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## OPERATIONS AND PLACE SHAPING BOARD AGENDA

**Membership:** Councillor Lloyd (Chairman)

Councillors Buckley, Davis, Howard, Milne, Patrick, Raines, Satchwell and Thomas

**Meeting:** Operations and Place Shaping Board

**Date:** Tuesday 22 May 2018

**Time:** 6.00 pm

**Venue:** Hollybank Room, Public Service Plaza, Civic Centre Road,  
Havant, Hants PO9 2AX

The business to be transacted is set out below:

Nick Leach  
Monitoring Officer

Date Not Specified

Contact Officer: 02392446232  
Email: [mark.gregory@havant.gov.uk](mailto:mark.gregory@havant.gov.uk)

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### PART 1 (Items Open for public attendance)

#### 1 Apologies

To receive and record apologies for absence.

#### 2 Declarations of Interest

To receive and record any declarations of Interests from members present in respect of any of the various matters on the agenda for this meeting.

#### 3 Appointment of Panel(s)

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## **GENERAL INFORMATION**

**IF YOU WOULD LIKE A VERSION OF THIS AGENDA, OR ANY OF ITS REPORTS, IN LARGE PRINT, BRAILLE, AUDIO OR IN ANOTHER LANGUAGE PLEASE CONTACT DEMOCRATIC SERVICES ON 023 9244 6231**

### **Internet**

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### **Public Attendance and Participation**

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## **PROTOCOL AT MEETINGS – RULES OF DEBATE**

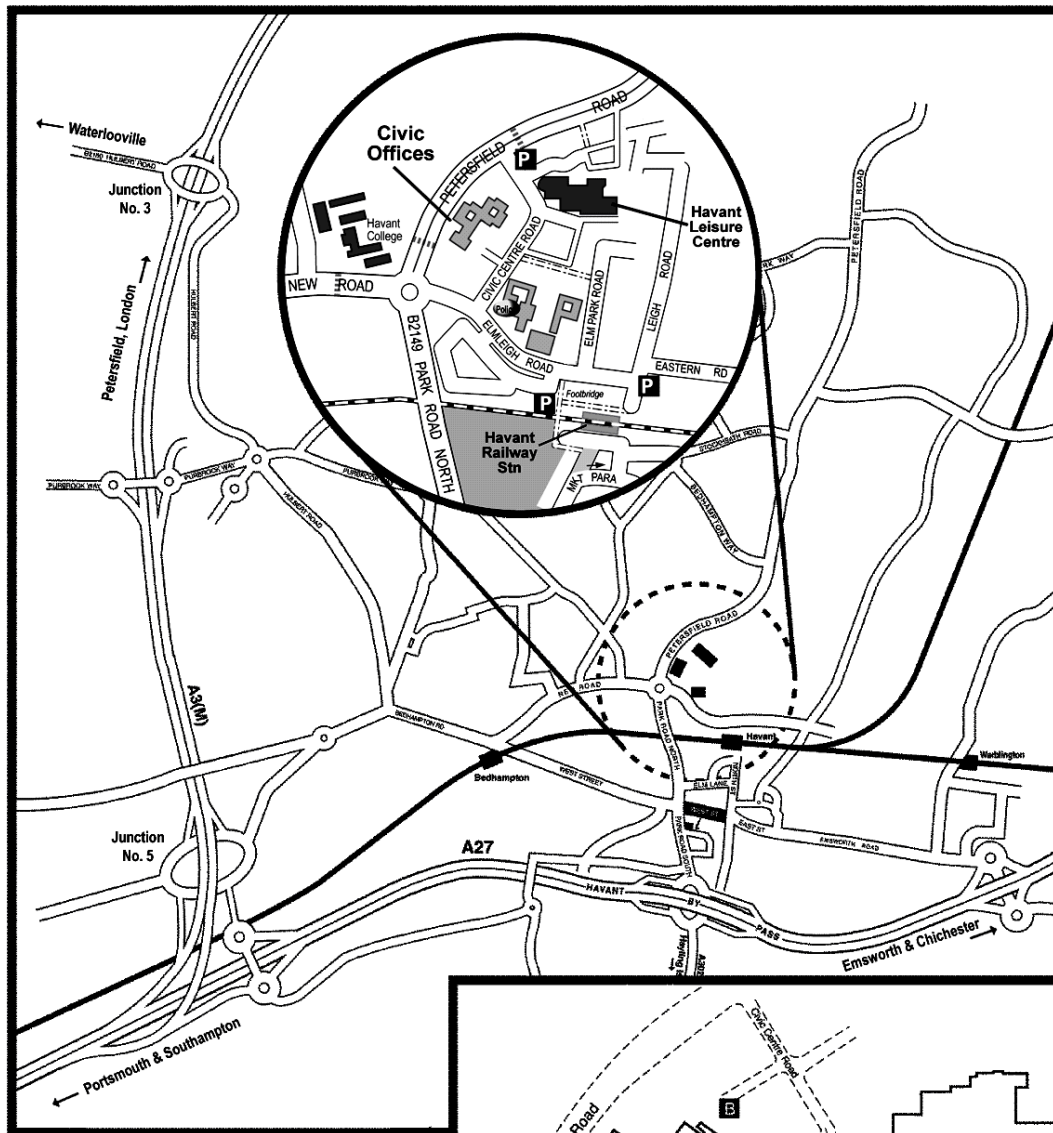
### **Rules of Debate**

- Councillors must always address each other as “Councillor ...” and must always address the meeting through the Chairman
- Councillors may only take part in the debate if they are present at the meeting: video conferencing is not permissible
- A member of the Committee may not ask a standing deputy to take their place in the Committee for part of the meeting
- The report or matter submitted for discussion by the Committee may be debated prior to a motion being proposed and seconded. Recommendations included in a report **shall not** be regarded as a motion or amendment unless a motion or amendment to accept these recommendations has been moved and seconded by members of the Committee
- Motions and amendments must relate to items on the agenda or accepted by the meeting as urgent business
- Motions and amendments must be moved and seconded before they may be debated
- There may only be one motion on the table at any one time;
- There may only be one amendment on the table at any one time;
- Any amendment to the motion can be moved provided it is (in the opinion of the Chairman) relevant to the matter under discussion. The amendment can be a direct negative of the motion.
- The mover with the agreement of the seconder may withdraw or alter an amendment or motion at any time
- Once duly moved, an amendment shall be debated along with the original motion.
- If an amendment is carried, the motion as amended shall take the place of the original motion and shall become the substantive motion on which any further amendment may be moved.
- If an amendment is rejected different amendments may be proposed on the original motion or substantive motion.
- If an amendment is lost, other amendments may be moved to the original motion or substantive motion
- If an amendment is lost and there are no further amendments, a vote will be taken on the original motion or the substantive motion
- If no amendments are moved to the original motion or substantive motion, a vote will be taken on the motion or substantive motion
- If a motion or substantive motion is lost, other motions may be moved

### **Voting**

- Voting may be by a show of hands or by a ballot at the discretion of the Chairman;

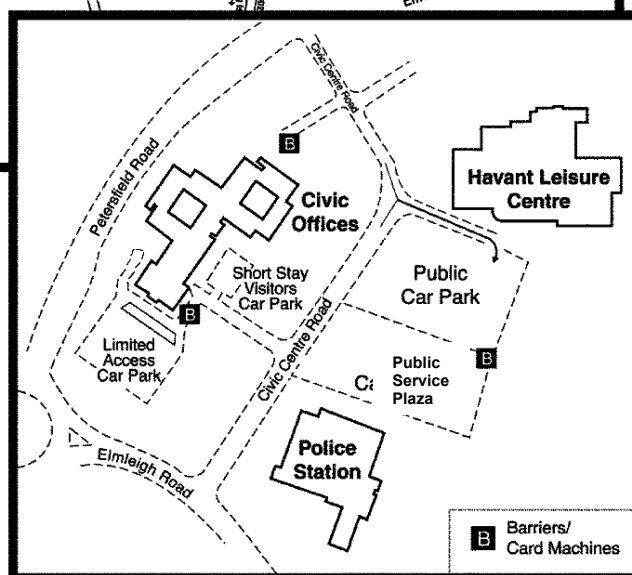
- Councillors may not vote unless they are present for the full duration of the item;
- An amendment must be voted on before the motion
- Where there is an equality of votes, the Chairman may exercise a second (casting) vote;
- Two Councillors may request, before a vote is taken, that the names of those voting be recorded in the minutes
- A Councillor may request that his/her vote be recorded in the minutes



# Havant

## BOROUGH COUNCIL

Civic Offices, Havant, Hants, PO9 2AX  
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## HAVANT BOROUGH COUNCIL

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### OPERATIONS AND PLACE SHAPING SCRUTINY BOARD

22 June 2018

#### APPOINTMENT OF PANELS

Report of the Democratic Services Officers

Cabinet Lead for People and Communications: Councillor Bowerman

Key Decision: N/A

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#### 1.0 Purpose of Report

- 1.1 To give the Board an opportunity to panels to undertake reviews, on behalf of the Board

#### 2.0 Recommendation

- 2.1 That the Board appoints the Operations and Place Shaping Panel as set out in Appendix A.

#### 3.0 Summary

- 3.1 The Board may appoint panels to undertake reviews, including the Local Plan and coastal defence issues, on behalf of the Board.
- 3.2 The Panels will undertake the reviews of the Board and report their findings and recommendations to the Board. The Panels will not be constituted as sub-committees and will therefore have greater flexibility to complete their reviews.

#### 4.0 Implications

##### 4.1 Resources

There are no additional financial costs arising from the recommendations.

##### 4.2 Legal

There are no direct legal implications arising from this report.

##### 4.3 Strategy

The work of the Scrutiny Panels helps to ensure that new strategies are robust and actions are undertaken to deliver the desired outcomes.

##### 4.4 Risks

The Board needs to ensure that there are clear outcomes from the scrutiny process that impact positively upon the people and communities within the borough and link to corporate priorities.

4.5 Communications

The Scrutiny Board needs to continue to promote and demonstrate clearly how it is contributing towards the improvement and efficiency of Havant Borough Council.

4.6 For the Community

The scrutiny reviews attempt to involve, if appropriate, local residents, community and voluntary sector groups; businesses etc and the views and evidence gathered are fed into the individual reports.

4.7 The Integrated Impact Assessment (IIA) has been completed and concluded the following: N/A

**Appendices:**

**Appendix A** – Proposed Terms of Reference for the Operations and Place Shaping Panel

**Background Papers:** Nil

**Contact Officers:**

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## **APPENDIX A**

### **OPERATIONS AND PLACE SHAPING PANEL'S TERMS OF REFERENCE**

- (1) to receive feedback from meetings of the Standing Conference on Problems Associated with the Coastline (SCOPAC) and to discuss relevant issues; and
- (2) to consider and discuss local coastal defence issues, to be consulted in the formulation of reports on coastal defence matters which are referred to it and to make recommendations to Cabinet on such matters.
- (3) To provide member strategic input to the preparation of the Local Plan, Community Infrastructure Levy (CIL), Statement of Community Involvement (SCI) and any other planning policy documents.
- (4). To monitor and review progress on these planning policy documents in accordance with the Local Development Scheme (LDS) (programme plan).
- (5) To consider the findings of the Annual Monitoring Report (AMR), which monitor the implementation of planning policies and liaise with the Cabinet Lead to agree any formal submission of the AMR to Government
- (6) To undertake reviews as directed by the Operations and Shape Placing Board ("the Board") and submit their findings and recommendations to the Board

- (3) to hold meetings approximately three times a year, to coincide with the meetings of SCOPAC, with any additional meetings as required.

Discussion of this matter would NOT result in the taking of a key decision if the recommendations were approved.

## HAVANT BOROUGH COUNCIL

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### OPERATIONS AND PLACE SHAPING BOARD

22 May 2018

#### Board Work Programme - 2018/19

Report by Democratic Services Officer

Cabinet Lead: Councillor Lulu Bowerman

Key Decision: N/A

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#### 1.0 Purpose of Report

- 1.1 To give the Board an opportunity to identify topics for inclusion in the Work Programme and the success criteria for 2018/19.

#### 2.0 Recommendation

- 2.1 That the Board approve the work programme as set out in Appendix A; and
- 2.2 That the Board note the progress against the success criteria for 2017/18 as set out in Appendix B.

#### 3.0 Summary

- 3.1 The Board has a responsibility to co-ordinate the overview and scrutiny activities relating to the functions of the Board including establishing panels, and signing off their reports prior to submission to Council, Cabinet and external partners.
- 3.3 Inclusive work programming and careful scoping of topics are a key factor in effective overview and scrutiny. The Board should select their main work programme themes after a detailed process of consultation with relevant members and senior officers. Key documents such as the Council and Cabinet Forward Plan and regular performance monitoring and budget reports also feed into the process.

#### 4.0 Implications

##### 4.1 Resources

There are no financial implications arising out of this report. If any recommendations made by the Scrutiny Board for adoption by the Council have financial implications they are identified separately in each report.

##### 4.2 Legal

There are no direct legal implications arising from this report.

#### 4.3 Strategy

The work of the Scrutiny Panels helps to ensure that new strategies are robust and actions are undertaken to deliver the desired outcomes.

#### 4.4 Risks

The Board needs to ensure that there are clear outcomes from the scrutiny process that impact positively upon the people and communities within the borough and link to corporate priorities.

#### 4.5 Communications

The Scrutiny Board needs to continue to promote and demonstrate clearly how it is contributing towards the improvement and efficiency of Havant Borough Council.

#### 4.6 For the Community

The scrutiny reviews attempt to involve, if appropriate, local residents, community and voluntary sector groups; businesses etc and the views and evidence gathered are fed into the individual reports.

#### 4.7 The Integrated Impact Assessment (IIA) has been completed and concluded the following: N/A

### **Appendices:**

Appendix A – Work Programme Carried Over from the Scrutiny Board Work Programme for 2017/18

Appendix B – Recommended Success Criteria for 2018/19

### **Background Papers: Nil**

### **Contact Officer:**

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## Appendix A

### Topics Carried Forward from the Scrutiny Board Work Programme 2017/18

Previous Panel	Project	Timescales	Project Status
Communities Scrutiny Panel	Parking Enforcement	March 2018	Ongoing
Economy Scrutiny Panel	Development Management Service	September 2017 – March 2018	Completed
Marketing Scrutiny Panel	Taxi Licensing Policy	March 2017 -	Pending
	Indoor Built Facilities Strategy Review	October 2017 -	Pending
	Outdoor Sport Facilities Strategy Review	October 2017 -	Pending
	New Sports Facilities Strategy Review	October 2017 -	Pending
	Parking Supplementary Planning Document	January 2018 -	Ongoing

**Decisions/Reviews to be Monitored in 2018/19**

Previous Panel	Subject	Status
Communities and Housing Panel	Monitor action taken since the scrutiny review on the introduction of a Public Protection Order for dogs	Pending
Economy etc. Scrutiny Panel	To monitor actions taken since the scrutiny review on the provision of cemeteries in the Borough	Pending

**Measuring success – Suggested performance indicators for the Board 2018/2019**

**Target 1 –** Critical Friend Challenge – to provide a constructive, robust and purposeful challenge to those responsible for policy development and decision-making

<b>Performance Indicator</b>	<b>Target 2018/19</b>	<b>How Monitored</b>
% of items on the Work Programme taken from the Council and Cabinet Forward Plans	33%	Quarterly
No. of reviews undertaken as a result of discussions with Cabinet Lead	2	Quarterly

**Target 2 –** To challenge Council policies and undertake reviews as appropriate

<b>Performance Indicator</b>	<b>Target 2018/19</b>	<b>How Monitored</b>
No. of Policy / Service Reviews undertaken annually	2	Quarterly
% of recommendations accepted by Cabinet or Council	70%	Quarterly

**Target 3 -** To Complete Each Review Within Timescale and Monitor the Outcomes

<b>Performance Indicator</b>	<b>Target 2017/18</b>	<b>How Monitored</b>
No. of reviews to be undertaken each year	5	Quarterly
% of reviews completed within the timescale of the project	80%	Quarterly
No. of meetings a Panel should hold for each review	4	Quarterly
% of reviews followed up	100%	Quarterly
% of recommendations accepted by Council or Cabinet which are implemented	100%	Quarterly

**Target 4 -** Reflecting the voice and concerns of the public and its communities

<b>Performance Indicator</b>	<b>Target 2018/19</b>	<b>How Monitored</b>
% of reviews on the Work Programme suggested by the public or undertaken in response to issues raised through surveys, comments or complaints from the public	2%	Quarterly
No. of external people involved in the Scrutiny process	5	Quarterly

**Target 5 -** Taking the lead and owning the Scrutiny process

<b>Performance Indicator</b>	<b>Target 2018/19</b>	<b>How Monitored</b>
% of meetings attended by members (for which they were required to attend)	70%	Quarterly
% of members involved in training on scrutiny	60%	Quarterly
% of members that have a good awareness of the role of scrutiny and their role in the scrutiny process	50%	Annual Survey

**Target 6** – To increase awareness and participation of Overview and Scrutiny by other stakeholders and the public

<b>Performance Indicator</b>	<b>Target 2018/19</b>	<b>How Monitored</b>
No. of visits to the Board's Scrutiny web pages	50	Annual