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SCRUTINY BOARD (MAY 2011-MAY 2018) AGENDA

Membership: Councillor Keast (Chairman)

Councillors Branson, Cousins, Heard, Lenaghan, Mackey, Perry, Shimbart, Smith K, Howard, Wade and Ponsonby

Meeting: Scrutiny Board (May 2011-May 2018)

Date: Tuesday 12 January 2016

Time: 5.30 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

4 January 2016

Contact Officer: Jack Caine and Tristan Fieldsend 02392 446232
Email: mark.gregory@havant.gov.uk or nicholas.rogers@havant.gov.uk

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PART 1 (Items open for public attendance)

1 Apologies

To receive and record apologies for absence.

2 Minutes

1 - 4

3 Matters Arising

4 Declarations of Interests

5 Chairman's Report

PART 2 (confidential items - closed to the public)

7 Exclusion of the Press and Public

The Scrutiny 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 Monitoring Officer 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:

- (a) 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
- (b) in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Item 8 – Delivering Differently - Future Service Delivery of Operational Services - Business Case for JVC

(Paragraph 3)

8 Delivering Differently - Future Service Delivery of Operational Services - Business Case for JVC

Business case circulated separately.

GENERAL INFORMATION

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Internet

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Pay and display car parking is available in the Leisure Centre car park opposite the Plaza.



Havant

BOROUGH COUNCIL

PROTOCOL AT MEETINGS – RULES OF DEBATE

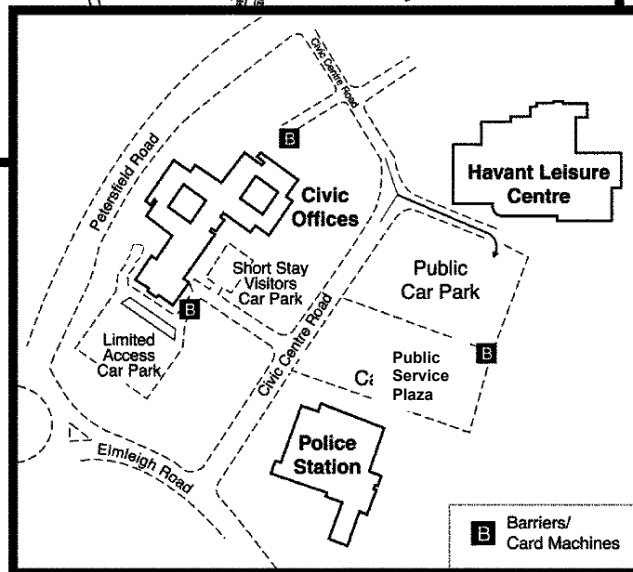
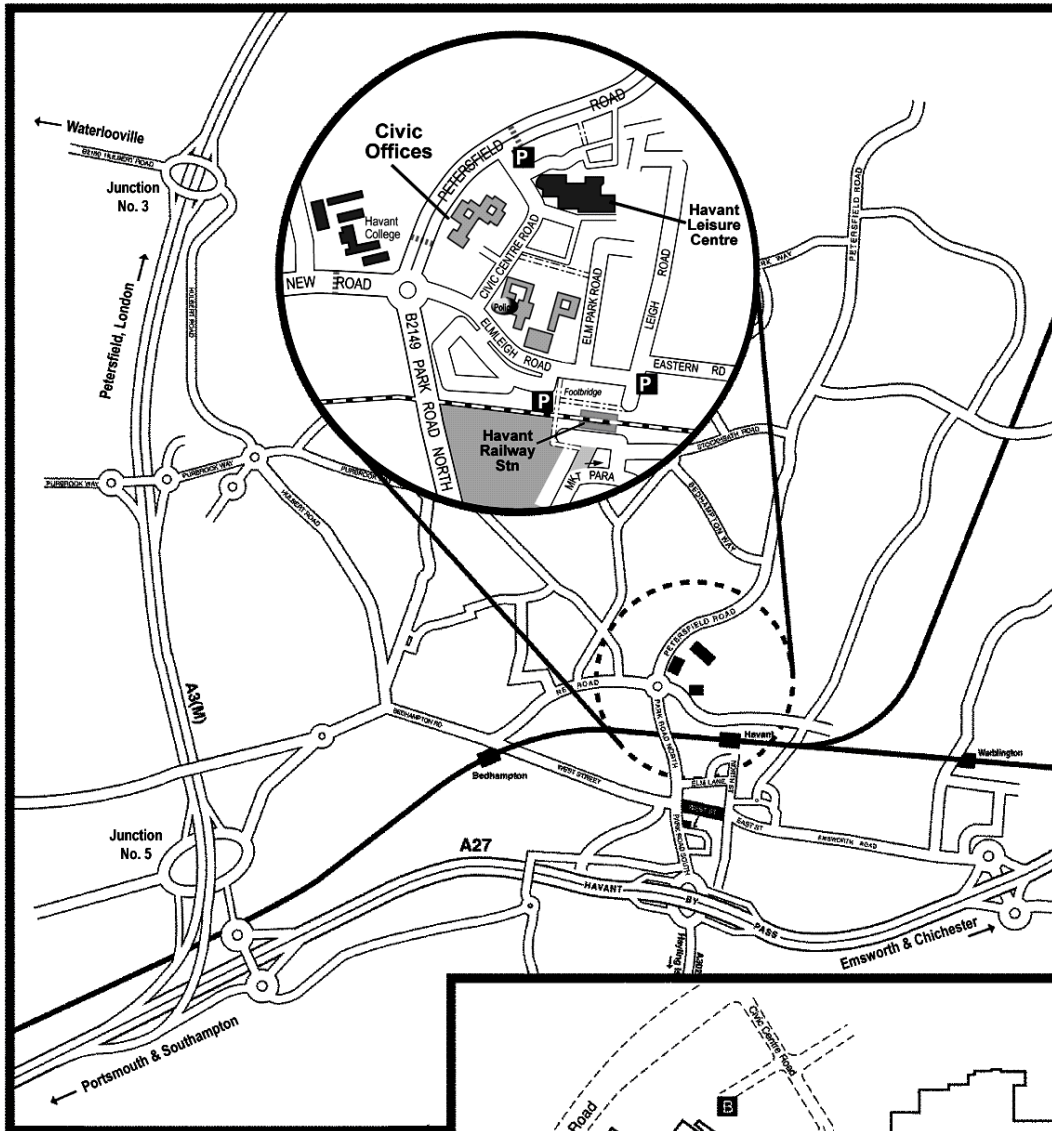
Rules of Debate

- 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



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HAVANT BOROUGH COUNCIL

At a meeting of the Scrutiny Board held on 10 November 2015

Present

Councillor Branson (Chairman)

Councillors Cousins, Keast (Vice-Chairman), Lenaghan, Mackey, Perry, Shimbart, Smith K, Tarrant, Bains (Standing Deputy), Cresswell (Standing Deputy), Hughes (Standing Deputy) and Ponsonby

23 Apologies

Apologies were received from Cllr Heard and Cllr Wade.

24 Minutes

RESOLVED that the minutes of the Scrutiny Board meeting held on 21 July 2015 be agreed as a correct record.

25 Matters Arising

There were none.

26 Declarations of Interests

There were no declarations of interest.

27 Chairman's Report

There were no matters the Chairman wished to report to the Board.

28 Councillor Lone Working Procedure

The Board considered a report from the Environmental Services Scrutiny and Policy Development Panel setting out the panel's findings in connection with its investigation into the Councillor Lone Working Procedure.

The Panel members were invited to the witness table to present the report and answer any questions from the Scrutiny Board.

The Panel outlined that the Councillor Lone Working Procedure was a method of keeping Councillors protected while working with constituents in the Borough. It adopted a common sense approach and encouraged members to be vigilant and responsible when working alone or visiting residents in the Borough and to report any issues they encountered whenever possible. Members commented that reporting any issues should extend to any behaviour that could be deemed inappropriate and ensure this information was shared with other ward members.

A question was raised over whether it would be prudent to meet with residents in neutral, public places, such as libraries, community centres or the plaza. The Board agreed this would be a preferred method of meeting with members of the public.

Members asked whether or not Havant Borough Council held an incident log regarding members of the public. Sara Bryan, acting Solicitor to the Council, advised a log was held by Cheryl Lincoln, Governance and Information Manager. The Board was advised that although this list could not be circulated for legal reasons, members were welcome to ask if a resident they would be seeing appeared on the list.

RECOMMENDED to Cabinet that:

1. The draft Councillor Lone Working Procedure be circulated to all members and included in the Councillor Induction Pack, subject to the following amendments:
2. Under Part 4 of the procedure, add 'report inappropriate behaviour'
3. Under Part 4 of the procedure, add 'where possible meet at a neutral venue'
4. Under Part 4 of the procedure, add 'share information with ward Councillors.'

29 Scrutiny Board Work Programme

The Board was given an opportunity to review progress with regard to the work undertaken by the scrutiny and policy development panels since the last meeting and to identify any additional matter for inclusion in the Board's work programme.

Scrutiny Leads were asked to give a brief update on any progress with their respective Scrutiny Projects and the Chairman asked the Scrutiny Leads to provide any further updates in writing, so they could be circulated to all members of the Council. The Board was reminded and encouraged to approach any Scrutiny Lead regarding any scrutiny project they wished to pursue.

RESOLVED that a review of public conveniences in the borough be included on the Work Programme

30 Delivering Differently - Future Service Delivery of Operational Services - Outline Business Case for JVC

The Board resolved to co-opt Cllr Gary Hughes onto the Board for the item.

The Board discussed the Outline Business Case in detail and asked questions of the Lead Officers and the Portfolio holder regarding its content, as set out in the restricted minute.

RESOLVED that:

1. The Board Noted the Report
2. A Scrutiny Panel meeting be held in January 2016 to discuss the Full Business Case
3. An Extraordinary Scrutiny Board Meeting be held in January 2016 to scrutinised the Full Business Case.

The meeting commenced at 5.00 pm and concluded at 6.45 pm

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Chairman

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HAVANT BOROUGH COUNCIL

Scrutiny Board

Scrutiny Board Work Programme - 2015/16

Report by Democratic Services Assistant

Cabinet Lead: Councillor Michael Wilson

Key Decision: N/A

1.0 Purpose of Report

- 1.1 To give the Board an opportunity to review progress with the regard to the work undertaken by the Scrutiny/Policy Development Panels since the last meeting.

2.0 Recommendation

That the Board:

- 2.1 reviews progress to date and identifies any further matters for scrutiny/policy review, to be undertaken by the appropriate Panel as part of the Board's work programme, and that the key objectives of any additional reviews be agreed;
- 2.2 receives an update from the Scrutiny Leads in relation to their ongoing work programmes, to include their intended next steps and programme for reporting back to the Board.

3.0 Summary

- 3.1 This Board oversees the work of five informal Scrutiny/Policy Development Panels, each linked directly to one of the five service clusters. The following Scrutiny Lead Councillors have been identified to take the lead with regard to the work in these areas:

- Economy, Planning & Built Environment – Councillor Ken Smith
- Communities – Councillor Andy Lenaghan
- Environmental Services – Councillor David Keast
- Marketing & Development – Councillor Colin Mackey
- Governance & Logistics – Councillor Peter Wade

- 3.2 The Panels undertake research and report their conclusions and findings to this Board which will then decide whether to make recommendations to the Cabinet or Council as appropriate. An overview of the Board's work programme is attached at Appendix A.

3.3 In recognising that the timescales for completing scrutiny/policy reviews will vary according to the subject matter in hand, the Scrutiny Board has asked to receive progress updates for those reviews that are ongoing at the time of each of its meetings.

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 – Scrutiny Board Work Programme - Overview

Background Papers: Nil

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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