



**DRAFT PORTFOLIO HOLDER DECISION NOTICE**

**PROPOSED INDIVIDUAL DECISION BY THE LEADER**

**TOPIC – FINAL RECOMMENDATIONS OF THE ACCESS TO SERVICES IN THE MARKET TOWNS AND RURAL AREAS ISG**

**PROCEDURAL INFORMATION**

The Access to Information Procedure Rules – Part 4, Section 22 of the Council's Constitution provides for a decision to be made by an individual member of Cabinet.

In accordance with the Procedure Rules, the Chief Operating Officer, the Chief Executive and the Chief Finance Officer are consulted together with Chairman and Vice Chairman of The Overview and Scrutiny Committee and any other relevant overview and scrutiny committee. In addition, all Members are notified.

If five or more Members from those informed so request, the Leader may require the matter to be referred to Cabinet for determination.

**If you wish to make representation on this proposed Decision please contact the relevant Portfolio Holder and the following Democratic Services Officer by 5.00pm on Friday 14 June 2013.**

**Contact Officers:**

**Case Officer:** Rob Heathcock, Assistant Director (Neighbourhoods & Environment)  
01962 848 476, [rheathcock@winchester.gov.uk](mailto:rheathcock@winchester.gov.uk)

**Committee Administrator:** Nancy Graham, Senior Democratic Services Officer,  
01962 848 235, [ngraham@winchester.gov.uk](mailto:ngraham@winchester.gov.uk)

**SUMMARY**

During 2012 an ISG undertook a review of Access to Services in the Market Towns and Rural Areas.

On 21 January 2013, the Overview and Scrutiny Committee considered the recommendations of the ISG (Report OS60 refers) and referred these (as included in Appendix A to this Notice) to Cabinet for consideration.

Cabinet considered the recommendations at its meeting on 13<sup>th</sup> February (Report CAB 2459 refers) but did not agree to their implementation until the practical and budget implications had been considered in more detail. They therefore resolved:

**That the recommendations of The Overview and Scrutiny Committee regarding Report OS60 be considered further by the Leader, Portfolio Holder for Finance and Administration, Chairman of The Overview and Scrutiny Committee and Councillor Evans (as Chair of the ISG) and an agreed response be approved by Portfolio Holder Decision Notice.**

A meeting took place on the 8<sup>th</sup> May and a set of amended recommendations agreed which are attached as Appendix B to this Notice. Those recommendations which are either new or amendments to the original are shown in bold italics.

### **PROPOSED DECISION**

That approval be given to the amended recommendations attached as Appendix B to this notice.

### **REASON FOR THE PROPOSED DECISION AND OTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

Any alternative options were considered as part of the work of the original ISG and the final set take into account the practical measures that can be implemented within the current resources.

### **RESOURCE IMPLICATIONS:**

There are no additional budget implications arising from these revised recommendations which will be delivered with the existing resources.

### **CONSULTATION UNDERTAKEN ON THE PROPOSED DECISION**

N/A

### **FURTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED FOLLOWING PUBLICATION OF THE DRAFT PORTFOLIO HOLDER DECISION NOTICE**

N/A

### **DECLARATION OF INTERESTS BY THE DECISION MAKER OR A MEMBER OR OFFICER CONSULTED**

N/A

### **DISPENSATION GRANTED BY THE STANDARDS COMMITTEE**

N/A

**Approved by: (signature)**

**Date of Decision:**

**Councillor Keith Wood – Leader**

**Appendix A**

- a) The City Council should reintroduce some form of annual printed publication for distribution to all households in the District including an investigation into the potential for offsetting costs through advertising or partner contributions;
- b) If the annual printed publication is not adopted then the contact numbers card proposal should be implemented and distribution arranged through existing delivery opportunities;
- c) If funding cannot be found for (b) then alternative options for publicising contact numbers such as adverts in Parish magazines should be investigated;
- d) In order to support implementation of c) all Members should be surveyed in order to refresh the existing list of community publications available in their ward;
- e) Members should be advised of the information leaflets available and supplies provided upon request;
- f) An out of hours ansaphone facility should be included on the main City Council telephone number;
- g) The face to face support available for Hampshire Home Choice applicants should be reviewed particularly for those who do not have easy access to friends or relatives who can assist with the application process. This should include the possibility of commissioning the voluntary sector to provide such support;
- h) That Cabinet have very careful regard when allocating core grants to voluntary organisations to the contributions those organisations make towards assisting people at home (as they were undertaking work that the Council was unable to provide itself);
- i) The City Council should write to Hampshire County Council and request better promotion of the Village Agent scheme, particularly amongst District Councillors who should receive direct contact from the local volunteers;
- j) Further training should be offered to Members on the Hampshire County Council Trigger Tool and its use in assessing the home and fire safety needs of older persons;
- k) City Council services should be reminded to exploit every opportunity to provide face to face promotion and consultation particularly in the rural areas through village shows and fêtes;

- I) The City Council should investigate the use of community buildings for local decision making including planning consent applications which involve viewing sub committees.

Appendix B

- a) ***The City Council should design a standard template/advert to be used in Parish Magazines and other community publications to promote the contact details for the local member/s and other useful telephone numbers such as the waste collection hotline, out of hours etc.***
- b) ***The template will be populated with each Members details and Members encouraged to have it published in the relevant publications in their area***
- c) ***In order to support implementation of a) and b) all Members should be surveyed in order to refresh the existing list of community publications available in their ward;***
- d) Members should be advised of the information leaflets available and supplies provided upon request;
- e) An out of hours ansaphone facility should be included on the main City Council telephone number;
- f) ***The Equality Impact Assessment undertaken for the Hampshire Home Choice scheme should be reviewed with particular attention paid to those applicants who are not computer literate or elderly. The assessment should include input from local representatives from Age UK. Any recommendations arising from the refreshed assessment should be implemented.***
- g) That Cabinet have very careful regard when allocating core grants to voluntary organisations to the contributions those organisations make towards assisting people at home (as they were undertaking work that the Council was unable to provide itself);
- h) The City Council should write to Hampshire County Council and request better promotion of the Village Agent scheme, particularly amongst District Councillors who should receive direct contact from the local volunteers;
- i) Further training should be offered to Members on the Hampshire County Council Trigger Tool and its use in assessing the home and fire safety needs of older persons;
- j) ***City Council services should be reminded to exploit opportunities to provide face to face promotion and consultation particularly in the rural areas through village shows, fêtes and Parish meetings;***
- k) ***The City Council should encourage the use of community buildings for local decision making including planning consent applications which involve viewing sub committees.***