

HAVANT BOROUGH COUNCIL  
PUBLIC SERVICE PLAZA  
CIVIC CENTRE ROAD  
HAVANT  
HAMPSHIRE P09 2AX



**Havant**  
BOROUGH COUNCIL

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## BUSINESS AND COMMERCIAL SERVICES BOARD AGENDA

**Membership:** Councillor Keast (Chairman)

Councillors Branson, Carpenter, Christie, Cresswell, Francis, Rennie, Seal, Scott, and Weeks

**Meeting:** Business and Commercial Services Board

**Date:** Wednesday 21 November 2018

**Time:** 5.00 pm

**Venue:** Hurstwood Room, Public Service Plaza, Civic Centre Road, Havant, Hampshire PO9 2AX

The business to be transacted is set out below:

Nick Leach  
Monitoring Officer

13 November 2018

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

	Page
<b>1 Apologies</b>	
To receive apologies for absence.	
<b>2 Minutes</b>	<b>1 - 2</b>
To confirm the minutes of the Business and Commercial Services Board held on 30 July 2018.	
<b>3 Matters Arising</b>	
<b>4 Declarations of Interests</b>	

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

**5 Chairman's Report**

The Chairman to report the outcome of meetings attended or other information arising since the last meeting of the Board.

**6 Work Programme 2018/19** **3 - 6**

**7 Update on the Business and Commercial Services Scrutiny Panel** **7 - 8**

To receive an update from Councillor Branson on the Litter Review (Business Plan attached).

**8 Exclusion of the Press and Public**

The Board is asked to consider whether to pass a resolution excluding the public from the meeting during consideration of any of the items on the agenda. If members wish to do so then this could be achieved by passing the following resolution. Members are not required to pass the resolution but the Solicitor to the Council recommends this as to the item set out below.

That the public be excluded from the meeting during consideration of the item headed and numbered as below because:

it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during that item there would be disclosure to them of exempt information of the descriptions specified in paragraphs of Part 1 of Schedule 12A (as amended) of the Local Government Act 1972 shown against the heading in question; and

in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**Item 8 Environmental Services Proposals**  
(Paragraph 3)

Paragraph 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)

**9 Environmental Services Proposals**

## GENERAL INFORMATION

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### **Internet**

This agenda and its accompanying reports can also be found on the Havant Borough Council website: [www.havant.gov.uk](http://www.havant.gov.uk)

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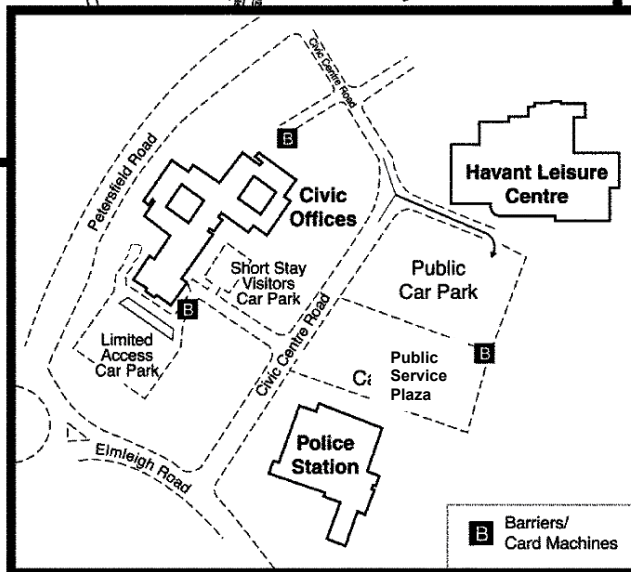
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# Havant

## BOROUGH COUNCIL

Civic Offices, Havant, Hants, PO9 2AX  
 Telephone (023) 9247 4174

## HAVANT BOROUGH COUNCIL

At a meeting of the Business and Commercial Services Board held on 30 July 2018

Present

Keast (Chairman), Branson, Cresswell, Sceal, Scott, Weeks and Hart (Standing Deputy)

### **1 Apologies**

Apologies for absence were received from Councillors Carpenter, Christie, Francis and Rennie.

Councillor Hart attended as Standing Deputy for Councillor Francis.

### **2 Declarations of Interests**

There were no declarations of interests relating to matters on the agenda.

### **3 Chairman's Report**

The Chairman has nothing to report.

### **4 Work Programme 2018/19**

The Board considered a draft work programme, which was compiled following a workshop held on 18 July 2018.

The Board felt that a review of the IT systems and the sponsorship of roundabouts should be included in this programme.

The Board was advised that review of Norse South East would not be undertaken, due to staff work commitments, until later in the year or early 2019.

RESOLVED that the work programme as set as an Appendix to these minutes be agreed.

### **5 Appointment of Panels**

The Board considered the appointment of scrutiny panels.

RESOLVED that:

(a) the following scrutiny panel be appointed:

Title: Business and Commercial Services Scrutiny Panel  
Membership: Councillors Bains, Branson (lead Councillor),  
Cresswell, Sceal, Scott, and Weeks

Functions: To undertake reviews as directed by the Business and Commercial Services Board (“the Board”) and submit their findings and recommendations to the Board

- (b) the review into litter included in the Board’s work programme be referred to the Business and Commercial Services Scrutiny Panel;
- (c) the sponsorship of roundabouts review be the subject of a challenge session at a future meeting of the Board; the research for this review to be undertaken by the Chairman and Councillor Christie; and
- (d) the review of the performance of Norse South East be the subject of a Challenge Session by the Board.

**The meeting commenced at 5.00 pm and concluded at 5.30 pm**

## HAVANT BOROUGH COUNCIL

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### BUSINESS AND COMMERCIAL SERVICES BOARD

21 November 2018

#### Board Work Programme - 2018/19

Report by Democratic Services Officer

Cabinet Lead: N/A

Key Decision: N/A

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#### 1.0 Purpose of Report

1.1 To give the Board an opportunity to review its Work Programme for 2018/19.

#### 2.0 Recommendation

2.1 That the Board approve the work programme as set out in Appendix A.

#### 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 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 Board 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 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 2018/19

### **Background Papers: Nil**

### **Contact Officer:**

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Democratic Services Officer  
Tel: 023 9244 6232  
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# BACS BOARD WORK PROGRAMME 2018/19

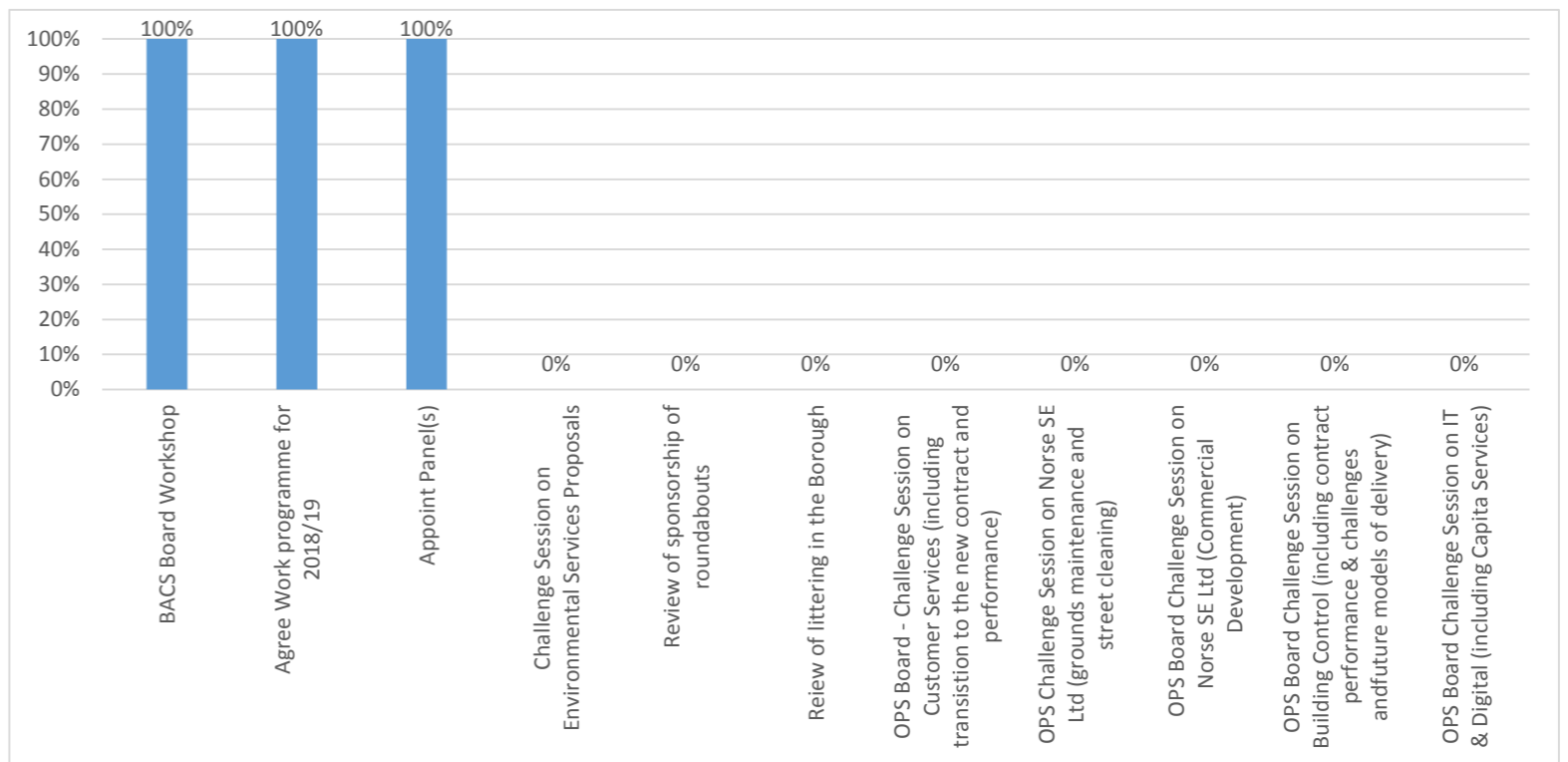
## MILESTONES DUE

Milestones that are coming soon.

Name	Meeting Date	Cabinet Lead	Officers
BACS Board Workshop	Wed 18/07/18	Councillors Bowerman and Hughes	Gill Kneller
Agree Work programme for 2018/19	Mon 30/07/18		
Appoint Panel(s)	Mon 30/07/18		
Challenge Session on Environmental Services Proposals	Wed 21/11/18	Councillor Hughes	Claire Hughes and Gill Kneller
Review of sponsorship of roundabouts	NA	Councillor Hughes	Clair Hughes and Gill Kneller
Reiew of littering in the Borough	NA	Councillors Bains and Hughes	Tim Pointer, Carl Mathias & Peter Vince (Norse South East)
OPS Board - Challenge Session on Customer Services (including transistion to the new contract and performance)	NA	Councillor Hughes	Brian Wood & Gill Kneller
OPS Challenge Session on Norse SE Ltd (grounds maintenance and street cleaning)	NA	Councillor Hughes	Claire Hughes and Gill Kneller
OPS Board Challenge Session on Norse SE Ltd (Commercial Development)	NA	Councillor Hughes	Claire Hughes and Gill Kneller
OPS Board Challenge Session on Building Control (including contract performance & challenges andfuture models of delivery)	NA	Councillor Bowerman	Chris Bradley & Gill Kneller (James Hassett?)
OPS Board Challenge Session on IT & Digital (including Capita Services)	NA	Councillors Hughes and Bowerman	Susan Parker & Gill Kneller (Capita?)

## % COMPLETE

Status for all top-level tasks. To see the status for subtasks, click on the chart and update the outline level in the Field List.



## LATE TASKS

Tasks that are past due.

Name	Start	Finish	Duration	% Complete	Resource Names
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# Littering Review Scrutiny Business Plan 2018/19

**MILESTONES DUE**

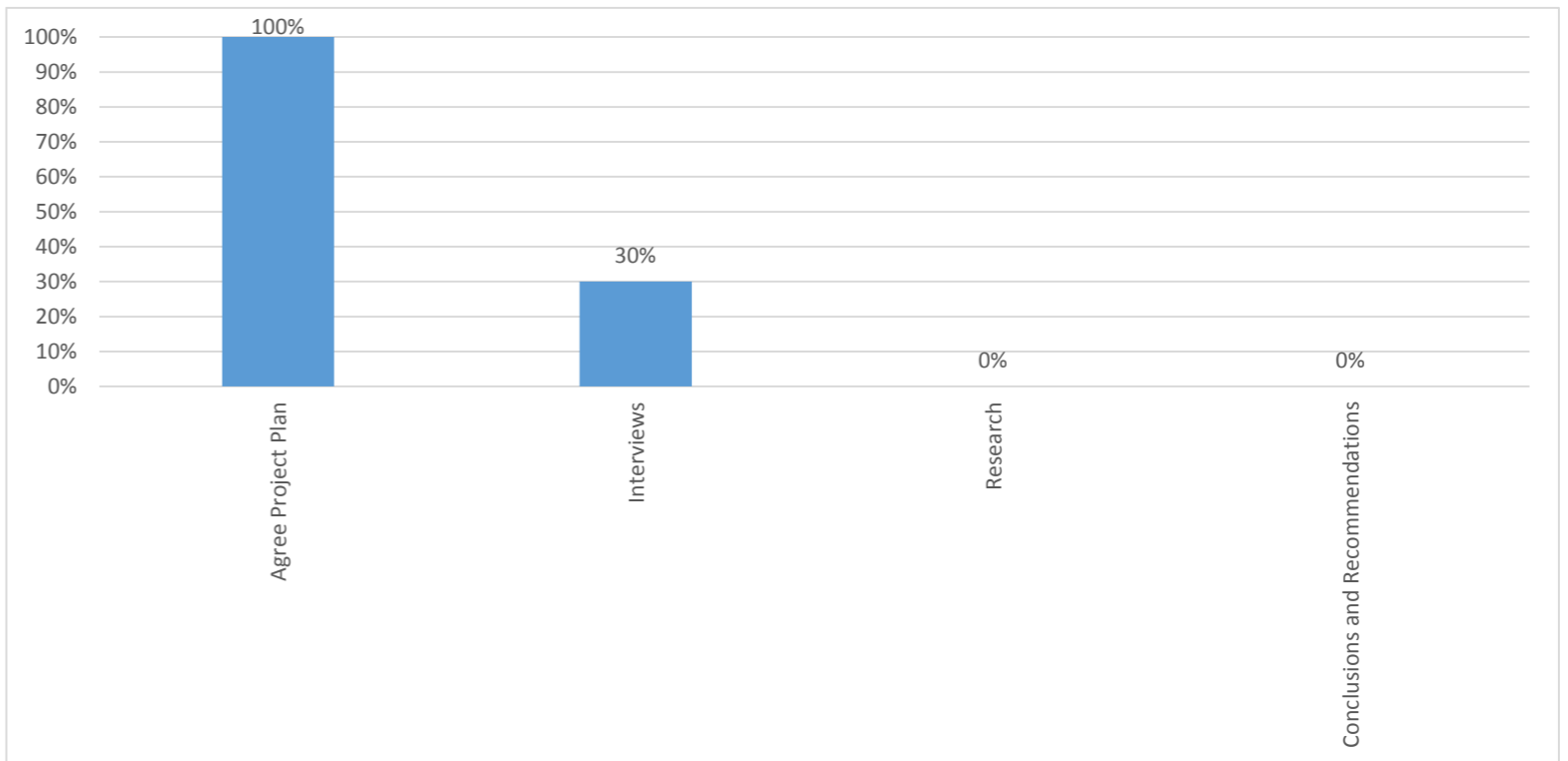
Milestones that are coming soon.

Name	Meeting Date	Cabinet Lead	Officers
Agree Project Plan	Tue 30/10/18	Councillor Bains & Councillor Hughes	Natalie Meagher, Carl Mathias, Sean Mckay, Tim Pointer, Susan Dabbs and peter Vince (Norse SE)es Hassett
Initial Discussion with Tim Pointer	Tue 30/10/18	Councillor Bains & Councillor Hughes	Tim Pointer
Initial Discussion with Norse	Tue 30/10/18	Councillor Bains & Councillor Hughes	Peter Vince
Initial Discussion with Susan Dabbs	Tue 30/10/18	Councillor Bains & Councillor Hughes	Susan Dabbs
Interviews with Representatives of Residents' Association	NA	Councillor Bains & Councillor Hughes	
Interview with Lesley Wells & Tim Pointer	NA	Councillor Bains & Councillor Hughes	Leslie Wells and Tim Pointer
Interview with Environment Agency	NA	Councillor Bains & Councillor Hughes	Nigel Oliver (Environment Agency)
Interview with HCC Officer	NA	Councillor Bains & Councillor Hughes	Gareth Roberts (HCC)
Challenge Session with Tim Pointer, Susan Dabbs & Natailie Meagher	NA	Councillor Bains	Tim Pointer, Susan Dabbs & Natalie Meagher
Challenge Session with Norse	NA	Councillor Huges	Peter Vince
Challenge Session with Carl Mathias, & Claire Hughes	NA	Councillor Hughes	Carl Mathias & Clare Hughes
Collate Background information	NA		
Conduct Members' Survey	NA	Councillor Bains & Councillor Hughes	Mark Gregory
Analyse Members Survey	NA	Councillor Bains & Councillor Hughes	Mark Gregory
Collate Data on fixed penalty notices issued	NA	Councillor Bains	Tim Pointer & Susan Dabbs
Collate Data on Fly Tipping	NA	Councillor Bains	Mark Gregory
Collect Data on Untidy Land/Gardens	NA		
Collate Data on CRM Complaints	NA	Councillor Bains	Tim Pointer
Indicate Draft Conclusions and Recommendations	NA	Councillor Bains	

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**% COMPLETE**

Status for all top-level tasks. To see the status for subtasks, click on the chart and update the outline level in the Field List.



**LATE TASKS**

Tasks that are past due.

Name	Start	Finish	Duration	% Complete	Resource Names
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Agree final report	NA	Councillor Bains
Submit Report to OPS Board	NA	
Submit Report to Cabinet	Wed 20/03/19	Councillor Bains