

# City of Portsmouth

## MEMBERS' INFORMATION SERVICE

**NO 11**

**DATE: FRIDAY 18 MARCH 2011**

The Members' Information Service produced in the Customer, Community & Democratic Services Unit by Joanne Wildsmith has been prepared in three parts -

Part 1 - Decisions by the Cabinet and individual Cabinet Members, subject to Councillors' right to have the matter called in for scrutiny.

Part 2 - Proposals from Managers which they would like to implement subject to Councillors' right to have the matter referred to the relevant Cabinet Member or Regulatory Committee; and

Part 3 - Items of general information and news.

### **Part 1 - Decisions by the Cabinet**

**The following decisions have been taken by the Cabinet (or individual Cabinet Members), and will be implemented unless the call-in procedure is activated. Rule 15 of the Policy and Review Panels Procedure Rules requires a call-in notice to be signed by any 5 members of the Council. The call-in request must be made to JOANNE WILD SMITH (Democratic Support Officer) and must be received by not later than 5 pm on the date shown in the item.**

If you want to know more about a proposal, please contact the officer indicated. You can also see the report on the Council's web site at [www.portsmouth.gov.uk](http://www.portsmouth.gov.uk)

WARD	DECISION	OFFICER CONTACT
1	<p><b>Cabinet Member for Health and Social Care Meeting – 15 March 2011</b></p> <p>At his meeting Councillor Leo Madden took the following decisions:</p> <p><b>Adult Social Care Service Plan</b></p> <p>DECISION that the five main objectives of the Adult Social Care Service Plan set out within the report were approved by the Cabinet Member for Health and Social Care.</p>	<p>Joanne Wildsmith Customer, Community &amp; Democratic Services Tel: 9283 4057</p> <p>Robert Watt Head of Adult Social Care Tel: 9284 1160</p>

WARD	DECISION	OFFICER CONTACT
	<p><b>Adult Social Care Re-structuring</b></p> <p>DECISION that the Cabinet Member for Health &amp; Social Care noted the content of the report and approved the proposals to restructure Adult Social Care in the ways described in the report subject to any changes agreed as a result of the staff consultation.</p> <p>(The Cabinet Member and Spokespersons would be briefed further on the restructure after the end of the staff consultation period.)</p> <p><b>Development of Commissioning Arrangements for GP Commissioning Consortia</b></p> <p>DECISION that the Cabinet Member approved that discussions are held with GPs with a view to developing and extending the existing integrated commissioning arrangements to meet the needs of the emerging GP commissioning consortium during transition.</p> <p><b>Dementia Action Plan</b></p> <p>DECISION that the Cabinet Member noted the content of the report.</p> <p><b>Health Improvement and Development Service Plan</b></p> <p>DECISION that the six main objectives of the Health Improvement and Development Service Plan set out within the report were approved by the Cabinet Member for Health and Social Care.</p> <p><b>Fees and Charges and Direct Payments rate for 2011/12 for Adult Social Care (ASC) and Health Improvement and Development (HIDS)</b></p> <p>DECISIONS that:</p> <ol style="list-style-type: none"> <li>1. Subject to 2 below, the fees, charges and hourly Direct Payments rate set out in the appendices attached to the report be approved.</li> <li>2. Authority to vary the charges to other Local Authorities shown in appendix 2 be delegated to the Head of Adult Social Care in consultation with the Head of Financial Services.</li> <li>3. Authority to set the charges for Help in the Home (Appendix 3, lines 11 and 12) be delegated to the Strategic Director with responsibility for Health and Adult Social Care in consultation with the Head of Financial Services.</li> </ol>	<p>Robert Watt Head of Adult Social Care Tel: 9284 1160</p> <p>Suzannah Rosenberg Head of Integrated Commissioning Tel: 9268 8315</p> <p>Gemma Rainger Adult Social Care Tel: 9283 1156</p> <p>Susie Waller Head of Health Improvement &amp; Development Tel: 9283 4791</p> <p>Peter Pennekett Finance Manager Tel: 9284 1272</p>

	WARD	DECISION	OFFICER CONTACT
2		<p><b>Anti-poverty Co-ordinator's Work Programme</b></p> <p>DECISION that the Cabinet Member for Health &amp; Social Care approved the focus for the work of the Anti-Poverty Co-ordinator over the next 6 months.</p> <p><b>Community Covenants - Support for Armed Forces/ex Armed Forces Personnel</b></p> <p>DECISION: That Portsmouth City Council works in partnership with Hampshire County Council over common areas for Armed Forces personnel/ ex Armed Forces personnel; supporting the wider Hampshire Community Covenant, with the aim of developing Portsmouth's own Community Covenant once an assessment of service provision has been conducted.</p> <p>NB: Call-in date – Wednesday 23 March</p> <p><b>Cabinet Member for Housing's Decision Meeting – 15 March</b></p> <p>Councillor Steve Wylie, as his decision meeting held on 15 March took the following decisions:-</p> <p><b>Portsmouth Housing Market – Summarising Latest Trends</b></p> <p>DECISION:</p> <p>The Cabinet Member noted the trends as the background for Portsmouth City Council's involvement with planning and providing housing and housing-related services in Portsmouth.</p> <p><b>Financial Assistance Policy for Private Sector Housing</b></p> <p>DECISIONS:</p> <ol style="list-style-type: none"> <li>(1) that the 2001 financial assistance policy be agreed, and implemented from 1 April 2011 (as detailed in Appendix 1 of the report);</li> <li>(2) that the recipients of loans provided prior to 1 April 2011 be offered the option of early repayment of their loan, by making either one-off payments or entering into an instalment arrangement;</li> <li>(3) that the implementation and satisfaction with the take-up of the new assistance packages be reviewed after six months, and a further report be brought to a future meeting of the Cabinet Member for Housing.</li> <li>(4) to undertake a feasibility study on the introduction of a long term financial programme for private sector housing renewals.</li> </ol>	<p>Kate Kennard Anti-Poverty Co-ordinator Tel: 9268 8826</p> <p>Kate Kennard Anti-Poverty Co-ordinator Tel: 9268 8826</p> <p>Joanne Wildsmith Customer, Community &amp; Democratic Services Tel: 9283 4057</p>

	WARD	DECISION	OFFICER CONTACT
		<p><b>Council Housing Maintenance and Improvements and Housing IT Business Software 2011/2012</b></p> <p>DECISIONS:</p> <ol style="list-style-type: none"> <li>(1) that the area programmes and allocation of finance for the funding of the revenue budgets for repair and maintenance of dwellings be noted;</li> <li>(2) that the capital budgets listed in Appendix B, Appendix C, Appendix D and Appendix E commencing in 2011/12 be approved and the Local Authority Housing Manager and Head of Community Housing and Regeneration be authorised under financial rules, section B14 to proceed with schemes within the sums approved;</li> <li>(3) that the Strategic Director of Corporate Resources and Services' financial appraisal be approved with the capital programme – global provision.</li> </ol> <p><b>Purchase of Pinnacle Properties (Supplementary Item with Exempt Financial Appraisal)</b></p> <p>DECISIONS:</p> <ol style="list-style-type: none"> <li>(1) approval was given to purchase the seven properties known as 96 and 98 Queen Street, 89, 91, 93 and 96 Shadwell Road, and 51 Copnor Road (“the Properties”) within the sum set out within the exempt financial appraisal);</li> <li>(2) authority be delegated to the Head of Local Authority Housing Management and Head of Adult Social Care in consultation with the Strategic Director and Section 151 Officer to conclude the purchase of these properties;</li> <li>(3) authority was delegated to the Head of Legal Services and Head of Asset Management to conclude all legal and other agreements as required;</li> <li>(4) the Head of Financial Services' exempt financial appraisal was approved;</li> <li>(5) the Head of Housing Management apply to the government for approval to exempt these properties from the current Housing Revenue Account subsidy system and pooling of capital receipts from Right to Buy sales in accordance with the Housing and Regeneration Act 2008, section 313.</li> </ol> <p>NB: Call-in date – Thursday 24 March</p>	

## **Part 2 - Proposals from Managers for Implementation**

The following proposals have been brought forward. The Managers indicated will exercise their powers to approve the proposal unless a Councillor requests the item be referred for decision to the relevant Cabinet Member or Regulatory Committee. **Your request must be made to JOANNE WILDSMITH (Democratic Support Officer) and must be received by not later than 5 pm on Friday 25 March 2011.**  
**An email or handwritten letter will suffice.**

If you want to know more about a proposal, please contact the Officer indicated.

### **PORTFOLIO: ENVIRONMENT & COMMUNITY SAFETY**

**FRIDAY 18 MARCH 2011**

	<b>WARD</b>	<b>SUBJECT AND PROPOSAL</b>	<b>OFFICER CONTACT</b>
3		<p><b>CCTV Control Room Improvements (Revenue Contribution to Capital Expenditure)</b></p> <p><b>Proposal:</b> To make a £63,263 revenue contribution towards the CCTV control room improvements.</p> <p>Substantial upgrade and improvement works are due to be undertaken to the CCTV control room at a cost of £98,000. Budget provision for these works exists and will be funded through a Home Office Safer Stronger Communities Fund (SSCF) Capital grant of £34,737 with the balance of £63,263 to be funded from the Community Safety's revenue budgets.</p> <p>The nature of the works is such that for accounting purposes they should be treated as capital expenditure. The 2010/11 Environment and Community Safety cash limit will therefore be reduced by £63,263 and transferred to the revenue reserve for capital.</p>	<p>Rachael Dalby            Head of Community Safety            Tel: 9283 4040</p> <p>Or</p> <p>Nick Haverly            Group Accountant            Tel: 9268 8233</p>

## PLANNING APPLICATIONS TO BE DETERMINED BY HEAD OF PLANNING SERVICES

The Head of Planning Services will exercise his powers to determine the following applications in accordance with the proposed decision for each application unless a Councillor requests the application be referred for decision to Committee.

Your request should be made to the **Head of Planning Services** by telephoning **Julie Watson** (☎023 9283 4826 or 023 9283 4339 answerphone) and must be received by not later than **5 pm on Friday 25 March 2011**. You can also make contact by letter or by e-mail to - [planningreps@portsmouthcc.gov.uk](mailto:planningreps@portsmouthcc.gov.uk) - If you wish to know more about a particular application, please contact the Case Officer indicated.

Item No	Application No Ward	Location Description of Development	Planning Officer's Comments	Case Officer Proposed Decision
4	11/00099/FUL  Fratton	<b>75-77 Copnor Road Portsmouth</b>  Construction of 3no. 2-storey buildings to form 5 dwellinghouses and 2 flats	<p>Two letters/e-mails of objection and one email of support has been received from occupiers of adjoining properties to the west and north of the site. The grounds of objections relate to; (i) the number of residential developments that have been carried out in the immediate vicinity and their impact on the ability of existing community services to cope; (ii) over-development; (iii) increased pressures on car parking; (iv) loss of outlook, overshadowing and loss of privacy; (v) light pollution; and (vi) that a brick wall to the common boundary on the north side would be more appropriate than a close boarded fence.</p> <p>This scheme involves the redevelopment of commercial premises that back onto houses fronting Whitworth Road to the west. Whilst removing some building bulk adjacent to that boundary it would also increase along a length of 12m corresponding to the flank wall of the proposed terrace of three houses. Whilst the Whitworth Road houses that abut the flank wall of the proposed houses have been extended at ground floor level, one by approximately half the garden length, the distance between the rear projections to those properties and the proposed building would be approximately 13m. That arrangement is typical of flank wall to rear gardens and is considered acceptable in that it would not result in an undue loss of outlook. The provision of two roof-lights, one serving a bathroom and the other a small third bedroom, within the roof slope adjoining those properties is not considered to give rise to a loss of privacy. The boundary treatment to the north side of the site, which adjoins a vehicular access, is considered suitable. On-site car parking is to be provided for seven vehicles on a shared basis. Given the proximity to bus services this is considered to be acceptable in the context of the council's car parking standards. This scheme does not entail the provision of high level lighting and in these circumstances an objection on light pollution would not arise.</p>	<p>Ian Parkinson</p> <p>Tel: 023 9283 4301</p> <p><b>Conditional Permission</b></p>

Item No	Application No Ward	Location Description of Development	Planning Officer's Comments	Case Officer Proposed Decision
5	11/00113/FUL  Drayton & Farlington	<b>151-153 Havant Road Portsmouth</b>  Construction of 2 storey rear extension to form 2 flats and 1 dwellinghouse	<p>One representation has been received from the occupier of an adjacent property objecting on the following grounds: the proposal would extend an extension, the existing access is of insufficient width to accommodate lorries, intensive use of access would impact on highway safety, lack of provision of amenity space, ground levels will cause drainage problems and over-development.</p> <p>The proposal would form three new residential units to the rear of the existing commercial units that have residential accommodation above and behind and is considered acceptable in principle. The scale and level of development is similar to that which has been constructed to the rear of adjacent properties and is not considered to represent an over-development of the site. The proposal would make provision for parking at the rear of the site, utilising an existing access alongside No153 Havant Road. The Highway Engineer has raised no objection to the proposed parking and access arrangements, which are considered acceptable.</p>	<p>Simon Barnett</p> <p>Tel: 023 9284 1281</p> <p><b>Conditional Permission</b></p>

## Part 3 - Information and News Items

FRIDAY 18 MARCH 2011

	WARD		OFFICER CONTACT
6		<p><b>Protecting Public Houses that Serve a Community Benefit</b></p> <p>The Planning Service has been asked to consider how individual public houses that serve a community benefit can be protected from development. It is envisaged that where an individual pub is the only available facility for a community, it could potentially be safeguarded from development through the Site Allocations Development Plan Document. This document is in the early stages of production and members are asked to advise the Planning Service of any pubs within their ward that they believe should be safeguarded in this way. Please contact Paul Carnell on 9283 4876 or paul.carnell@portsmouthcc.gov.uk. The deadline for suggestions is April 1<sup>st</sup> 2011.</p>	<p><b>Paul Carnell</b>  <b>Planning Services</b>  <b>Tel: 9283 4876</b></p>
7		<p><b>Copnor Bowling Green, Tangier Road, Portsmouth – Appeal</b>  <b>Ref No: 10/01136/FUL</b>  <b>Date Lodged: 9 March 2011</b></p> <p>An appeal was lodged against the refusal of planning permission for construction of 6 two storey dwelling houses with rooms in roof and 3 storey building to form 8 flats.</p> <p>This appeal is being dealt with by the written representation procedure.</p>	<p><b>Kelly Porter</b>  <b>Planning Services</b>  <b>Tel: 9284 1278</b></p>
8		<p><b>Governance &amp; Audit Committee – 11 March</b></p> <p>At this meeting, the Committee:</p> <ul style="list-style-type: none"> <li>• Asked the Chair to pursue with the Head of Human Resources the timescale of the review of the <b>Performance Development Review (PDR)</b> policy</li> <li>• Noted that the <b>Concessions Audit action plan</b> will be submitted to the next meeting</li> <li>• Noted a report from the District Auditor that the Council is making good progress in the <b>transition to International Financial Reporting Standards (IFRS)</b></li> <li>• Approved the adoption of the <b>accounting policies to comply with IFRS</b></li> <li>• Noted the <b>Treasury Management Monitoring report</b> for the third quarter of 2010/11</li> <li>• Noted the <b>Treasury management policy for 2011/12</b> (which has been approved by the Cabinet and is being submitted to Council on 22 March)</li> <li>• Questioned and noted the <b>Audit Performance Status report</b> to 4 February 01 for the Audit Plan 2010/11, and noted the draft scope of and progress on the Audit Plan for 2011/12</li> </ul>	<p><b>Lin Chaplen</b>  <b>Customer,</b>  <b>Community &amp;</b>  <b>Democratic Services</b>  <b>Tel: 9283 4053</b></p>



	WARD		OFFICER CONTACT
	Contd/...	<ul style="list-style-type: none"> <li>• Questioned and noted the <b>Performance Management update</b> for quarter 3 of 2010/11, and in particular the final performance against the Local Area Agreement 2008-11 (which has now been revoked), the achievement or not of targets in the Corporate Health Scorecard, the Project Management update and the Risk Management update. Officers were asked to report back on a number of issues.</li> <li>• Noted the progress of the draft <b>Annual Governance Statement (AGS)</b> for 2010/11, which will be submitted to the committee for final approval at its meeting in June. Members discussed business continuity planning in particular.</li> <li>• Noted the <b>consensual audit by the information Commissioner's Office</b>, which took place 8 – 11 March. The outcome of the audit, action plan and resource implications will be report to a future meeting of the committee.</li> <li>• Noted and received the Governance &amp; Audit Committee's <b>annual report for 2010/11</b>. The report will be submitted to the full Council on 22 March.</li> </ul>	
9		<p><b>Housing &amp; Social Care Scrutiny Panel – 15 March</b></p> <p>The Housing and Social Care Scrutiny Panel met on 15 March and received evidence from Gemma Rainger, Senior Programme Manager, Integrated Commissioning Unit as part of its review into Personal Health Budgets.</p>	<p><b>Jane Di Dino Customer, Community &amp; Democratic Services Tel: 9283 4060</b></p>
10		<p><b>The Health Overview &amp; Scrutiny Panel – 17 March 2011</b></p> <p>The Health Overview &amp; Scrutiny Panel met on 17 March and resolved that:</p> <ol style="list-style-type: none"> <li>1. The national change in the provision of paediatric cardiac services be considered a substantial variation.</li> <li>2. The draft terms of reference for the Joint Health Overview &amp; Scrutiny Committee that will be examining the Sustainability Plan be noted.</li> <li>3. The report on health inequalities be noted.</li> <li>4. The review of male life expectancy be added to the work programme for consideration at the first meeting of the next municipal year.</li> <li>5. The report on dual diagnosis be noted and an update be given to the Panel in six months time.</li> <li>6. The update on Single Point of Access from Solent Healthcare be noted.</li> <li>7. The Panel write to the Strategic Health Authority to express support for Solent Healthcare's application for NHS Trust and Foundation Trust status.</li> </ol>	<p><b>Jane Di Dino Customer, Community &amp; Democratic Services Tel: 9283 4060</b></p>

	WARD		OFFICER CONTACT
11	Contd/...	<p>With regard to the scrutiny review of alcohol-related hospital admissions it further resolved that:</p> <ol style="list-style-type: none"> <li>8. Its disappointment that the Cabinet decided not to implement recommendation 7 regarding the prohibition of alcohol consumption by staff and members during the working day and being under the influence of alcohol at work, be noted.</li> <li>9. The alcohol-related assaults in the Emergency Department at QAH data and an analysis of the effectiveness of the security guard be brought to the next meeting.</li> <li>10. Portsmouth Hospitals Trust be asked to respond to the second part of recommendation 20.</li> <li>11. Hampshire Police be asked to respond to the second part of recommendation 15 and for clarification on its response to recommendation 21.</li> <li>12. The probation service be asked for details of the outcomes of the review of Alcohol Treatment Requirements (ATRs) and for assurance that the Specified Activity Requirements would not replace them.</li> <li>13. South Central Ambulance Service be asked for clarification of its response to recommendation 21.</li> <li>14. The report on the Macmillan Cancer Support Project by Portsmouth Library Service be noted.</li> <li>15. The proposed changes to service provision be noted and a progress report be brought to the next Panel meeting.</li> <li>16. The date of the next meeting will be arranged in the next municipal year.</li> </ol> <p><b>Cabinet Member for Environment &amp; Community Safety's Decision Meeting Wednesday 23 March at 10am, Executive Meeting Room, Guildhall</b></p> <p>At this meeting, the Cabinet Member for Environment &amp; Community Safety, Councillor Eleanor Scott, will consider reports on the following:</p> <ul style="list-style-type: none"> <li>• Responsibilities for stray and dangerous dogs</li> <li>• Review of the Safe Space project</li> <li>• Project Integra Action Plan 2011-16 – to seek approval of the plan for the period to 31 October 2011, pending review</li> <li>• Update on the Household Waste Recycling Centre</li> <li>• Alterations to the Neighbourhood Noise Enforcement policy</li> <li>• Proposals for joint working with Havant Borough Council on the investigation of statutory noise nuisance affecting Portsmouth City Council tenants</li> <li>• Civil sanctions pilot programme</li> <li>• Monitoring of Cash Limits and Capital Programme to 31 December 2011, and the approval of a RCCO to procure a waste compactor to reduce revenue expenditure in future years</li> </ul>	<p><b>Lin Chaplen Customer, Community &amp; Democratic Services Tel: 9283 4053</b></p>

	WARD		OFFICER CONTACT
12		<p><b>Special Planning Committee – Wednesday 23 March 2011 at 2pm in the Executive Meeting Room, Guildhall</b></p> <p>At this meeting the committee will consider the following planning application:</p> <p><b>11/001165/FUL – Ex Bowling Green, Tangier Road, Portsmouth</b> – Construction of 6 two storey dwelling houses with rooms in roof and 3 storey building to form 8 flats (resubmission of 10/01136/FUL)</p>	<p><b>Lucy Wingham</b> Customer, Community, Community &amp; Democratic Services Tel: 9283 4662</p>
13		<p><b>Cabinet Member for Resources – Decision Meeting – 24 March</b></p> <p>The next Cabinet Member for Resources' Decision Meeting will take place on Thursday 24 March at 8.45am in Conference Room A, Civic Offices, Portsmouth and will consider the following items:-</p> <ul style="list-style-type: none"> <li>• Twinning</li> <li>• Customer Community and Democratic Services Business Plan</li> <li>• Verbal update on Voluntary &amp; Community Sector</li> <li>• Support for the Voluntary &amp; Community Sector 2011/12 – Voluntary Sector Annual Report</li> <li>• Audit and Performance Improvement Business Plan</li> <li>• Verbal update on Information Service Business Plan</li> <li>• Merefield House Relocation of Services and Customer Access Improvements to Civic Offices – Capital Scheme Approval</li> </ul>	<p><b>Vicki Plytas</b> Customer, Community &amp; Democratic Services Tel: 9283 4058</p>
14		<p><b>Kings Theatre, Southsea – Release of Funds from 2010/11 Contingency Provision</b></p> <p>An application has been received from the Kings Theatre Trust for a grant to partly fund a feasibility study and some initial planning work towards the next phase of the restoration and improvement of the Theatre. The total cost of the study is estimated to be £50,000 of which the City Council is being asked to fund £25,000 with the remaining £25,000 being borne by the Trust.</p> <p>The application, which has been sent to Roger Ching, the Strategic Director and Section 151 Officer, states that the works envisaged will transform the theatre with much better access, circulation space, bar and cafe space, community facilities and back stage improvements. This will keep it in the heart of the thriving culture scene in Portsmouth, alongside the Guildhall and</p>	<p><b>Roger Ching</b> Strategic Director &amp; Section 151 Officer Tel: 9283 4346</p>

	WARD		OFFICER CONTACT
15	Contd/...	<p>the New Theatre Royal. In the last 10 years, much valuable investment has been made in the theatre, and it has been rejuvenated into a vibrant community hub and venue, with links and partnerships with all the City's theatres and performance venues as well as many other arts and educational establishments. This new project will radically improve the theatre and greatly enhance its ability to engage further with community, education and heritage activities alongside the thriving performance programme of quality shows that attracts such a wide regional audience into Portsmouth, 76,000 people last year from outside Portsmouth, as well as 62,000 from Portsmouth itself.</p> <p>The cost of the full project is currently estimated at £3M. Various grant funders have been sounded out by the Trust about the project, including the Heritage Lottery Fund. Reactions have been very positive at this early stage but the various funding applications cannot be progressed until the feasibility study has been done to flesh out the project in greater detail. The Trust have emphasised that a City Council grant of £25,000 will assist greatly and will help the Trust source other funding from a wide variety of external funding partners.</p> <p>Following receipt of this application, the Strategic Director and Section 151 Officer consulted with the Leader of the City Council and the relevant Portfolio holder, both of whom support this request. In doing so they have asked that the Trust agree to undertaking a skills audit in consultation with the City Council with a view to ensuring that the Trust has the necessary skills to take forward a project of this nature.</p> <p>In terms of funding, the Strategic Director and Section 151 Officer advises that following consultation with the Leader of the City Council and the Cabinet Member for Culture, Leisure and Sport, he has approved funding of £25,000 from the 2010/11 General Fund Contingency provision, under his delegated powers.</p> <p><b>Refreshment Ban Exemptions</b></p> <p>From 1 April 2011 councillors have decided that service budgets must not be used to buy any refreshments including drinks, for staff, members and visitors at council meetings. Following feedback from staff, members have decided that you can order refreshments <b>if your meeting will last longer than two hours and:</b></p> <ul style="list-style-type: none"> <li>• you are hosting a visit from a Minister, visiting Mayor or similar</li> <li>• you provide refreshments for volunteers that are undertaking a service for Portsmouth City Council – for example, education appeals</li> </ul>	<p><b>Debbie Button Customer, Community &amp; Democratic Services Tel: 9283 4797</b></p>

	<b>WARD</b>	<b>OFFICER CONTACT</b>
	<p><b>Contd/...</b></p> <ul style="list-style-type: none"> <li>• your meeting is for a statutory or working group and has more than one external visitor – for example, Safer Portsmouth Partnership or the Transport Working Group</li> </ul> <p>In most cases refreshments will be supplied via the new, premium brand vending machines in the Civic Offices which will be located on:</p> <ul style="list-style-type: none"> <li>• Floor 2, core 5 ( near room A)</li> <li>• Floor 2, core 5/6 (near room L)</li> <li>• Floor 3, core 5 (Member's area)</li> </ul> <p>If refreshments are required for a more formal meeting, such as a Minister's visit, 'The View' coffee shop can provide a more tailored service with products from the coffee shop, please ask for details. A full menu will be loaded on to Intranet nearer the time.</p>	