

**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**