons can be made with Census 2021 data sets. Specific areas are working on diversifying recruitment and ensuring under-represented groups are represented, this is done in tandem with HR. The organisation continues to support, engage with and grow employee network groups to progress the work on wider equality, diversity and inclusion. Resource would assist in facilitating staff network groups, setting clear terms of reference, and promoting participation. There is ongoing work on embedding values and behaviours linking in new performance management processes to assist with fairness, equality, and inclusive culture.

2. Inclusive strategies and policies

Level - Developing

The organisation's workforce strategies and policies include equality considerations and objectives. New and major changes are assessed via the IIA. Some Achieving criteria are met, such as having set of policies and practices to enhance workforce equality and diversity including equal pay, flexible working and family friendly policies, harassment and bullying incidents being monitored and analysed and staff led equality networks have been established. There is also ongoing work to develop recognised steps for reasonable adjustments and improvements to process to report bullying and harassment. It was noted where it is necessary to implement positive action into policies and processes specific project support may be required, this may be around recruitment, training and policy changes.

3. Collecting, analysing, and publishing workforce data

Level - Developing

Work is underway to improve data gathering relating to HR processes in an employee's lifecycle (such as recruitment, onboarding, training, grievances, and leavers) although a specific resource to support this would be required to inform where change and positive action is needed. A review of job advertisements, job design and interview processes will be undertaken to assess whether they are

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inclusive. Training and setting performance metrics will be implemented to measure effectiveness. Additional resource is required to increase capacity to be able to provide improved accurate workforce data recording and reporting with regular access for HR and managers.

4. Learning, development, and progression

Level - Developing

Assessments of the training, learning and development needs of members and officers, in order that they understand their equality duties and take action to deliver equality outcomes, is inconsistent. An assessment is being undertaken as to what equality-related training, learning or development is required in the organisation. There is currently no easy way of knowing if course advertisement is reaching all staff and this needs to be investigated, also there is currently no specific support for the progression of under-represented groups but this is an area being looked at. There is also an opportunity to look at ways of improving appraisals to have more focus on equality and diversity. Additionally, a review of exit interview data is being completed to understand changes in the workforce profile and identify trends affecting career progression that are linked to equality. For the organisation to progress to the Achieving category, an learning management system that supports a talent management approach, tracks training and supports career progression is required as this would feed into the above analysis. Additionally, recruitment of a project support officer would assist with the development of career pathways and performance framework, also linked to behaviours framework (as per the Workforce diversity and inclusion category above).

5. Health and wellbeing

Level - Developing

The organisation has begun to consider how EDI issues are linked to employee health and wellbeing. Alignment of wellbeing coordinator and absence management has commenced so that wellbeing initiatives are driven by the needs of the workforce and introduction of hybrid working to enhance flexible working. An Employee Assistance Program is available. Training has been secured for staff development relating to wellbeing. Work that needs to progress in all areas is related to promotion of a positive health and wellbeing culture throughout all levels and areas of the organisation, linked to values, behaviours, flexible working, and wellbeing champions. The above evidence illustrates that the organisation has assessed all aspects of the working environment to ensure the health and safety needs of all its employees are met including around COVID-19. A range of inclusive mechanisms are in place to engage and involve staff. The organisation has considered working arrangements and patterns in the light of the COVID pandemic. Resource to work

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with wellbeing champions is required to improve staff wellbeing across all services with an EDI lens and evaluate the impact of current initiatives on wellbeing and absence levels.

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Agenda Item 8



Portsmouth
CITY COUNCIL

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Title of meeting:	Cabinet
Subject:	PFI - The Way Forward
Date of meeting:	21 March 2023
Report by:	Tristan Samuels; Director of Regeneration
Wards affected:	All

1. Requested By

- 1.1. This paper has been requested by the Cabinet Member for Traffic and Transportation.

2. Purpose of report

- 2.1. The purpose of this report is to summarise PCC's current contractual and commercial position in relation to the PFI Highways Maintenance Contract.
- 2.2. To note the transfer to the Regeneration Directorate and proposed arrangements to manage the contract.
- 2.3. To note the contract ends on 31 March 2030 and make members aware of the process of contractual Handback.
- 2.4. To note the first steps in preparing for highways maintenance that follows the end of the PFI contract.

3. Information Requested

Background

- 3.1. The PFI contract was entered into in 2004 with Ensign Highways Ltd; a special purpose vehicle to which Colas is appointed to carry out the works. Colas' responsibility under the contract is primarily to repair, maintain, operate and manage 455km of highway network.
- 3.2. This contract will expire on 31 March 2030.

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- 3.3. The PFI contract was drafted around the core principle of up-front capital rehabilitation of the carriageways to save a lifetime of repeated "patch and mend". This approach meant that PCC could deal with the underlying causes of carriageway and footway deterioration (ie bring the road up to an "acceptable" standard as defined in the contract) and then keep them well maintained through a light touch approach for rest of the life of the contract.
- 3.4. The main functions of the PFI that are delegated to Colas, are routine and cyclic maintenance of carriageways, footpaths, kerbs, gully, drainage runs, roads surface, white lines and more.
- 3.5. This includes winter maintenance, street lighting, street cleansing, maintenance of highway structures, arboriculture and landscape services, surface drainage gullies and pipes and third party claims (accidents). Colas also provide an emergency response, network management and the co-ordination with utilities.
- 3.6. Beyond the initial mobilisation in 2004, during which time Colas set up the compound in Walton Rd and got ready to commence the works, the 25-year contract comprised four parts:
 - Core investment period (first 5 years)
 - Life Cycle Replacement (remaining 20 years)
 - Operation and Maintenance (throughout the 25-year life of contract)
 - Handback (last 5 years)

These, and the contract structure, are explained in more detail in Appendix A.

Handback

- 3.7. At the end of the contract, each element of the network shall comply with the Handback Requirements. These are detailed in the contract and cover the condition of everything that Colas has been looking after for the last 25 years.
- 3.8. The contract is very specific as to the requirements for Handback of each component of the network. In simple terms, the network shall be in a condition such that only minor repairs and whole life intervention maintenance are required.
- 3.9. Surveys carried out jointly by Colas and the PCC client team, will take place before the end of the contract to make sure that the condition of the network is adequate and if not, there is time to carry out improvements and repairs.
- 3.10. These surveys start no earlier than 5¼ years (31 Dec 2024) before the end of the contract and no later than 4¾ years (30 June 2025) before the end of the contract.

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Cost and Funding

- 3.11. The Council pays a Service Payment (also known as Unitary Charge or UC) to Colas. 80% of this is indexed linked to a combination of Retail Price Index (RPI) and Civil Engineering Formula (CEF). The combination is based on 50% RPI and 50% CEF.
- 3.12. The estimated value of the total Contract was £587M in July 2004. The price was fixed for the defined network and services for the entire period of the contract except for an agreed indexation to compensate for inflation.
- 3.13. The Contract is funded through a DfT PFI Revenue Grant (£254m), DfT LTP Maintenance Grant (£41m) and from the council's own contributions.
- 3.14. The key risk areas for the PFI will be identified through a collaborative approach with the contractor, the banks, PCC (councillors and senior officers) and the DfT. These will be brought back to cabinet in a future paper.
- 3.15. Work that identifies areas of the contract that could be handed over to PCC before the end of the contract that lead to a financial saving are being investigated.

Working with the DfT

- 3.16. Officers are currently working with the DfT who are be able to provide support in the way of partnering, engagement (on Teams and in-person) and the provision of technical and managerial guidance.
- 3.17. Provision is made through the DfT's "PFI Expiry" team. This team leads on networking and collaboration for key parties and stakeholders including Local Authorities, the Infrastructure Projects Authority (IPA), Local Partnerships and National Highways. There are regular PFI Expiry meetings and networking events that officers are linked into and play an active part.

The Next Seven Years

- 3.18. Over there next seven years, it is important that:
 - the highway assets (roads, bridges, lamp columns etc) continue to be well maintained as required under the contract
 - the highway assets are all inspected and checked to ensure they are at the standard required under the contract before the end of contract in 2030
 - the PCC client team is adequately resourced to ensure the Business As Usual (BAU) requirements of the contract are met
- 3.19. The continued maintenance of roads, bridges and lamp columns etc as well as the operational functions of the contract such as events, network management,

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cleansing, weeding etc will continue as normal until 2030. This is known as Business As Usual (BAU) and it is the responsibility of the PCC client team to ensure that Colas perform their duties under the contract and manage payments etc.

- 3.20. The PFI contract includes clauses that define the condition of the highway assets before Colas can release them back to PCC in 2030. The PCC Client Team, including its inspectors and with support from the DfT and technical experts, will work with Colas to ensure this condition is met. This is important as it defines the value for money legacy that will remain post 31 March 2030.
- 3.21. The PCC Client team, now part of the Regeneration directorate, is currently under-resourced for this BAU and Handback function. The assistant director for Infrastructure is working with Councillor Lynne Stagg (T&T portfolio lead) and HR to strengthen this team.

PFI Expiry

- 3.22. There is an important but separate piece of work, that relates to the arrangements for highways maintenance that will follow the end of the PFI in 2030.
- 3.23. The options for highways maintenance post March 2030 will be drawn up. A paper will be brought back to cabinet which outlines the recommended approach with options by which the cabinet will be able to make an informed decision; including cross part agreements if so desired.
- 3.24. Following the development of options and a decision by cabinet, the implementation of the new arrangements will begin. This is a substantial piece of work over several years. Resource and funding will need to be made available for this to be successful.
- 3.25. The cabinet should note that adequate resource will need to be assigned to deliver this workstream and funding will be needed that is in addition to that currently available for the usual business of delivering the PFI contract.
- 3.26. This resource will also have duties around the impact of inflation on the PFI and changes to the contract over the next seven years through contractual deeds of variation.

Governance

- 3.27. Governance will be agreed with the cabinet member for Traffic and Transportation. It is likely that there will be an executive board on which will sit the cabinet member for traffic and transportation as well as the cabinet member for Environment.

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3.28. An officer project board that includes the council's S151 officer and the Director for Regeneration will manage the day-to-day quality, programme and budget aspects of this workstream.

Timeline

3.29. Key dates that followed the signing of the contract on 30 July 2004 are as follows:

	<u>Start</u>	<u>End</u>
Mobilisation (6 months)	1 Aug 2004	31 Jan 2005
Core Investment Period (4 years and 6 months)	1 Feb 2005	31 July 2009
LCR (20 years and 8 months)	1 Aug 2009	31 March 2030

3.30. Works required to bring the network up to contractual condition will start in 2025/26 and the technical inspections ahead of this start in Dec 2024. Technical specialists and resource will be employed to support the PFI team in this work.

3.31. Work to introduce savings is underway. These will need to be realised no later than 2 years ahead of the PFI expiry to prove beneficial.

3.32. DfT requires preparation for PFI expiry to start around 7 years before the end of the contract. We will have initial formal discussions with the DfT Q1/Q2 of 2023/24.

.....
Signed by:

Appendices: Appendix A

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
PFI - The way forward	Appendix A

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

.....
Signed by:

Appendix A

PFI - The Way Forward

1. Before the PFI

In the late 1990s, central government funding for highway maintenance reduced and as a result many councils had to resort to a do minimum "patch and mend" approach. This meant many roads were in a poor state with cracks and potholes. Further, the "patch and mend" approach led to repeated failures and of course, short term repairs proved to be a more expensive option in the long run.

Portsmouth City Council carried out a review of its highway maintenance strategy and decided that repeated "patch and mend" based on an annual funding cycle did not offer good value for money. A long term funding approach based on more substantive (and deeper) renewal treatments was considered to be a much better policy.

In 2000, 48% of Portsmouth's principal roads were in a failed or critical condition. This was over three times the national average for local authority roads at that time. Along with the need to maintain 67 structures, around 16,000 street lights and 455km of carriageways, PCC devised a whole life strategy for maintaining its highway network.

Further, the need to step-up the standard of highways maintenance in Portsmouth formed part of a wider strategy to regenerate the City, harbour and the historic naval base and vital for attracting inward investment to the City. Hence, the Council entered into discussions with the Department for Transport to secure additional funding.

Portsmouth City Council worked in partnership with the DfT and associated partners to develop a Highways Maintenance contract that embodied the principles of "whole-life maintenance". This became the DfT's first "pathfinder" for highways maintenance PFI projects.

The Department for Transport (DfT) was one of the leading sponsor departments that promoted Private Finance Initiative (PFI) deals. It sponsored a series of Design Build Finance and Operate (DBFO) initiatives for new construction of trunk roads and motorway widening schemes using the PFI model. The model was then extended to cover the local authority street lighting schemes and following their success, to the local authority highway maintenance schemes.

The DfT sponsored the Portsmouth Highways PFI project by providing a PFI Grant to the Council. The Council committed further funds to enable it to enter into a twenty-five year long PFI highways maintenance contract. Since then, using the Portsmouth contract as a model, local authorities in Birmingham, Sheffield, Hounslow and Isle of Wight have developed their own versions of highways maintenance PFI contracts.

2. Ensign and Colas

Ensign Highways Ltd is the Special Purpose Vehicle (SPV) through which Colas are appointed. Ensign sub-contracted 100% of the service delivery to Colas Ltd, under a "Sub-Contract" agreement.

In theory, Ensign could sub-contract the works to a company other than Colas but in practice, Ensign is very much part of Colas and they are one and the same. In fact, Ensign are owned by Colas SA and Colas Ltd.

Colas' main tasks include reactive and proactive maintenance, network management, life cycle replacement, tree and landscaping management.

Under the contract, Ensign is known as the "Principal Contractor" with key responsibilities of contract management, contract finance and legal. The Managing Director is tasked with mainly the legal and contractual matters.

Colas is known as the "Highways Manger" and is tasked with all technical aspects of the contract, network condition and functioning and day to day problem solving.

3. Portsmouth City Council's Responsibilities

A significant part of the highway maintenance activity on local authority roads is based upon statutory duties and powers contained in the Highways Act 1980 and precedents developed over years as a result of claims and legal proceedings. In addition to a general duty of care, there is specific legislation which provides the basis for powers and duties relating to highway maintenance.

The overarching duty is set out in Section 41 of the Highways Act 1980 and the duty to maintain highways which are maintainable at public expense.

Section 58 of the Act provides the Council with a statutory defence against claims by the public/highway users.

The PFI contract has to conform to the legal framework within which a council can deliver and manage delivery of services to meet its obligations as the Highway Authority.

4. The Contract

Principles

The PFI contract was drafted around the core principle of up-front capital rehabilitation of the carriageways to save a lifetime of repeated "patch and mend". This approach means that we could deal with the underlying causes of carriageway and footway deterioration (ie bring the road up to an "acceptable" standard as defined in the contract) and then keep them well maintained through a light touch approach for rest of the life of the contract.

This is a significant shift from the traditional local authority maintenance approach of "patch and mend" and adopts a "whole life maintenance" approach instead. It is a similar principle to buying a brand-new car, leading to less trips to the garage than buying an old second hand one.

What Colas are required to do under the contract

The contract adopts a "fence to fence" approach; meaning that the maintenance, upgrade and management of all highway assets from the back of the footway on one side of the highway to the back of footway on the other side, are all included.

The contract is made up of a project agreement and 24 Schedules. These set out the requirements for the services to be delivered and the standards of service delivery.

The PFI contract is a "prescribed standard contract" (AKA "performance based"). This means that rather than detailing precisely what Colas need to do in terms of maintenance (ie dig up and replace 1000m² of road), it describes a level of standard to which the highways network must be maintained. This includes the condition of the roads, the amount of litter and weeds present,

condition of footways, lighting columns, traffic signals, highway structures road street furniture and more.

The standard by which Colas maintain the roads is assessed through different methods of measurement. This may be measuring the wet surface skid resistance on the approach to traffic lights using a SCRIM (Sideway-force Coefficient Routine Investigation Machine) or checking the cleanliness of streets against predefined pictures that show what "good" looks like.

5. Key Dates

Key dates that follow the signing of the contract on 30 July 2004 are as follows:

<u>Item</u>	<u>Start</u>	<u>End</u>
Mobilisation (6 months)	1 Aug 2004	31 Jan 2005
Core Investment Period (4 years and 6 months)	1 Feb 2005	31 July 2009
LCR (20 years and 8 months)	1 Aug 2009	31 March 2030

6. Core Investment Period

Including an initial 6-month mobilisation period (Q3 and Q4 of 2004/05), the contract required Colas to upgrade the highway assets to a pre-defined standard during the first five years. This was known as the Core Investment Period (CIP).

The CIP upgrade was a key component of the overall Highways PFI Contract delivery. The standard of the CIP upgrade had an impact on service life, the Life Cycle Replacement (LCR) treatment strategy and the ultimate hand back condition of the highway network. It also determined the levels of investment needed and how the Council will manage the Project Network post Contract.

During the CIP, the principal, secondary and tertiary road network along with associated footways, structures and street lighting, were all brought up to a standard/condition as defined in the contract.

7. Life Cycle Replacement

Background

Following the core investment period, Colas then had to maintain the roads to the upgraded standard over the remaining 20 years and importantly, hand them back at a defined condition at the end of the contract.

A road is categorised as Principal, Secondary or Tertiary depending upon on the degree of usage and the roads importance to the City of Portsmouth residents.

The condition of these roads (carriageways) is measured using a Network Condition Index (NCI). Colas achieved the contractually required NCI Value for all the roads at the end of CIP. The condition of the roads is maintained at or above this level during the next 20 years.

There are a total of 455km of roads within the city of Portsmouth of which 65km are Principal roads, 95km are Secondary roads and 295km are Tertiary roads. These roads were subsequently divided into smaller sections; termed Road Section Lengths (RSLs).

The condition of the roads (carriageways) is measured for each RSL. This condition measure is then aggregated to give an NCI Value for each category of road (Principal, Secondary and Tertiary). This can lead to a single road having different treatments along its length.

Prioritisation of LCR Works

The prioritisation of the Carriageway schemes for the annual programme of maintenance is based on the individual condition indices, accident data and overall site condition validation information.

Defects in bridges and other highways structures, such as retaining walls, are highlighted through technical inspections (General Inspections and Principal Inspections).

The need for traffic signal improvements under the LCR programme is based upon surveys and recommendations provided by Colas' ITS department.

The approach for selection of schemes for the annual maintenance programme has remained the same as the previous years and is affected by financial constraints, technical requirements, safety and local issues and public perception.

Timing of LCR Works

When considering the timing of road works, consideration is given to events such as special events (such as the football matches, street parties, music festivals, Christmas shopping and other works such as utility diversions).

A programme of works is submitted to PCC for auditing and quality assurance purposes. This is distributed within different teams in Regeneration for comments, identifying potential clashes with other projects. The comments are sent to Ensign for consideration and then a final programme is formally submitted to PCC for approval.

Colas and PCC collaborate to combine planned works (such as LTP4) to minimise disruption to road users.

8. Operation and Maintenance

In addition to repair of the highway, Colas is required to "Operate and Maintain" (O&M) the network. This includes a wide spectrum of services, from grass cutting, street cleansing through to maintenance of streetlights, traffic signals, road markings and winter maintenance.

9. Handback (last 5 years)

It is important to note that in terms of the contract, "Handback" refers to the condition of the highway assets rather than to a transfer of responsibility and ownership from Colas to PCC. Contractually, Colas will remain responsible for the assets until 2030 unless PCC and Colas agreed to change the contract through a "Deed of Variation".

The condition of assets at the end of the contract will determine the legacy and the "value for money" obtained from the previous 25 years.

10. How the PFI contract is funded

The Council pays a Service Payment (also known as Unitary Charge or UC) to Colas. 80% of this is indexed linked to a combined Retail Price Index (RPI) and Civil Engineering Formula (CEF) (50% RPI and 50% CEF).

The estimated value of the total Contract was £587M in July 2004.

The price was fixed for the defined network and services for the entire period of the contract except for an agreed indexation to compensate for inflation.

The Contract is funded through a DfT PFI Revenue Grant (£254m), DfT LTP Maintenance Grant £41m and from the council's own contributions.

11. Contract Management

The PFI Contract Management Team (made up of Council employees) has had a significant role to play in managing the service delivery effectively through scrutinising and agreeing planned delivery.

The annual priorities take account of a number of related factors including network occupation, new developments, utility activities, the council's future transport plan and the management strategy adopted.

This requires both close working partnership with Colas and an effective challenge function to ensure efficient and appropriate measures are being applied so that the Project Network operates efficiently, emerging political requirements can be met and safety of the travelling public is continually being met and can be demonstrated to provide the required Section 58 defence; protection against claims.

12. Going forward

Business As Usual

The contracted functions of Life Cycle Replacement and Operations and Maintenance continue through to the end of the contract. This is "Business-As-Usual".

Handback

In terms of the contract, "Handback" is simply the period during which inspections of the network (carriageways, footways, structures, lamp columns, etc) are carried out with both the PCC contract management team and Colas to ensure it is to the required standard prior to end of contract.

The network, or elements of the network do not have to be "handed back" (in the true sense of the word) to PCC during this time unless it is agreed by both parties under a Deed of Variation to the original contract. When a particular asset, part of the network or function etc is removed from the contract, the PCC contract management team would have to ensure alternative arrangements are made.

The handback process commences approximately seven years from the end of the contract. The first two of these comprise technical inspections and contract negotiation. It is vital that PCC's contract management team has a good understanding of the strategic issues of the Contract for effective handback and to ensure value for money is achieved from the investment in the PFI Contract in partnership with the Service Provider.

The process also needs to demonstrate value for money for the public in a transparent manner and remains auditable. Hence the next phase of Contract Management is likely to be crucial for the Council and its key stakeholder, the Department for Transport.

Post-PFI

There is an important piece of work that relates to the arrangements for highways maintenance that will follow the end of the PFI in 2030. A lead officer (project manager) with support from a team and

external experts will need to be assigned to deliver this workstream and funding will be needed that is in addition to that currently available for the usual business of delivering the PFI contract.

This PM will also have duties around the impact of inflation on the PFI and changes to the contract over the next seven years through contractual deeds of variation.

Workshops

Workshops will be set up to establish the needs of hand back and post PFI arrangements. There will be a steering group that would lead these with a PM responsible for managing this workstream going forward. The workshops will include a focus on strategy as well as identifying tasks, resources, engagement, workstreams, stakeholders etc.

Governance

Governance will be agreed with the cabinet member for Traffic and Transportation. It is likely that there will be an executive board on which will sit the cabinet member for Traffic and Transportation as well as the cabinet member for Environment.

An officer project board that includes the council's S151 officer and the Director for Regeneration will manage the day-to-day quality, programme and budget aspects of this workstream.

13. Partnering with DfT and Other Authorities

Officers are currently working with the DfT who are be able to provide support in the way of partnering, engagement (on Teams and in-person) and the provision of technical and managerial guidance.

Provision is made through the DfT's "PFI Expiry" team. This team leads on networking and collaboration for key parties and stakeholders including Local Authorities, the Infrastructure Projects Authority (IPA), Local Partnerships and National Highways. There are regular PFI Expiry meetings and networking events that officers are linked into and play an active part.

14. Governance

Governance will be agreed with the cabinet member for Traffic and Transportation. It is likely that there will be an executive board on which will sit the cabinet member for traffic and transportation as well as the cabinet member for Environment.

An officer project board that includes the council's S151 officer and the Director for Regeneration will manage the day-to-day quality, programme and budget aspects of this workstream.

End

Agenda Item 9



Title of meeting: Cabinet

Date of meeting: 21st March 2023

Subject: Proposed extension to Shared Service Provision of Emergency Preparedness, Resilience and Response Services with Southampton City Council

Report by: Laura Betsworth

Wards affected: All

Key decision: No

Full Council decision: No

1. Purpose of report

To recommend extending the service level agreement with Southampton City Council in relation to the full provision of the emergency preparedness, resilience, and response (EPRR) function.

2. Recommendations

- 2.1 That the Director: Culture, Leisure, and Regulatory Services (CLRS) be given delegated authority to extend the Service Level Agreement (SLA) with Southampton City Council for the continued provision of the joint emergency preparedness, resilience, and response function with effect from 1st April 2023 at the latest for a further 5 years upon such terms and conditions as the Service Director: CLRS considers appropriate.
- 2.2 That the Director: Culture, Leisure, and Regulatory Services (CLRS) be given delegated authority to employ such staff as are reasonably required to undertake the services under the SLA.

3. Background

- 3.1 Portsmouth and Southampton City Councils entered in to a shared service for the provision of EPRR arrangements in 2018, in accordance with the authorities' statutory obligations, including the Civil Contingencies Act (2004) and associated resilience legislation.
- 3.2 The consolidation of the EPRR provision provided opportunity to address the steadily increasing workload of the emergency planning teams in Portsmouth and Southampton and provide a more robust, resilient, and effective response in emergency and business continuity incidents.



- 3.3 Since the creation of the EPRR shared service in 2018 (hosted by Southampton City Council), the service has gone from strength to strength, benefitting both authorities with compliance in relevant statutory obligations, good value for money and increased income opportunities.
- 3.4 The work of the EPRR team is overseen by the Joint Emergency Preparedness, Resilience and Response Board to ensure appropriate scrutiny of resilience activities across statutory and contractual obligations, including financial management and ensuring the interests of all partners is served. The Board is co-chaired by the Directors of Public Health and membership comprises of the Strategic Leads for EPRR, representatives from relevant services such as Finance and Communications, relevant Portfolio Holders and representatives of the three Borough Councils that contract services under a Service Level Agreement.
- 3.5 The provision of a shared service across the authorities has proven invaluable in response to a number of significant Major Incidents across the wider Local Resilience Forum (LRF) Partnership area and smaller scale incidents that have affected the residents and communities in both cities. The flexible nature of the service ensures resilience in responding to protracted periods of response (such as with planning for the reasonable worst case scenario EU Exit and the Covid-19 Pandemic) with support to both internal and multi-agency arrangements.
- 3.6 Since 2018, the EPRR service has responded to over 730 incidents, ranging from Major Incidents such as significant water disruption, adverse weather events (storms, snow, heatwave, flooding) and coastal pollution, to significant incidents including fuel disruption, animal disease and utility failure. This also includes smaller scale incidents such as fires, unexploded ordnance, house collapse, gas leaks/explosions and preparations for events such as the death of the monarch, industrial action and severe weather alerts.
- 3.7 The PCC provision of the service remains at £177,000, with income streams from the provision of emergency planning professional services to partner agencies. The shared service would remain a 50/50 partnership with Southampton City Council.
- 3.8 The EPRR team comprises 7 FTE who are suitably qualified and trained in core EPRR competencies and are dedicated to delivering a high quality professional service whilst pursuing development and growth; 3 officers successfully completed a Level 7 Masters Apprenticeship in relevant subjects, with another officer in her final year.
- 3.9 The UK Resilience sector is in a period of change, adapting to address lessons identified in significant recent incidents such as Grenfell Towers, Manchester Arena Attack and Covid-19, strengthen areas for improvement in relevant legislation and guidance and prepare for a future with a more volatile risk picture than ever before (higher likelihood of more frequent/severe emergencies). The

EPRR service has a proven record of understanding and implementing complex legislation/guidance and is well placed to support the authorities with forthcoming activities associated with the new UK National Resilience Strategy and Protect Duty (Martyn's Law).

4. Reasons for recommendations

- 4.1 The EPRR Service is considered a successful partnership with SCC, benefitting both authorities in their preparedness and readiness to respond effectively to emergencies and business disruption events.
- 4.2 The alternative to the proposal is to not extend the SLA with SCC but this is not considered viable on the basis that the SLA offered good value for money, economies of scale, resilience, and increased income for both authorities.

5. Integrated impact assessment

- 5.1 Details of the IIA are included with this paper as Appendix A.

6. Legal implications

- 6.1 The councils are entitled to enter into these arrangements by virtue of Section 113 Local Government Act 1972, Sections 9EA and 9EB Local Government Act 2000 and the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012.
- 6.2 There are no other legal implications arising from this proposal, which it is understood is for the continuation/extension of the existing arrangements

7. Director of Finance's comments

- 7.1 The recommendation in this report proposes to continue the SLA with Southampton City Council for the provision of EPRR for a further 5 years.
- 7.2 The SLA has offered good value for money, economies of scale, and increased income opportunities for both authorities.
- 7.3 The total PCC budget allocation towards the EPRR service in 2022/23 is £177,200. Any additional costs above the approved PCC revenue budget would be absorbed within existing budgets.

.....
Signed by:

Appendices: A - Integrated Impact Assessment

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:

Integrated Impact Assessment (IIA)

Integrated impact assessment (IIA) form December 2019

www.portsmouth.gov.uk

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

- identify those policies, projects, services, functions or strategies that could impact positively or negatively on the following areas:
 - Communities and safety
 - Regeneration and culture
 - Environment and public space
 - Equality & - Diversity - This can be found in Section A5

Directorate:

Culture, Leisure and Regulatory Services

Service, function:

Emergency Preparedness, Resilience and Response

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

Extension to the Shared Emergency Preparedness, Resilience and Response (EPRR) Service between Portsmouth City Council and Southampton City Council

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

- Existing
- New / proposed
- Changed

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

To extend the provision of the shared service for provision of emergency preparedness, resilience and response across Portsmouth City Council and Southampton City Council, ensuring delivery of relevant statutory and contractual obligations.

Has any consultation been undertaken for this proposal? What were the outcomes of the consultations? Has anything changed because of the consultation? Did this inform your proposal?

The Joint EPRR Board has been consulted and support the proposal for extending the SLA.

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

A1-Crime - Will it make our city safer?



In thinking about this question:

- How will it reduce crime, disorder, ASB and the fear of crime?
- How will it prevent the misuse of drugs, alcohol and other substances?
- How will it protect and support young people at risk of harm?
- How will it discourage re-offending?

If you want more information contact Lisa.Wills@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-spp-plan-2018-20.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

In addition to core resilience activities associated with relevant legislation, the EPRR Service supports a number of initiatives that promote community safety, working with partners from across the public sector to address health and wellbeing of the community, ensure event safety, community cohesion and preparedness for instances of modern day slavery and unaccompanied minors at the Port.

How will you measure/check the impact of your proposal?

Continued engagement with relevant key stakeholders and report to the Joint EPRR Board

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

A2-Housing - Will it provide good quality homes?



In thinking about this question:

- How will it increase good quality affordable housing, including social housing?
- How will it reduce the number of poor quality homes and accommodation?
- How will it produce well-insulated and sustainable buildings?
- How will it provide a mix of housing for different groups and needs?

If you want more information contact Daniel.Young@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/psh-providing-affordable-housing-in-portsmouth-april-19.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

A3-Health - Will this help promote healthy, safe and independent living?



In thinking about this question:

- How will it improve physical and mental health?
- How will it improve quality of life?
- How will it encourage healthy lifestyle choices?
- How will it create healthy places? (Including workplaces)

If you want more information contact Dominique.Letouze@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cons-114.86-health-and-wellbeing-strategy-proof-2.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

The EPRR Service aim to promote community resilience through working with relevant voluntary sector organisations that support the community in their readiness for emergencies and actively participating in the Local Resilience Forum Community Resilience Strategy.

How are you going to measure/check the impact of your proposal?

Continued engagement with relevant key stakeholders and report to the Joint EPRR Board

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

A4-Income deprivation and poverty-Will it consider income deprivation and reduce poverty?



In thinking about this question:

- How will it support those vulnerable to falling into poverty; e.g., single working age adults and lone parent households?
- How will it consider low-income communities, households and individuals?
- How will it support those unable to work?
- How will it support those with no educational qualifications?

If you want more information contact Mark.Sage@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-homelessness-strategy-2018-to-2023.pdf>
<https://www.portsmouth.gov.uk/ext/health-and-care/health/joint-strategic-needs-assessment>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

The EPRR Humanitarian Assistance work stream actively considers identifying and supporting vulnerable residents in times of emergency, ensuring appropriate arrangements are in place to support vulnerability in the community.

How are you going to measure/check the impact of your proposal?
Continued engagement with relevant key stakeholders and report to the Joint EPRR Board

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

A5-Equality & diversity - Will it have any positive/negative impacts on the protected characteristics?



In thinking about this question:

- How will it impact on the protected characteristics-Positive or negative impact (Protected characteristics under the Equality Act 2010, Age, disability, race/ethnicity, Sexual orientation, gender reassignment, sex, religion or belief, pregnancy and maternity, marriage and civil partnership,socio-economic)
- What mitigation has been put in place to lessen any impacts or barriers removed?
- How will it help promote equality for a specific protected characteristic?

If you want more information contact gina.perryman@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cmu-equality-strategy-2019-22-final.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B1-Carbon emissions - Will it reduce carbon emissions?

In thinking about this question:

- How will it reduce greenhouse gas emissions?
- How will it provide renewable sources of energy?
- How will it reduce the need for motorised vehicle travel?
- How will it encourage and support residents to reduce carbon emissions?

If you want more information contact Tristan.thorn@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cmu-sustainability-strategy.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B2-Energy use - Will it reduce energy use?

In thinking about this question:

- How will it reduce water consumption?
- How will it reduce electricity consumption?
- How will it reduce gas consumption?
- How will it reduce the production of waste?

If you want more information contact Triston.thorn@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf>
<https://democracy.portsmouth.gov.uk/documents/s24685/Home%20Energy%20Appendix%201%20-%20Energy%20and%20water%20at%20home%20-%20Strategy%202019-25.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B3 - Climate change mitigation and flooding-Will it proactively mitigate against a changing climate and flooding?



In thinking about this question:

- How will it minimise flood risk from both coastal and surface flooding in the future?
- How will it protect properties and buildings from flooding?
- How will it make local people aware of the risk from flooding?
- How will it mitigate for future changes in temperature and extreme weather events?

If you want more information contact Tristan.thorn@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/env-surface-water-management-plan-2019.pdf>

<https://www.portsmouth.gov.uk/ext/documents-external/cou-flood-risk-management-plan.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

The EPRR service has a number of plans to respond to the consequence management of severe weather events, including storms and gales and flooding, these plans and arrangements ensure the city council is prepared to respond to extreme weather events.

How are you going to measure/check the impact of your proposal?

Continued engagement with relevant key stakeholders and report to the Joint EPRR Board

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B4-Natural environment-Will it ensure public spaces are greener, more sustainable and well-maintained?



In thinking about this question:

- How will it encourage biodiversity and protect habitats?
- How will it preserve natural sites?
- How will it conserve and enhance natural species?

If you want more information contact Daniel.Young@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/pln-solent-recreation-mitigation-strategy-dec-17.pdf>

<https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

The EPRR Service has a Coastal Pollution Plan which considers the impact of pollution on the shoreline, waste collection and disposal and possible clean up techniques that support the natural environment.

How are you going to measure/check the impact of your proposal?

Continued engagement with relevant key stakeholders and report to the Joint EPRR Board

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B5-Air quality - Will it improve air quality?

In thinking about this question:

- How will it reduce motor vehicle traffic congestion?
- How will it reduce emissions of key pollutants?
- How will it discourage the idling of motor vehicles?
- How will it reduce reliance on private car use?

If you want more information contact Hayley.Trower@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/env-aq-air-quality-plan-outline-business-case.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B6-Transport - Will it improve road safety and transport for the whole community?

In thinking about this question:

- How will it prioritise pedestrians, cyclists and public transport users over users of private vehicles?
- How will it allocate street space to ensure children and older people can walk and cycle safely in the area?
- How will it increase the proportion of journeys made using sustainable and active transport?
- How will it reduce the risk of traffic collisions, and near misses, with pedestrians and cyclists?

If you want more information contact Pam.Turton@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/travel/local-transport-plan-3>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

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Is your policy/proposal relevant to the following questions?

B7-Waste management - Will it increase recycling and reduce the production of waste?

In thinking about this question:

- How will it reduce household waste and consumption?
- How will it increase recycling?
- How will it reduce industrial and construction waste?

If you want more information contact Steven.Russell@portsmouthcc.gov.uk or go to:

<https://documents.hants.gov.uk/mineralsandwaste/HampshireMineralsWastePlanADOPTED.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

C - Regeneration of our city

Yes

No

Is your policy/proposal relevant to the following questions?

C1-Culture and heritage - Will it promote, protect and enhance our culture and heritage?



In thinking about this question:

- How will it protect areas of cultural value?
- How will it protect listed buildings?
- How will it encourage events and attractions?
- How will it make Portsmouth a city people want to live in?

If you want more information contact Claire.Looney@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

The EPRR Service is actively engaged with the Portsmouth Events Safety Advisory Group (PESAG) in supporting valuable cultural events taking place in the city, this includes the assessment of risk and response arrangements for small, medium and large scale events working with key partners to ensure events are delivered safely.

How are you going to measure/check the impact of your proposal?
Continued engagement with relevant key stakeholders and report to the Joint EPRR Board

C - Regeneration of our city

Yes

No

Is your policy/proposal relevant to the following questions?

C2-Employment and opportunities - Will it promote the development of a skilled workforce?



In thinking about this question:

- How will it improve qualifications and skills for local people?
- How will it reduce unemployment?
- How will it create high quality jobs?
- How will it improve earnings?

If you want more information contact Mark.Pembleton@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-regeneration-strategy.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

Is your policy/proposal relevant to the following questions?

C3 - Economy - Will it encourage businesses to invest in the city, support sustainable growth and regeneration?

In thinking about this question:

- How will it encourage the development of key industries?
- How will it improve the local economy?
- How will it create valuable employment opportunities for local people?
- How will it promote employment and growth in the city?

If you want more information contact Mark.Pembleton@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-regeneration-strategy.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

Q8 - Who was involved in the Integrated impact assessment?

Director, team manager and team members.

This IIA has been approved by: Stephen Baily

Contact number: 023 9283 4399

Date: 10 February 2023

Agenda Item 10



THIS ITEM IS FOR INFORMATION ONLY

(Please note that "Information Only" reports do not require Integrated Impact Assessments, Legal or Finance Comments as no decision is being taken)

Title of meeting:	Cabinet
Subject:	Climate Change: A Year in Review
Date of meeting:	21 st March 2023
Report by:	Kristina Downey, Principal Strategy Adviser - Climate Change
Wards affected:	n/a

1. Requested by

- 1.1 Cabinet Member for Climate Change and Environment

2. Purpose

- 2.1 To provide an overview of climate change activities that have been delivered in the previous year and activities that are underway.

3. Information Requested

- 3.1 An updated approach to climate change management is underway. Since March 2022, many changes and activities have occurred or are underway and will be delivered shortly.
- 3.2 In [September 2022](#), a new Climate Change Strategy was approved and adopted by Cabinet. This new Strategy has provided the basis for climate change activities that have been undertaken in the last year, and will continue to direct and support future activities. Including the new Climate Change Strategy, climate change activities undertaken since March 2022 by strategic priority areas include:
Portsmouth City Council Operations
- 3.3 In September 2022, an internal [energy use working group](#) was developed to create solutions to make the Civic Centre operations more environmentally and financially responsible.
- 3.4 In January 2023, Portsmouth City Council were successful in their application to Innovate UKs [Net Zero Living Programme](#). As lead applicant, PCC will collaborate with city partners to develop a study to understand the collective barriers to decarbonisation and identify city-wide solutions.
- 3.5 In February 2023, an internal [Climate Programme Board](#) of senior managers was created to increase the alignment of climate change-thinking into decision-making. Through capacity building, sharing information, and leadership it is anticipated that new climate change actions will be developed.

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- 3.6 Two more PCC architects have achieved their Passivhaus accreditation since March. Passivhaus are housing design standards that ensure very high energy efficiency, and where possible, all new social housing are built to these standards.
- 3.7 Since September 2022, the Green and Clean teams have substituted diesel for the lower carbon fuel, HVO, in four non-road vehicles and 19 road-vehicles. This is a permanent substitution until these vehicles can be electrified.
- 3.8 Before the end of this financial year, an additional 11 of our fleet vehicles will be exchanged for electric models.
- 3.9 Since March 2022, solar panels and battery planning and installing has been occurring at Portsmouth International Port and Lakeside at North Harbour. The Port is gaining 2,660 panels supplying 1.2 MW of power, and a 1.5 MW battery.
- 3.10 It is anticipated that publication of the first Carbon Action Plans for both PCC operations and our actions within the city will be available in the following months.

Travel and Transport

- 3.11 As part of the South East Hampshire Rapid Transit (SEHRT) scheme, improvements to the bus lane and cycling areas at Rudmore roundabout and Portsbridge junctions in 2022 and 2023 are encouraging less carbon-intense travel. The full SEHRT may reduce transport emissions by approximately 150 tonnes CO_{2e} per year.
- 3.12 In March 2022, an additional 62 on-street residential electric vehicle charge points have been added.
- 3.13 In January 2023, on-street secure bike hangars have been installed in a further eight locations.
- 3.14 In October 2022, a new electric and pedal bike scheme, Beryl Bikes by Breeze, was launched across Portsmouth. This scheme offers an initial 200 pedal bikes and 235 e-bikes. This was released in combination with a new phone application, Breeze app, that combines all low-carbon public and hireable transport services.
- 3.15 It was decided in November 2022, that the Voi e-scooter trial should be permitted to continue until May 2024 in Portsmouth.
- 3.16 In February, Portsmouth International Port accepted an offer from Scottish and Southern Energy Network (SSEN) to secure an additional 15 MW of electricity to supply shore-power to visiting vessels. This will allow ships to switch off their engines in dock, reducing noise, carbon emissions, and improving local air quality.

Homes, Buildings and Other Infrastructure

- 3.17 Since May 2022, Portsmouth City Council has been delivering a LAD 3 and HUG 1 scheme funding (£15.7 million, and £16.2 million, respectively) which pays for thousands of free energy efficiency measures in privately owned

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homes, which reduce household energy costs and reduce over 100 tonnes CO₂e per year.

3.18 In July 2022, Portsmouth City Council approved the borrowing to establish a [Low Carbon Projects](#) fund that will finance city-wide renewable energy, energy efficiency, and other carbon mitigation projects. A number of city projects are being evaluated for their feasibility.

3.19 PCC's Building Services team are currently undertaking a [retrofit feasibility pilot scheme](#) across 19 social house types to understand the options for further retrofitting.

Business and the Green Economy

3.20 PCC remain a supporting partner for the [Low Carbon Across the South East](#) (LoCASE) grant funding to help local organisations decarbonise, and promote at relevant events.

3.21 From June 2022, PCC has led a [business decarbonisation and green skills working group](#), developing a strategy and work plan across Portsmouth organisations including the University of Portsmouth, Shaping Portsmouth, and Net-Zero Group.

3.22 In February 2023, PCC co-hosted the [Future Portsmouth: The Future is Green](#) event bringing together Portsmouth businesses, public sector, and education/training partners to discuss local sustainability innovation and new projects.

Waste and Consumption

3.23 In August 2022, kerbside collection of [used batteries](#) was introduced, meaning carbon can be reduced by encouraging this waste not to enter the general refuse waste collection and be incinerated. This is expected to save less than a tonne of CO₂e per year.

3.24 In November 2022, the [kerbside food waste collection](#) service was expanded to include an additional 10,000 Portsmouth residences, meaning more carbon savings can be made from food waste incineration. This is expected to save approximately 60 tonnes of CO₂e per year from incineration.

Natural Environment

3.25 Since last March, over [400 adult trees, almost 3,000 young trees, and hundreds of shrubs](#) have been planted in Portsmouth, focussing on our schools and social housing estates. This removes approximately 30 tonnes of carbon from the atmosphere and safely stores it in our soils and vegetation.

3.26 In May 2022, a [Motion for the Ocean and Our Coastal Communities](#) was carried at Full Council. Following this a report detailing actions and projects that will begin ocean recovery in Portsmouth was provided to Cabinet in November 2022, and then Full Council.

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- 3.27 In October 2022, PCC successfully applied for Defra's [Woodland Creation Accelerator Fund](#), gaining funding to support two new greening officers for two years.
- 3.28 In October 2022, internal finances were allocated to the [Greening the City fund](#) to help meet the objectives of the Greening Strategy in the community. In this round, £20,000 was allocated, with a second round opening in April 2023.
- 3.29 In January 2023, PCC successfully gained funding from the [Queen's Green Canopy Commemorative Planting](#) initiative and the [Urban Tree Challenge Fund](#), assisting these and future planting activities.

Engagement and Partnerships

- 3.30 Since February 2022, a fortnightly [Climate Action Bulletin](#) has been circulated to our subscribers. To date this now has over 2.5k subscribers. This has been combined with a shared [Climate Action inbox](#) that allows residents to raise climate change ideas or queries,
- 3.31 From June, PCC has acted as pilot for the [Greenprint](#) framework for green recovery. This is a product developed by the Partnership for South Hampshire (PFSH).
- 3.32 In August 2022, PCC signed up to a number of [international climate change initiatives and campaigns](#). PCC efforts to protect our city from sea level rise and flooding has been identified as a [UN Climate Change High-Level Champion](#).
- 3.33 From August to October 2022, a number of climate change questions were included within the [Big Portsmouth Survey](#). The analysis of this resident engagement will be used as evidence towards future action planning.
- 3.34 In September 2022, together with the Hive, PCC co-hosted the first [environment-focussed Connecting and Networking event](#). PCC used this event to engage with our community groups to understand what project ideas they have, and what support they need to continue or expand their work. PCC are using this engagement to design future actions.
- 3.35 In November 2022, during the international climate change Conference of the Parties (CoP) PCC invited local high-school age students to take part in a [climate change simulation game](#) within the Council Chambers.
- 3.36 In November 2022, during the CoP the city council launched the new Climate Change Strategy and developed the [Green Partnership Charter](#). The Charter signatories are local organisations with a greater potential to influence city carbon emissions through their large estates, significant workforce, or community outreach. It is intended that this group will not just meet these joined objectives, but work more collaboratively in the future. Since November, further organisations have approached PCC to also join the Charter.
- 3.37 From January 2023, a year-long campaign called [Greener Me in 23](#) began and that aims to nudge residential behaviour change towards more sustainable choices.

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- 3.38 From January 2023, work has commenced to update and improve the breadth of climate change information provided on the external PCC website. After content finalisation, review, and testing, these pages should be launched in the following months.
- 3.39 From March 2022, over 30 climate-related press releases have been published.

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Signed by
Paddy May
Corporate Strategy Manager

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

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Agenda Item 11



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Title of meeting:	Cabinet Meeting
Subject:	Support for Armed Forces Families
Date of meeting:	21 March 2023
Report by:	Caroline Hopper, Lead Officer Armed Forces Covenant, on behalf of Strategy, The Executive
Wards affected:	All

1. Requested by Cllr Gerald Vernon-Jackson, Leader of the Council and Elected Armed Forces Champion

2. Purpose: To update the Cabinet on work to renew Portsmouth City Council's affiliation with His Majesty's Naval Base, Portsmouth and provide a summary of on-going priorities for providing support to support serving families.

3. Information Requested

3.1 Background: Portsmouth is the home of the Royal Navy, and the armed forces are a significant part of the fabric of the city. The City Council takes its responsibility to the Royal Navy very seriously and has been working closely with the Naval Base Commander, Captain of the Base, Naval Families Federation (NFF) and Royal Navy, Royal Marines Charity (RNRMC) to understand how it can further support serving personnel and their families.

3.2 His Majesty's Naval Base, Portsmouth (HMNB Portsmouth) is one of three operating bases in the United Kingdom. It is the oldest base in the Royal Navy and headquarters to a significant proportion of the Royal Navy's surface fleet (including two aircraft carriers, type 45 destroyers, and type 23 Frigates).

3.3 In 2022 the Council transferred the honorary grant of Freedom of the City to Portsmouth Naval Base and Portsmouth Ships. The honour was awarded to pay tribute to the Royal Navy for its many centuries of gallant and distinguished service, and for its contribution to the development of Portsmouth. Following this honour personnel from HMNB Portsmouth paraded through the city, exercising their right to

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do so with fixed bayonets and colours flying as they celebrated the Freedom of the City.

3.4 The Council was previously affiliated to HMS Endurance; however, this ceased upon its decommissioning. It is noted that the Council will soon have a new affiliation to HMNB Portsmouth as a Home Port, connecting it to the base and its flotilla. This affiliation will not be purely ceremonial. It is intended to focus on tangible support to service personnel and their families.

3.5 There are 7,600 regular serving personnel are based in Portsmouth. Additionally, it is estimated that Portsmouth is also home to 5,472 partners of serving personnel and 3,724 service children. 943 service children are registered for Service Pupil premium within Portsmouth schools¹.

4. Priorities moving forward

4.1 There has been discussion about where initial support should focus. From these discussions the Council is exploring several ideas to improve communication, better coordinate support for, and increase opportunities for service families to participate in events and activities hosted within the city.

4.2 In addition to established methods of communication it has been suggested that a regular physical touch point, would provide families with a chance to find out more about what the Council has to offer and feedback about their experience. The Captain of the Base holds regular community surgeries which could form the platform for additional communication channel with the Council. It is noted that the Council will work with Ward Councillors to consider how best to enable the council to be represented at these surgeries and will also discuss the opportunity with Hampshire Constabulary, as a relevant stakeholder, who may also wish to be involved in the venture.

4.3 There are several markers annually that provide an opportunity to acknowledge, engage, raise awareness, and thank, military personnel and their families for their service. These include April as the month of the Military Child, Armed Forces Week in June, and Military Family Month in November. For some years now the Council has observed Armed Forces Week, raising the Armed Forces Day flag at a dedicated ceremony, and hosting well attended Armed Forces Day events. It is

¹ The Armed Forces Community within the Solent Needs Assessment (2022) available from: [The Armed Forces Community Within The Solent \(portsmouth.gov.uk\)](https://www.portsmouth.gov.uk)

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noted that the Council will now reflect upon how best to observe other opportunities, in a way that responds to needs identified by military children and families. This will complement other activities already underway within the Council, such as the work in partnership with Portsmouth's parent and carer board to create a tool kit for schools with service pupils.

4.4 Annually the Navy host a Base day for service families, however not all families are able to attend this, and improving service family's access to other events and activities within the city has been identified as an area for development. Within this there are several avenues to be explored and it is noted the Council will work with local organisations to consider how they can support naval/military families' participation in their events and services. This could be by way of targeted advertising to ensure families know what is available to them, offering discounts, dedicated performances/shows, and/or providing a more tailored service such as offering a specific military family welfare area within larger events.

4.5 Ensuring that services work together to support Armed Forces families has also been highlighted as an area for consideration. At a strategic level Portsmouth City Council continues to be the leading member of the Solent Armed Forces Covenant Partnership Board (SAFCPB). The SAFCPB brings together Portsmouth, Southampton, Gosport, and Isle of Wight Councils, alongside the local military, health services, and voluntary and community sector to understand and meet the needs of the Armed Forces Community across the region. The SAFCPB has developed a strong positive reputation, locally and nationally, over the past five years and is seen by many in the military community as an exemplar. In other Royal Naval base areas, such as Plymouth, alternative models have developed. These include the use of an 'Armed Forces Forum' to bring together stakeholders at an operational level. As a city Portsmouth has a good record of services working together to support the Armed Forces Community with examples such as Veterans Outreach Support (VOS) bringing together services as part of their monthly drop-in. It is noted that the Council will explore the need for an Armed Forces Forum, aligned to the SAFCPB for services working with serving personnel and their families, to help with ensuring those working with Armed Forces Families are more connected and co-ordinated in their responses.

4.6 Service Accommodation is an area that some service families have reported as having a negative impact on their experience of military life. The Council is keen to assist with this issue and has had some discussions over the last few years about the possibility of Portsmouth City Council's Housing and Building Services providing property and building services for the MOD housing stock in Portsmouth and Havant.

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The Council currently manage and maintain council owned housing stock of approximately 15,000 units of accommodation and considers that it has the infrastructure and expertise to make a positive difference to serving personnel and their families experience of service accommodation. It is noted that the Council would like to offer to look after the naval housing in the Portsmouth area as a trial, to see if a local solution might work better for naval families, rather than being part of a national contract.

5. Conclusion: Portsmouth is a Naval City, and the Council takes its responsibilities to the Royal Navy very seriously. It is noted that the Council intends to enter a new affiliation with HMNB Portsmouth, and that the Council is committed to ensuring its engagement with the local Armed Forces Community transcends ceremonial appreciation. Council Leaders are working with local military leaders, and key stakeholders, including the NFF, to identify areas for tangible action. It is noted that as a result several areas for action will be explored which include improving communication, collaboration, and participation. Some of the areas of action identified will require work with a wider group of stakeholders such as Defence Infrastructure Organisation and businesses within the City. It is noted that the Council is committed to undertaking this work to support members of the armed forces community to have parity of access to services, and a positive experience of their time living, working, and learning in the city aligned with the commitment that it has made to uphold the Armed Forces Covenant.

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Signed by
Paddy May
Corporate Strategy Manager

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
The Armed Forces Community within the Solent Needs Assessment	The Armed Forces Community Within The Solent (portsmouth.gov.uk)
Renewal of Armed Forces Covenant	Strategy
Armed Forces Champion Annual Report	Strategy