

RECORD OF DECISIONS of the meeting of the Cabinet held on Tuesday, 27 June 2023 at 2 pm at the Guildhall, Portsmouth

**Present**

Councillor Steve Pitt (in the Chair)  
Suzy Horton  
Chris Attwell  
Kimberly Barrett  
Lee Hunt  
Darren Sanders  
Gerald Vernon-Jackson  
Matthew Winnington

**40. Apologies for Absence (AI 1)**

Apologies for absence were received from Councillors Ian Holder and Hugh Mason.

Members agreed to consider agenda items 13 and 14 before item 12 but for ease of reference the minutes will be kept in the original order.

**41. Declarations of Interests (AI 2)**

No interests were declared.

**42. Record of previous decision meeting - 21 March 2023 (AI 3)**

The record of decisions from the meetings held on 21 March 2023 was approved as a correct record.

**43. Fee Structure for Additional Licensing Scheme for Houses in Multiple Occupation in Portsmouth (AI 4)**

Clare Hardwick, Head of Private Sector Housing, introduced the report.

In response to questions from members Ms Hardwick explained that the Cabinet report in November 2022 on additional licensing had suggested up to 40 staff may be needed to cover administration, housing officers, supervision and management support. However, the figure was based on variables such as the exact number of houses in multiple occupation (HMO) and the breakdown of the new tiered licensing system so they were crucial to understanding staff requirements. More annual inspections would mean more staff. The intention was to recruit a core number of staff from the start of the scheme and once there was more of an idea of the HMOs and tiers then further recruitment could take place.

Applications for the new scheme could be made via an online system from 1 September with a grace period up to early December to allow landlords to apply. Housing officers would support them as it was a new process. Housing was already doing considerable communications work with more activity starting next week to help landlords prepare by advising on the necessary information and documentation and how to contact the team. The frequently asked questions section of the website was constantly updated.

Members thought the scheme was a reasonable compromise as HMOs were three times more likely than other properties to have problems. The aim was to reward good landlords and punish bad ones. They noted the report showed the failure of housing policy since the war. HMOs were not always popular but they were a vital part housing provision, particularly for younger people. Other councils had followed Portsmouth's approach. Members noted the cost of improving the standard of HMOs was about 62 pence per day and would reassure neighbours and tenants.

## **DECISIONS**

### **The Cabinet**

- 1. Approved the proposed fee structure for the city council's Additional HMO licensing fees as outlined in Appendix 1, to apply to all HMO licences granted through the Councils additional licensing scheme designation which will commence on 1 September 2023.**
- 2. Instructed officers to conduct an annual review of the fee structure for the additional licensing scheme throughout the designation period, and present proposals for any required fee adjustments accordingly to the cabinet member for Safety in the Community for approval.**

#### **44. Household Support Fund - Cost of living support (AI 5)**

Mark Sage, Tackling Poverty Co-ordinator, introduced the report, noting that distribution of family vouchers would start this week.

Members asked for their thanks to officers for their work to be placed on record. They noted the Household Support Fund was by no means all officers were doing; there was much effort across the council to help residents at a difficult time. There were some challenges in getting funding to families eligible for free school meals before the summer but the effort was being made as six weeks was a long time to feed hungry children. The council helped families who were "just missing out" on other forms of support with rising costs. There was also the exceptional hardship grant and advice to help cut costs or maximise income. Members noted the removal of the £20 Universal Credit uplift caused terrible hardship. The Warmth on Prescription Scheme was particularly good as it made a difference to residents and was an example of the council's innovative and integrated work. Work should be done now before the winter to identify people who may be at increased risk then, for example, the elderly.

**The Cabinet noted the report.**

#### **45. Statement of Community Involvement (AI 6)**

Ian Maguire, Assistant Director, Planning & Economic Growth, introduced the report.

## **DECISIONS**

### **The Cabinet**

- 1. Approved the updated Statement of Community Involvement (CSI) as set out in Appendix 1 of this report for a six-week public consultation.**

- 2. Agreed that, assuming that no major matters leading to substantial changes are raised as part of the consultation, that the SCI is adopted by the City Council.**
- 3. Agreed that minor amendments to the SCI arising from the consultation to be approved by the Assistant Director of Planning & Economic Growth**

**46. Local Development Scheme (AI 7)**

Ian Maguire, Assistant Director, Planning & Economic Growth, introduced the report.

Members thanked Mr Maguire and his team for their hard work. Despite the team being 40% down on numbers they continued to deliver, even working at weekends to expedite planning applications. Mr Maguire said the figure for processing non-major applications within recommended time limits, which had prompted the letter from the Minister for Levelling Up, Housing & Communities, had risen from 63.8% to 91%, which members said was a great turnaround. The risk of designation had now disappeared.

**DECISIONS**

**The Cabinet approved the updated Local Development Scheme as set out in Appendix 1 of the report.**

**47. Queen Alexandra (QA) Hospital Emergency Department support (AI 8)**

Andy Biddle, Director, Adult Care, introduced the report, noting that the Trust wrote to the council in December 2022, not February 2023, about the new Emergency Department (ED). He explained that the council's capital budget this year was not relying on amount of the Community Infrastructure Levy (CIL) in question but the 2024/25 budget would be lower by the amount. Mr Maguire explained the proportion of the total amount sought by QA would follow a separate application process led by the Planning Service.

Members noted that the proposal was almost a reimbursement to QA for a "CILable" development; any large development had an impact on infrastructure. It was effectively a cost shunt as the government was not funding QA properly to take CIL charges into account. Therefore, QA had to ask the council to help fund the new ED and scanner. In addition, the new ED and scanner would benefit people from outside the area but the cost fell on Portsmouth. Central government could print money but councils had to set a budget. This was why the council recommended writing to QA to say that future similar requests could not be accommodated. The Trust needed to ask the NHS and central government to cover costs for CIL contributions. Any new central government needed to examine the issue. The Chair appreciated that Cosham ward councillors had indicated their support for the proposals in the report.

**DECISIONS**

**The Cabinet**

- 1. Noted the content of the report.**
- 2. Agreed to recommend to Full Council to approve:**

**2.1 The granting of £436,893.68 from Community Infrastructure Funding to Portsmouth Hospitals University NHS Trust for the provision of infrastructure in accordance with the Community Infrastructure Levy Regulations 2010 (as amended) ("CIL Regs") to be funded from Capital Infrastructure CIL.**

**2.2 To write to Portsmouth Hospitals University Trust to confirm that CIL is part of the expected infrastructure costs of any significant project/development and is a levy to compensate for the full range of additional public infrastructure requirements that will arise from developments and will fall to the Council. The part of the NHS responsible for resourcing any future funding allocation for major projects locally, should therefore include any future CIL contribution as part of the budget it provides for the project.**

**48. Housing & Social Care Scrutiny Panel - Response report (AI 9)**

Andy Biddle, Director, Adult Care, introduced the report. He highlighted that he wanted to acknowledge the care given by informal carers. A recent report by Carers UK estimated its value at around £145 billion per annum.

Councillor Winnington, Cabinet Member for Community Wellbeing, Health & Care, noted scrutiny panels could do more detailed and holistic work than Cabinet Members. Visits to carers' groups had torpedoed assumptions and the report reflected what carers said. If there were no informal carers society would collapse as they were at its core. They were the people of whom he was most proud.

Members said it was a good piece of scrutiny done well where people were listened to; they hoped people would be continued to be listened to. They thanked the panel, especially the chair, Councillor Kirsty Mellor. They hoped any incoming government recognised the work of informal carers, especially where dementia was involved.

**DECISIONS**

**The Cabinet**

- 1. Thanked for its work in undertaking the review.**
- 2. Noted and supported the recommendations of the review together with the officer responses to the recommendations.**

**49. Economic Development, Culture & Leisure Scrutiny Panel - Response report (AI 10)**

Claire Watkins, Business Development & Projects Manager, introduced the report.

The Chair said the response report added considerably to the panel's work and thanked officers for collating it; the review was somewhat rushed but he took the recommendations on board. Members noted many of the services in the report such as theatres and swimming pools were not statutory services but the council managed to keep funding them.

**DECISIONS**

**The Cabinet**

- 1. Thanked the panel for its work in undertaking the review.**
- 2. Noted and supported the recommendations of the review, which are set out in Appendix 2 to this report, together with the officer responses to the recommendations.**

**50. Education, Children & Young People Scrutiny Panel - Response report (AI 11)**

Mike Stoneman, Deputy Director, Education, introduced the report, noting that a city-wide consistent transitions protocol based on good practice was at the heart of the recommendations. Similar work was being done on a protocol for year 11 to 12 transition. With regard to the two recommendations that had financial implications, he realised Education had to stay within its budget. It could maintain the level of resource for the Link Co-ordinators for another two to three years. For Studybugs, which was very helpful for frontline staff, there was some funding for a further year. The government hoped to have a system where all schools provided daily attendance data. It was not ready yet but it was hoped Synergy (replacing Capita One) would capture data; in the meantime Studybugs would be used for another two to three years.

Councillor Horton, Cabinet Member for Children, Families & Education, said the panel chose a good topic as the difference in attendance before and after Covid was very stark. The culture of going to school was a worry and needed to be got right from the start. She had visited a nursery that day where parents were anxious about school. However, the council was good at protocols. The Link Co-ordinators started in the first few weeks of lockdown and although she would like to double their numbers the portfolio had to live within its financial envelope.

The Director of Finance noted it was good governance to stay within the budget set by Full Council; no Cabinet Member could exceed their cash limit. The City Solicitor advised the report could make recommendations as it saw fit but portfolios could not go over budget. It might be advisable at the time of making recommendations to consider their financial implications.

Apart from the financial implications in two of the recommendations members felt the report was good. They said part of scrutiny was to add value and spend time doing a deep dive but it could not put an additional burden on the Cabinet. Chairs of scrutiny panels were urged to attend training and LGA events.

Members were also concerned about the preface to the review that was circulated that day as it might not represent the rest of the panel's views.

## **DECISIONS**

### **The Cabinet**

- 1. Thanked the panel for its work in undertaking the review;**
- 2. Noted the 8 recommendations of the review, which are listed in Section 4 and Appendices A and B of this report, including the financial implications relating to recommendations 4 and 6; and**

3. Noted the responses from officers detailing how each of the recommendations will be implemented as set out in Section 4 of the report.
4. Rejected noting or inclusion of the preface but noted the sincere thanks of the ECYP Panel Chair to officers, panel members and witnesses who contributed to the review.

**51. Appointments to Outside Organisations and Member Champion positions (AI 12 )**

James Harris, Senior Local Democracy Officer, introduced the report.

<b>Name of Body</b>	<b>Appointment</b>
<b>Aspex Visual Arts Trust (Registered Charity and Company)</b>	<b>Cllr Chris Attwell</b>
<b>Baffins Community Association (Registered Charity)</b>	<b>Cllr Abdul Kadir</b>
<b>Buckland Community Association (Registered Charity)</b>	<b>Cllr Jason Fazackarley Cllr Leo Madden</b>
<b>Building Control Partnership</b>	<b>Cllr Hugh Mason</b>
<b>City of Portsmouth Sports Council</b>	<b>Cllr Steve Pitt Cllr Mary Vallely</b>
<b>Eastney Area Community Association (Registered Charity)</b>	<b>Cllr Gerald Vernon-Jackson</b>
<b>Elementary Education Act Trust Board</b>	<b>Cllr Gerald Vernon-Jackson Cllr Ryan Brent</b>

<b>European Cities Twinning Committee</b>	<b>The Lord Mayor Cllr Steve Pitt Cllr Asghar Shah</b>
<b>Farlington Marshes Management Committee</b>	<b>Cllr Steve Pitt Cllr Hugh Mason Cllr Graham Heaney</b>
<b>Fratton Big Local</b>	<b>Cllr Stuart Brown Cllr Tom Coles (Deputy)</b>
<b>Fratton Community Association</b>	<b>Cllr Dave Ashmore</b>
<b>Haifa Portsmouth Friendship Committee</b>	<b>Cllr Dave Ashmore Cllr Hugh Mason Cllr Yinka Adeniran</b>
<b>Hampshire &amp; Isle of Wight Local Government Association</b>	<b>Cllr Darren Sanders Cllr Charlotte Gerada</b>
<b>Hampshire Archives Trust - Annual Meeting</b>	<b>Jane Singh</b>
<b>Hampshire Buildings Preservation Trust – Annual Meeting (Registered Charity)</b>	<b>Cllr Lee Hunt</b>
<b>Improvement &amp; Efficiency South East (IESE) LGA representative</b>	<b>Cllr Darren Sanders</b>
<b>Improvement &amp; Efficiency South East (IESE) LGA representative - Non Exec Director</b>	<b>Cllr Matthew Winnington</b>

<b>Key Cities</b>	<b>Cllr Hugh Mason</b>
<b>Kings Theatre Trust Ltd</b>	<b>Cllr Hugh Mason Cllr Graham Heaney</b>
<b>Landport Community Association (Registered Charity)</b>	<b>Cllr Cal Corkery</b>
<b>LGA Coastal Issues Special Interest Group</b>	<b>Cllr Hugh Mason</b>
<b>Lord Mayor of Portsmouth's Coronation Homes - Board</b>	<b>Cllr Tom Coles (Lord Mayor)</b>
<b>Maritime Archaeology Trust (formerly Hants &amp; Isle of Wight Trust for Maritime Archaeology)</b>	<b>Vacancy</b>
<b>Mary Rose Trust (Registered Charity and Company)</b>	<b>Cllr Gerald Vernon-Jackson Hugh Mason Lord Mayor (Ex Officio)</b>
<b>Milton Village Community Association (Registered Charity)</b>	<b>Cllr Gerald Vernon-Jackson</b>
<b>Motiv8 (Registered Charity)</b>	<b>Cllr Suzy Horton</b>
<b>New Theatre Royal Trust (Registered Charity and Company)</b>	<b>Cllr George Madgwick</b>
<b>Overlord Embroidery Trust Liaison Committee</b>	<b>Cllr Chris Attwell Cllr Hugh Mason</b>



<b>Parking &amp; Traffic Regulations Outside London (PATROL)</b>	<b>Cllr Graham Heaney Cllr Gerald Vernon-Jackson (Deputy)</b>
<b>PATCH Ltd (Registered Company)</b>	<b>Cllr Chris Attwell Cllr Ian Holder Cllr Yinka Adeniran</b>
<b>PfSH (Partnership for South Hampshire) Joint Committee</b>	<b>Cllr Hugh Mason</b>
<b>Port Advisory Board</b>	<b>Leader (ex-officio) Cllr Gerald Vernon-Jackson Cllr Mark Jeffery Cllr Kimberly Barrett Cllr Judith Smyth Cllr Charlotte Gerada Cllr Daniel Wemyss Cllr Brian Madgwick</b>
<b>Portsmouth Adoption Panel</b>	<b>Cllr Leonie Oliver</b>
<b>Portsmouth Plastic Free Coastlines Steering Group</b>	<b>Cllr Kimberly Barrett Cllr Asghar Shah (Deputy)</b>
<b>Portsmouth Royal Dockyard Historical Trust</b>	<b>Cllr Mark Jeffery</b>
<b>Project Integra Strategic Board</b>	<b>Cllr Dave Ashmore Cllr Kimberly Barrett (Deputy)</b>
<b>PfSH Overview &amp; Scrutiny Committee</b>	<b>Cllr Mary Vallely</b>

<b>SIGOMA (Special Interest Group of Municipal Authorities admin by the LGA)</b>	<b>Cllr Steve Pitt</b>
<b>Solent Forum</b>	<b>Cllr Hugh Mason</b>
<b>Solent Sea Rescue Organisation</b>	<b>Cllr Lee Hunt</b>
<b>Solent Transport Joint Committee (formerly known as Transport for S Hants - Joint Cttee)</b>	<b>Cllr Gerald Vernon-Jackson</b>
<b>South East Employers</b>	<b>Cllr Darren Sanders Cllr Charlotte Gerada</b>
<b>Southern Inshore Fisheries &amp; Conservation Authority (formerly Southern Sea Fisheries Cttee)</b>	<b>Cllr Matthew Winnington</b>
<b>Southern Regional Flood &amp; Coastal Committee</b>	<b>Cllr Hugh Mason Cllr Judith Smyth (Deputy)</b>
<b>St Thomas's Cathedral Council</b>	<b>Cllr Chris Attwell</b>
<b>Stacey Community Centre Management Committee</b>	<b>Cllr Darren Sanders</b>
<b>Stamshaw &amp; Tipner Community Centre Association (GMC)</b>	<b>Cllr Lee Hunt</b>

<b>Southern Coastal Group &amp; Standing Conference on Problems Associated with the Coastline (SCOPAC)</b>	<b>Cllr Hugh Mason</b>
<b>Tourism South East (Registered Company)</b>	<b>Cllr Peter Candlish</b>
<b>Trading Standards South East Limited (known as TSSE)</b>	<b>Cllr Stuart Brown</b>
<b>Transport Liaison Group</b>	<b>Cllr Gerald Vernon-Jackson Cllr Graham Heaney</b>
<b>Violence Against Women &amp; Girls Task Group</b>	<b>Cllr Charlotte Gerada</b>
<b>Elizabeth Mary Claypitt Charity</b>	<b>Cllr Dave Ashmore Cllr Yinka Adeniran</b>

Member Champions.

**Heritage** - Cllr Lee Hunt

**LGBTQ+ & Young People** - Cllr Suzy Horton

**Armed Forces Liaison** - Cllr Gerald Vernon-Jackson with Cllr Tom Coles as deputy.

**Third Sector & City of Service** - Cllr Asghar Shah

**Nature** - Position removed as subsumed into portfolio.

**Women, Children & Domestic Violence** - Cllr Charlotte Gerada

**DECISIONS**

That Cabinet agreed

1. Appointments to represent the Council on those outside organisations set out in Appendix 1 for the 2023/24 municipal year; and

## **2. Member Champion positions and appointments for the 2023/24 municipal year.**

### **52. Spinnaker Tower partnership agreement (AI 13)**

Charlotte Smith, Assistant Director, Corporate Services, introduced the report, noting that since it had been written the Macmillan brand was now on one of leg of the Spinnaker Tower.

The Chair thanked Ms Smith for persisting with the agreement to get a decent outcome. Forging a partnership with a voluntary and community sector organisation would attract attention and be good for fund-raising. The synergies were good for the community. Members congratulated those involved as the initiative would put Macmillan in the spotlight, for example, when the Tower featured on the news.

**The Cabinet noted the report.**

### **53. Modern Slavery and Human Trafficking Statement (AI 14)**

Lisa Wills, Strategy & Partnership Manager, introduced the report.

Members welcomed the work with the police and more training as the more people who could be freed from desperate and miserable situations the better.

## **DECISION**

**The Cabinet approved**

- 1. The Modern Slavery and Human Trafficking Statement for the signature of the Leader and publication on the council's website (see appendix 1) and**
- 2. The programme of work set out in item 11 of this report.**
- 3. That Full Council be asked to note the decision of the Cabinet to approve and publish the statement.**

The meeting concluded at 3.50 pm

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Councillor Steve Pitt  
Leader of the Council