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SCRUTINY BOARD AGENDA

Membership: Councillor Buckley (Chairman)

Councillors Branson, Carpenter, Fairhurst, Francis, Hughes, Lloyd, Patrick, Quantrill, Shimbart, Smith D and Ponsonby

Meeting: Scrutiny Board

Date: Tuesday 26 September 2017

Time: 5.00 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

18 September 2017

Contact Officer: Mark Gregory and Nicholas Rogers 02392 446232
Email: mark.gregory@havant.gov.uk or nicholas.rogers@havant.gov.uk

Page

PART 1 (Items open for public attendance)

1 Apologies

To receive and record apologies for absence.

2 Minutes

1 - 4

To confirm the minutes of the Scrutiny Board held on 29 August 2017.

3 Matters Arising

4 Declarations of Interests

To receive and record declarations of interests.

5 Chairman's Report

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

6 Scrutiny Board Work Programme

5 - 12

To consider the scrutiny work programme.

Documents:

Report
Work Programme and timeline
Success Criteria

7 Exclusion of Press and Public

The Committee 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 **6 Councils' Contract**
(Paragraph 3)

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

PART 2 (confidential items - closed to the public)

8 5 Councils Contract

Question and answering session with the relevant Cabinet Lead and senior officers on the 6 Councils' contract.

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

This agenda and its accompanying reports can also be found on the Havant Borough Council website: www.havant.gov.uk

Public Attendance and Participation

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PLEASE EVACUATE THE BUILDING IMMEDIATELY.

DO NOT RE-ENTER THE BUILDING UNTIL AUTHORISED TO DO SO

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Parking

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

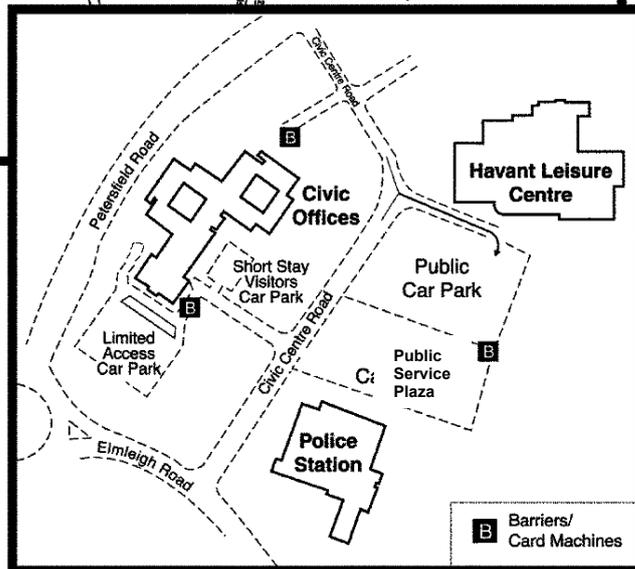
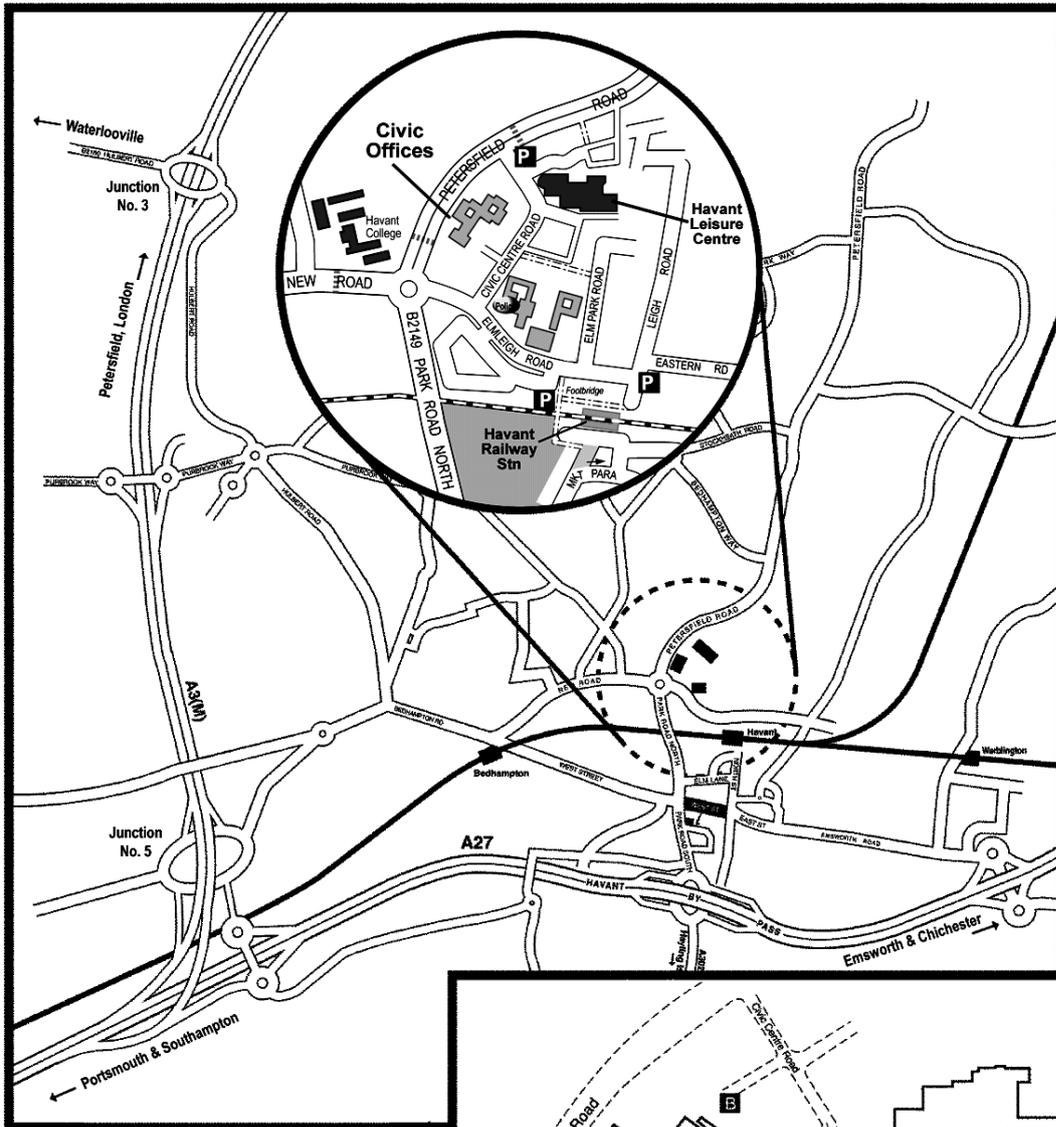
Rules of Debate

- 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 29 August 2017

Present

Councillor Buckley (Chairman)

Councillors Carpenter, Fairhurst, Hughes, Lloyd, Patrick, Quantrill, Ponsonby and Sceal (Standing Deputy)

44 Apologies

Apologies for absence were received from Councillors Branson, Shimbart, and D Smith.

45 Declarations of Interest

There were no declarations of interests.

46 Review of the Economic Development Service

The Board was given the opportunity to consider and comment upon the Review of Economic Development Service Scrutiny Review undertaken by the Economy, Planning, Development and Prosperity Scrutiny and Policy Development Panel. The Lead for the review presented the report and answered any questions raised. The Cabinet Lead for Economy and Infrastructure Projects and the Director of Operations and Place Shaping were also invited to join the meeting and answer any questions in relation to the report.

RESOLVED that

- a) The Cabinet be recommended to:
 - (1) endorse the recent officer's review of the Council's economic development service and agree that role of the service in the future will be to provide a clear project focus & deliver the outcomes shown in the Appendix to these minutes
 - (2) direct that the service concentrate in high impact projects and puts minimum resources into the current legacy activities such as market contract management until the impact of new aims and objectives of the economic development service can be evaluated;
 - (3) agree to the economic development service being provided to the Council by EHDC via a Section 101 Agreement;

- (4) reconsider the Council's current policy of updating CIL rate relative to changing construction costs and inflation to ensure that CIL does not detrimentally affect the economic viability of developments; and
- (5) agree to a workshop to establish what the housing economic climate in the Borough should be and to rethink the Council's strategy for housing delivery in this climate.

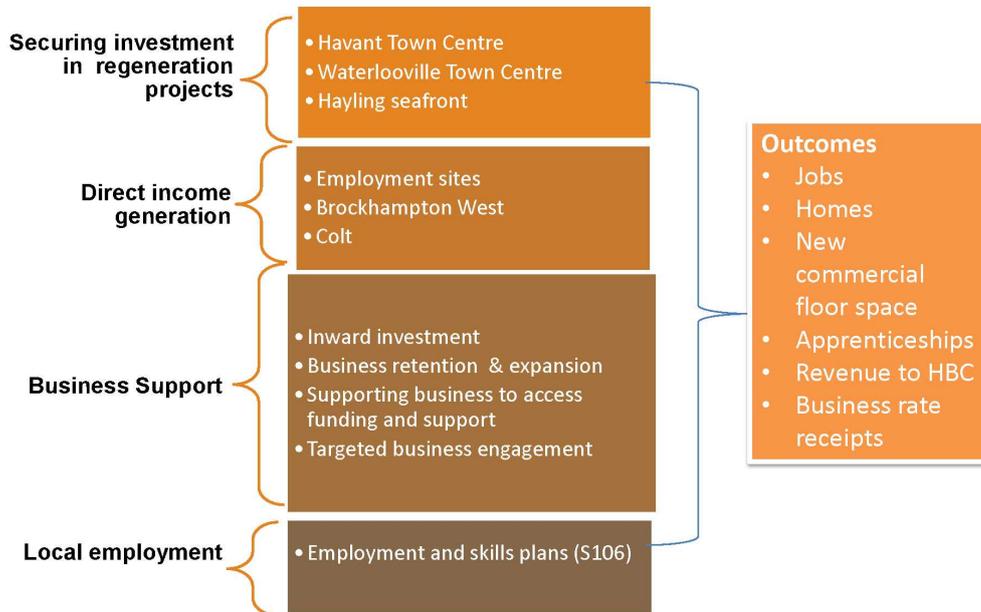
(The Board noted that:

- (a) the next meeting of the Board had been rescheduled and would be held on 26 September 2017 and not 12 September as previously agreed; and
- (b) the agenda for the next meeting would include an item on the 6 Councils' Contract and would give members of the Board an opportunity to question the Cabinet Lead and relevant officers on progress made with this contract)

The meeting commenced at 5.00 pm and concluded at 5.42 pm

.....
Chairman

Recommended role of the Service



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HAVANT BOROUGH COUNCIL

Scrutiny Board

26 September 2017

Scrutiny Board Work Programme - 2017/18

Report by Democratic Services Officer

Cabinet Lead: Councillor Lulu Bowerman

Key Decision: N/A

1.0 Purpose of Report

- 1.1 To give the Board an opportunity to identify topics to be considered by the Scrutiny and Policy Development Panels for inclusion in the Work Programme and the success criteria for 2017/18.

2.0 Recommendation

- 2.1 That the Board approve the work programme as set out in Appendix A
- 2.2 That the board approve the success criteria for 2017/18 as set out in Appendix B

3.0 Summary

- 3.1 The Board oversees the work of the informal Scrutiny and Policy Development Panels, each linked directly to one of the five Cabinet Leads.
- 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.
- 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 – Proposed Work Programme for 2017/18

Appendix B – Proposed Success Criteria for 2017/18

Background Papers: Nil

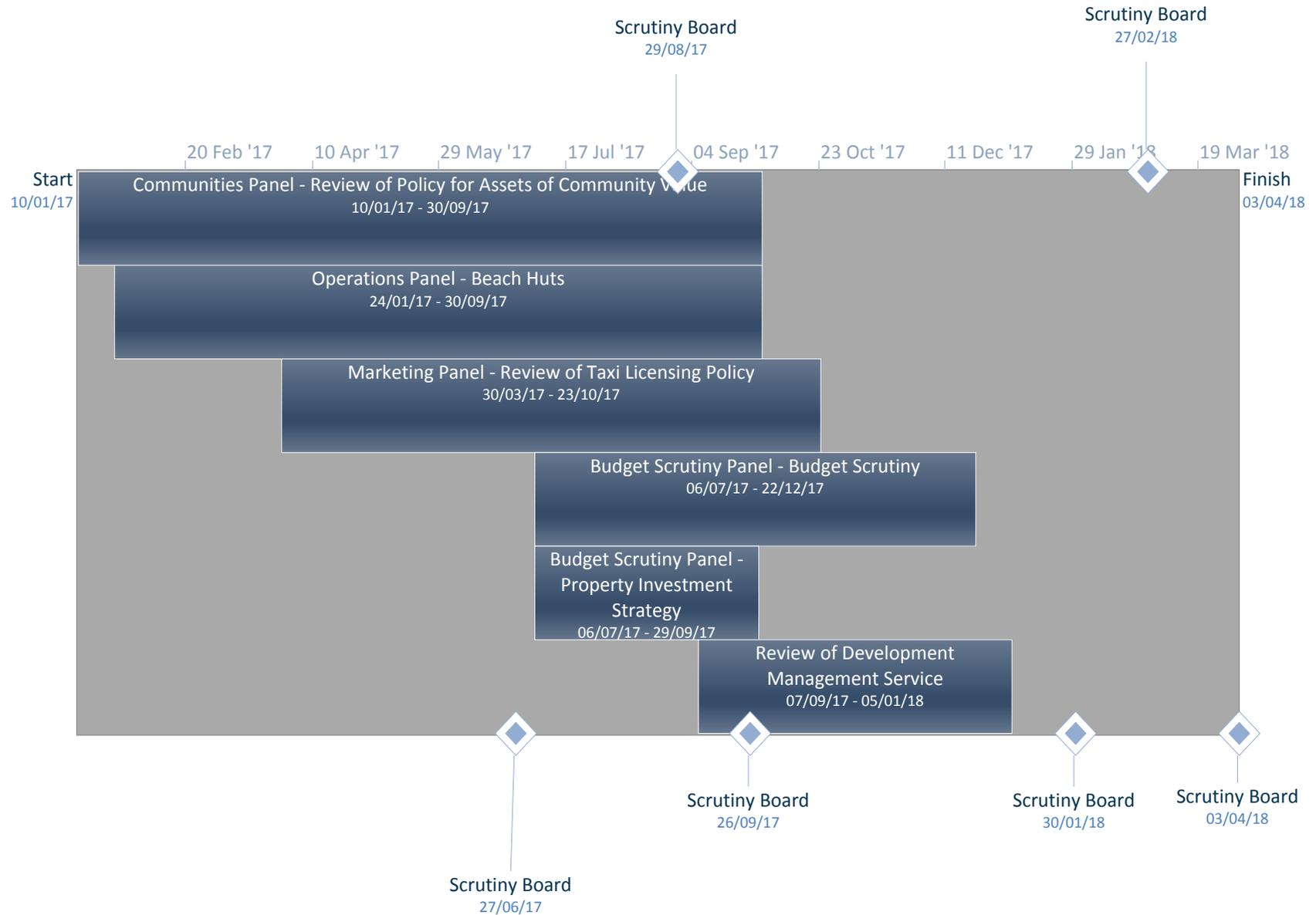
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Scrutiny Board Work Programme 2017/18

Current Projects Timeline



Other Projects to be Undertaken in 2017/18

| Panel | Subject | Status |
|---------------------------------|---|--|
| Budget Scrutiny Panel | 2018/19 Budget Scrutiny | Ongoing |
| | Property Investment Strategy (prior to adoption by the Council) | Ongoing |
| | All Grants/Community Events* | Pending |
| Communities etc. Scrutiny Panel | Review of Assets of Community Value | Near Completion |
| | Review of Safer Havant Partnership – Anti Social Behaviour | Pending |
| | Review of Temporary Accommodation in the Borough | Pending |
| Economy etc. Scrutiny Panel | Economic Development Service | Completed and Recommendations adopted by Cabinet |
| | Tourism | Under Review |
| | Business Rates Revaluations | Deferred |
| | Review of the Development Management Service | At planning stage |
| Marketing etc. Scrutiny Panel | Review of Licensing Policy | Ongoing |
| Operations etc. Scrutiny Panel | Beach Hut Charges** | Ongoing |
| | Norse – Grass-cutting, Weeding and Street Scene | Pending |
| | Review of Public Toilets | Deferred |
| | Litter (cleanliness of town centres and zero tolerance) | Pending |

*Joint Review with Communities etc. Panel

** Joint Review with Budget Scrutiny Panel

Projects to be undertaken in 2017/18, if time permits

| Panel | Subject | Status |
|---------------------------|---|---------|
| Operations Scrutiny Panel | Roundabouts and Sponsorship | Pending |
| | Fly Tipping & Fly Posting (including estate agents' board on public land) | Pending |
| | Grass Verge Parking – Possible By Law | Pending |
| | Parking Enforcement | Pending |

Unallocated Reviews for 2017/18

Review the Plans for the Council Campus, including Public Service Plaza, Police Station, Horizon Leisure and Havant Health Centre (One Public Estate)

Serving You

Customer Services (post reporting back)

Decisions/Reviews to be Monitored in 2017/18

| Panel | Subject | Status |
|-----------------------|---|---------|
| Budget Scrutiny Panel | To monitor spending and budget plans to make sure that resources are being used in the most efficient way | Ongoing |
| | To evaluate/monitor work undertaken since the Council's review of Polling District and Polling Places | Pending |

| | | |
|---------------------------------|--|---------|
| Communities etc. Scrutiny Panel | Monitor the action taken since the scrutiny review on Independent Sheltered Housing in the Borough | Pending |
| | Monitor action taken since the scrutiny review on the introduction of a Public Protection Order for dogs | Pending |
| | To evaluate the success of the Councillor's Grant Scheme | Pending |
| Economy etc. Scrutiny Panel | To monitor actions taken since the scrutiny review on the provision of cemeteries in the Borough | Pending |
| Marketing etc. Scrutiny Panel | To monitor the implementation of the 5 Councils' Contract | Ongoing |
| | To monitor progress with the Hayling Seafront Masterplan | Pending |
| Operations etc. Scrutiny Panel | To monitor the Norse Joint Venture Scheme | Ongoing |
| | To monitor the actions taken since the scrutiny review on CCTV and the impact of ceasing CCTV in the Borough | Pending |

Measuring success - performance indicators for the Scrutiny Board 2017/2018

Current Progress –

| Target 1 – Critical Friend Challenge – to provide a constructive, robust and purposeful challenge to those responsible for policy development and decision-making | | | |
|--|----------------------|-----------------------|-------------------------|
| Performance Indicator | How Monitored | Target 2017/18 | Current Progress |
| % of items on the Work Programme taken from the Council and Cabinet Forward Plans | Quarterly | 33% | 38% |
| No. of reviews undertaken as a result of discussions with Cabinet Lead | Quarterly | 2 | 2 |

| Target 2 – To challenge Council policies and undertake reviews as appropriate | | | |
|--|----------------------|-----------------------|-------------------------|
| Performance Indicator | How Monitored | Target 2017/18 | Current Progress |
| No. of Policy / Service Reviews undertaken annually by each Panel / Board | Quarterly | 1 by each Panel | On track |
| % of recommendations accepted by Cabinet or Council | Quarterly | 70% | 100% |

| Target 3 - To Complete Each Review Within Timescale and Monitor the Outcomes | | | |
|---|----------------------|-----------------------|-------------------------|
| Performance Indicator | How Monitored | Target 2017/18 | Current Progress |
| No. of reviews to be undertaken each year | Quarterly | 5 | 8 |
| % of reviews completed within the timescale of the project | Quarterly | 80% | 62% |
| No. of meetings a Panel should hold for each review | Quarterly | 4 | On track |
| % of reviews followed up | Quarterly | 100% | 17% |
| % of recommendations accepted by Council or Cabinet which are implemented | Quarterly | 100% | 100% |

| Target 4 - Reflecting the voice and concerns of the public and its communities | | | |
|---|----------------------|-----------------------|-------------------------|
| Performance Indicator | How Monitored | Target 2017/18 | Current Progress |
| % of reviews on the Work | Quarterly | 2% | 15% |

| | | | |
|--|-----------|----|-----|
| Programme suggested by the public or undertaken in response to issues raised through surveys, comments or complaints from the public | | | |
| No. of external people involved in the Scrutiny process | Quarterly | 20 | 252 |

Target 5 - Taking the lead and owning the Scrutiny process

| Performance Indicator | How Monitored | Target 2017/18 | Current Progress |
|--|---------------|----------------|------------------|
| % of meetings attended by members (for which they were required to attend) | Quarterly | 70% | 57% |
| % of members involved in training on scrutiny | Quarterly | 60% | 63% |
| % of members that have a good awareness of the role of scrutiny and their role in the scrutiny process | Annual Survey | 50% | n/a |

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

| Performance Indicator | How Monitored | Target 2017/18 | Current Progress |
|---|---------------|----------------|------------------|
| No. of visits to the authority's Scrutiny web pages | Annual | 200 | 104 |
| No. of external reviews of outside organisations | Annual | 1 | 0 |