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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 30 January 2018

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

22 January 2018

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 - 10

To confirm the minutes of the Scrutiny Board held on 7 November 2017.

3 Matters Arising

GENERAL INFORMATION

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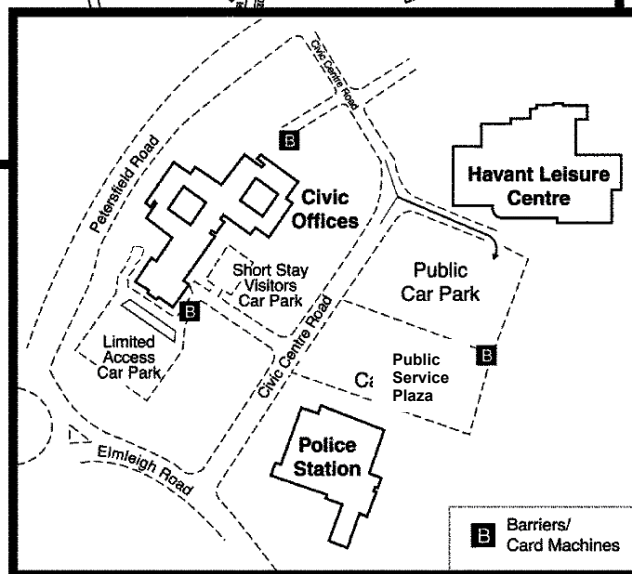
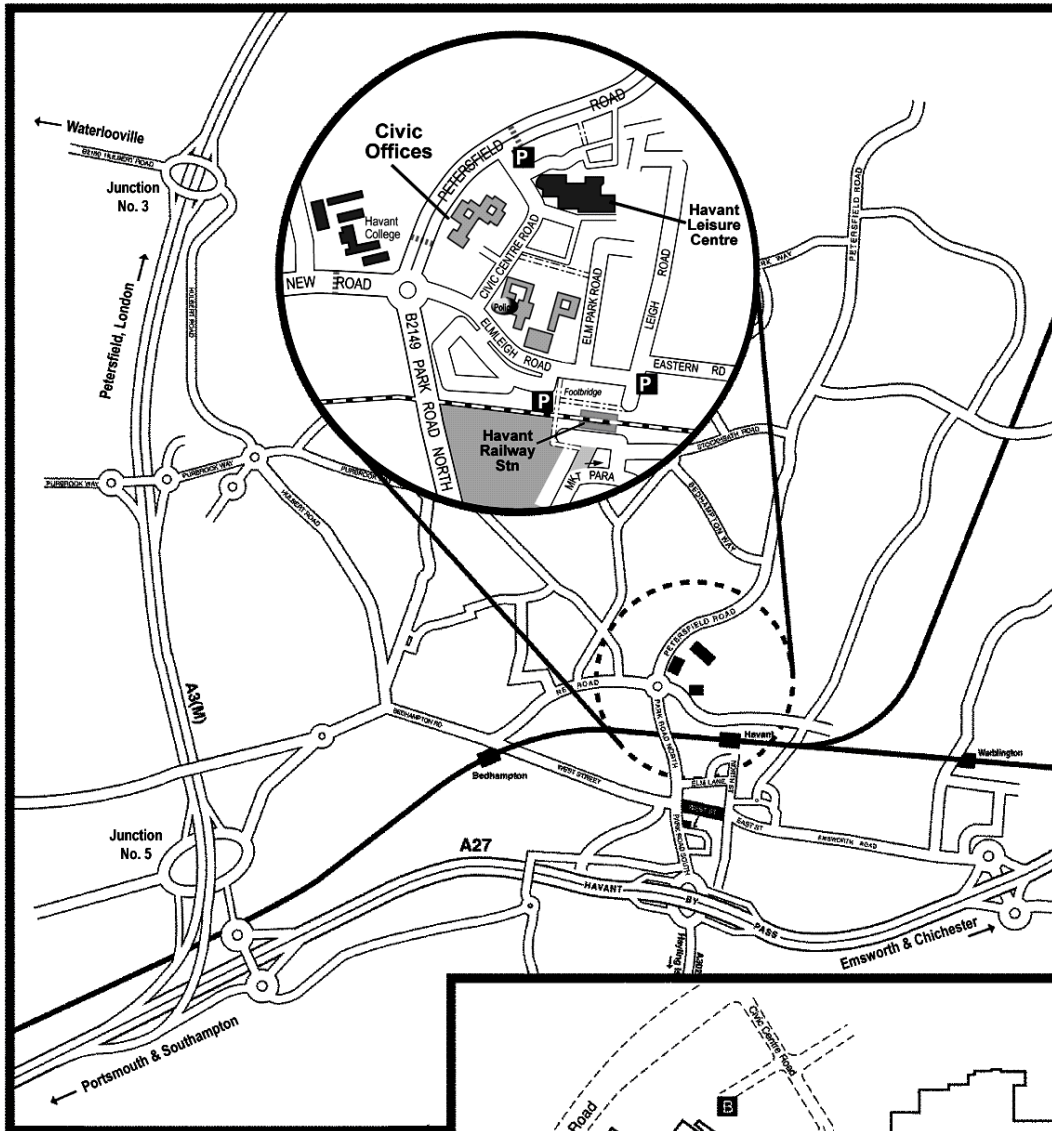
Rules of Debate

- 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
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HAVANT BOROUGH COUNCIL

At a meeting of the Scrutiny Board held on 7 November 2017

Present

Councillor Buckley (Chairman)

Councillors Branson, Fairhurst, Francis, Lloyd, Patrick, Cresswell (Standing Deputy) and Davis (Standing Deputy)

Co-opted Members:

Councillor: Ponsonby

Councillors Invited to Attend:

Councillor(s): Lenaghan, Satchwell, Briggs, Turner and Wilson

55 Apologies

Apologies for absence were received from Councillors Carpenter, Hughes, Quantrill, Shimbart and D Smith.

56 Minutes

The Minutes of the meeting of the Scrutiny Board held on 26 September 2017 were agreed as a correct record and signed by the Chairman subject to the addition of Councillor Ponsonby to the list of attendees.

57 Matters Arising

There were no matters arising.

58 Declarations of Interests

There were no declarations of interests.

59 Chairman's Report

The Chairman reported that:

- (a) he had been appointed Chairman of the Push Scrutiny Overview and Scrutiny Committee;
- (b) he had attended a meeting of the Push Scrutiny Overview Committee on Monday 31 October 2017;

- (c) he had attended a meeting of the Five Councils Partnership Corporate Services Scrutiny Committee on 30 October 2017 which had agreed to hold future meetings in abeyance until all the services to be transferred under the contracts were operational and issues had been identified by the individual Councils.

60 Beach Huts Review

The Board was given the opportunity to consider and comment upon the Review of Beach Huts undertaken by the Operations, Environmental Services and Norse Scrutiny and Policy Development Panel (“the Panel”).

The Board was reminded that the first Phase of the review had been considered by the Board on 4 April (minute 32/4/2017) and agreed to consider phase two of the review.

The Chairman reminded members that the role of the Board was not to consider the review afresh but to direct its attention to the following issues:

- Had the Panel completed the review in accordance with its project plan?
- Had the Panel followed the correct scrutiny processes?
- Had the Panel addressed the issues and concerns raised since the report and findings pack had been published?

The Scrutiny Lead:

- (A) introduced the report and drew the Board’s attention to:
- a. the problems caused by misinformation raised by officers of the Council and Norse South East relating to the benchmarking survey undertaken during Phase 1 of the Review and the terms and conditions of the licence;
 - b. the project plan had been agreed by the Panel following consultation with the Cabinet Lead and Hayling Island ward councillors and took into account the issues raised by the complainants. At the suggestion of one of the Hayling Island ward councillors, the Panel had agreed to concentrate on ways to resolve the issues raised and not look back on past errors or decisions;
 - c. the review had included: an analysis of the complaints and benchmarking survey, consultation with ward councillors and beach hut representatives; and consideration of options put forward by beach hut representatives and the Cabinet Lead;
 - d. the findings and conclusions set out in the report

- (B) requested that the recommendations set out in Section 2 of the report be agreed subject to recommendation 2.1.7 being amended to read

“Agree that the facility to pay by equal instalment by direct debit over a six month period specified by Norse South East be offered to new and existing licensees with no administrative charge included or added”

The Board invited the following to address the Board and answer questions from members of the Board:

- (a) Mr Bedford, a beach hut representative, expressed concern that the following key issues raised by the beach hut owners had not been addressed by the Panel:
- (i) the 14.2% increase in plot for hire fees had been endorsed by the Panel without adequate reasons to justify this increase being given: the explanation given by the Council that the increase would bring the Council’s fees in line with other Council had been proven to be untrue with the Council’s fees before and after the increase being higher than the average market rate for Councils on the south coast;
 - (ii) the beach hut owners felt badly exploited; over a ten year period the plot for hire licence fees had increased by 100% for residents and 275% for non residents over the past ten years

Mr Bedford thanked the Hayling Councillors for their support. He further advised the Board that the licensees were not prepared to let this matter rest and would place a warning in the public domain that information issued by the Council or Norse South East should be thoroughly checked;

- (b) Mr Willis, a beach hut representative, expressed concern that the increase in plot hire fees and the introduction of transfer fee was excessive and unjustified. He complained that the review had not considered the turnover of beach hut licences. Mr Willis also referred to parking issues and asked who was the main point of contact for issues at Beachlands;
- (c) Mrs Windebank, a beach hut representative, endorsed the comments made by Mr Bedford and suggested that the Council should look at other ways to raise income;
- (d) Councillor Satchwell acknowledged partial responsibility for the increase in charges as she had voted in favour of the changes at full Council. However, she raised a number of criticisms of the review including the following:
- (i) Councillors had been misinformed about the level of increase proposed prior to their submission to the Council for approval;

- (ii) additional details of input the contributors made to the review should have been included in the in the Findings Pack;
- (iii) the findings pack did not properly record how the review was initiated;
- (iv) the Panel had failed to investigate the delay in issuing the invoices;
- (v) the findings pack was too lengthy and contained some typographical errors;
- (vi) the Panel had not challenged the reasons for the increase in fees;
- (vii) no detail on the elements that could be included in the Beach Hut Plot Transfer Fee had been given;
- (viii) the Hayling Island Ward Councillors had not been given an opportunity to agree the scope and had not agreed to exclude a discussion of past errors and decisions from the review;
- (ix) no reasons had been given for a 7 year lease which had not been requested by the licensees and would not give additional security of tenure;
- (x) the Panel had not interviewed any financial officers as part of its review;
- (xi) no explanation had been given of the direction the Council should take in consultation with the beach hut owners;
- (xii) the Panel had ignored the findings of the 2014 survey;
- (xiii) no progress had been made with the new beach hut site which could provide additional income to the Council;
- (xiv) the Panel had only considered the option submitted by the Cabinet Lead;
- (xv) the Cabinet Lead was involved in all discussions so there had been no independent financial scrutiny; and
- (xvi) the analysis of the benchmarking survey had been ignored

In response to a question from the Chairman asking if she though she had done her part in the scrutiny process, Councillor Satchwell advised that this scrutiny had made her re-evaluate her role in the scrutiny process and the need to ask the right questions.

The Chairman reminded Councillor Satchwell that the findings pack was lengthy as it contained all the information collected relating to the review: it was therefore intended as a reference document.

- (e) Councillor Wilson outlined how the review originated and raised the following concerns:
- (i) the benchmarking survey did not compare like for like;
 - (ii) the number of changes made or proposed to be made to the plot transfer fee endangered the Council's credibility; and
 - (iii) the 14.2% increase was well above CPI: £550 would have been a more reasonable figure.

In response to a questions from the members of the Board, Councillor Wilson:

- (1) acknowledged that he was a member of the Cabinet which considered and recommended the increase in fees. He further advised that in view of the amount of paperwork involved no justification for the increase was sought by the Cabinet when it considered these fees; and
 - (2) the review was a function of overview and scrutiny
- (f) Councillor Lenaghan raised concerns that non residents had to pay a higher fee and that the site identified for the new beach huts was currently used as an overspill car park. Councillor Lenaghan also expressed concern that the current fee structure encouraged the Council to let sites to non residents to raise more income, which would to the detrimental of residents of the Borough
- (g) The Acting Leader of the Council advised that:
- (i) the budget process required each Head of Service to consider the spending pressures on their service, their costs and income. In view of the reduction in Government Grants, fees were now viewed as a valuable source of income;
 - (ii) in the case of the recent increases in beach hut fees, he had been advised by the relevant Head of Service that the Council's beach hut fees were below other fees levied by other Councils and the market could accommodate these increases; and
 - (iii) beach huts were a luxury and not a necessity.

In response to questions raised by members of the Board, the Acting Leader of the Council advised that:

- (1) Phase 1 excluded a consideration of charges as the purpose of the review as to identify a new site for beach huts;
- (2) when setting fees the Head of Service would consider:
 - how much income could be raised by fees to reduce the costs of the department as a whole and not just the service, the subject of the fee or charge;
 - the market rate, which would include an valuation on how much the customers would be willing to pay;
- (3) the results of benchmarking surveys needed to be treated with care as the market price for each site would differ from one area to another
- (4) the plot transfer fee was considered reasonable as licensees were profiteering from selling beach huts on Council land from between £7000 to £13000;
- (5) the Council had not considered raising Council Tax over the past few years as it had received a Government incentive which was greater than the income that could be raised through a rise in tax.

In response to questions raised by member of the Board, the Operations Director for Norse South East reminded the Board that this was the first year that the service had been provided by the Company and:

- (1) advised that creating working practices between the Council and the Council had led to delays in issuing invoices this year
- (2). advised that the Company had adopted a more robust attitude towards non payment of fees (including the withdrawal of the facility to pay by instalments) to reverse a growing trend of non payment or only partial repayment of beach hut fees; the facility to pay by instalments had been re-established after consultation with the Council.
- (3) apologised for the content and tone of the letter which accompanied the invoices for this year as this did not meet the Councils standards. He assured the Board that actions had been taken to ensure that communications would be more in keeping with the Council's standards
- (4) advised that he did not have the figures relating to turnover of beach huts or details of the number of vacant beach huts readily available but could supply this data

In response to a question from a member of the Board, the Strategic Procurement Officer advised that the Council had no plans to reduce the fees for non residents to £500.

With reference to the comments submitted before and during this meeting relating to the role of Norse South East, the Chairman emphasised that the Council was responsible for setting fees and charges.

The Deputy Monitoring Officer advised the Board of the potential advantages, in terms of security of tenure, offered by a lease.

The Board discussed the recommendations of the review together with the views and responses of the invitees in detail.

With the exception of the recommendation relating to the level of the plot for hire fees (recommendation 2.1.4), the Board endorsed the recommendations of the Panel.

With regard to recommendation 2.1.4, the Board considered that, with the exception of the Beach Hut Plot Transfer Fee, beach hut fees should not be re-examined until the Cabinet had established the market rate for beach huts on Hayling Island and a strategy for achieving these fees. The market rate should consider such factors as fees on equivalent beaches, the demand and rate of change of ownership of beach huts.

In response to the concerns raised by Councillor Lenaghan regarding the fee structure as in (f) above, the Board felt that the Cabinet should consider whether residents of the Borough should be given first choice of new beach huts.

RESOLVED that the Scrutiny Board recommend Cabinet:

1. to consider ways of improving the appearance and site layout of the beach huts;
2. to consider providing new beach huts in the car park adjoining the Hayling Island Skatepark as shown in the appendix to these minutes. Such development to be constructed under permitted development rights subject to public consultation and consultation with statutory consultees;
3. to endorse the view that any additional beach huts should infill within existing beach hut sites on Hayling Island;
4. before examining beach hut fees the Cabinet should establish what the market rate is for a beach hut on Hayling island and propose a strategy for achieving that fee. The market rate should consider such factors as fees in equivalent beaches, the demand and rate of change of ownership;
5. to reduce the Beach Hut Plot Transfer Licence Fee to £100 and review the level of the fee for next year;

6. to endorse the principle that the Beach Hut Plot Transfer Licence Fee include other elements in additional to administrative costs;
7. agree that the facility to pay by equal instalment by direct debit over a six month period specified by Norse South East be offered to new and existing licensees with no administrative charge included or added;
8. agree that the instalment facility be made available for every year and not just this financial year;
9. agree that a seven year lease be offered to beach hut plot hire licensees;
10. agree that the officers of the Council and Norse South East be requested to build a working relationship with the newly formed Beach Hut Association;
11. endorse a more robust management of non payment of fees; and
12. consider whether residents of the Borough should be given first choice of new beach huts.

61 Assets of Community Value Policy Review

The Board was given the opportunity to consider and comment upon the Review of Assets of Community Value Policy. The Scrutiny Lead for Communities and Housing Scrutiny and Policy Development Panel presented the report and answered any questions raised. The Cabinet Lead for Communities and Housing, the Assistant Solicitor, Corporate Support Manager, and the Planning Policy Manager were also invited to join the meeting and answer any questions in relation to the report.

The Planning Policy Manager requested that recommendation 2.1.3 be amended to read:

“agrees to information on how the Council considers ACV applications and how planning applications on designated ACVs are considered be included in the Draft Local Plan Local Plan 2036”

RESOLVED that

The Scrutiny Board recommend to Cabinet that:

1. the Council’s website be updated to contain clear information for the public detailing exactly what an Asset of Community Value (ACV) is, how they can apply, what can and cannot be used as a reason for the application and the requirements for groups submitting nominations;
2. Councillors be sent information to enable clear direction to be given to residents;

- 3 investigate the feasibility of levying a charge for all ACV applications to the Council, with a refund given to successful applicants;
- 4 agrees to information on how the Council considers ACV applications and how planning applications on designated ACVs are considered is included in the Draft Havant Borough Local Plan 2036;
- 5 a review be undertaken into the resources used by the Council to facilitate the ACV process.;
- 6 the Constitution be amended to include the delegation of the authority to determine nominations for the listing of AVC's to the Cabinet Lead for Communities and Housing; and
- 7 authority be delegated to the Head of Communities and Housing to select Councillors to the Assets of Community value panel on a meeting by meeting basis, provided that these Councillors are not members of the Cabinet or where the asset concerned is within their ward.

62 Scrutiny Board Work Programme

The Scrutiny Board considered the Scrutiny Work Programme 2017/18 and the Panel's performance since the last meeting of the Board.

RESOLVED that:

- (a) the Scrutiny Work Programme 2017/18 be approved subject to the addition of a review into motorhome parking charges being included in the programme; and
- (b) the Panels' performance be noted.'

The meeting commenced at 5.00 pm and concluded at 8.08 pm

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Chairman

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HAVANT BOROUGH COUNCIL

Scrutiny Board

30 January 2018

Review of the Budget 2018/2019

FOR RECOMMENDATION

KEY DECISION NO

REPORT BY: Budget Scrutiny and Policy Development Panel

1.0 EXECUTIVE SUMMARY

1.1 The review was established to analyse the formation process for the 2018/19 budget.

2.0 RECOMMENDATIONS

2.1 The Scrutiny Board Recommend to Cabinet:

2.1.1 to instruct the Chief Finance Officer to review each service's budget to identify funds which could be used by more than one service and that these budgets be moved so that they can be easily accessed by all relevant services;

2.1.2 to request the political group leaders to encourage their members to consent to receiving electronic versions of all committee papers; and

2.1.3 to instruct officers to prepare a business case for paperless meeting papers, highlighting the costs and potential savings for this move.

3.0 RESOURCES:

3.1 A move towards paperless meeting papers will reduce the Council's printing costs.

3.2 The creation of central budgets for funds accessible by more than one service will ensure that budgets are more effectively used.

4.0 LEGAL:

4.1 In relation to paperless meeting papers, the Council is required to supply a reasonable number of papers agendas/reports for members of the public. The Council is also required to send paper copies of meeting papers to Councillors, if they do not consent to electronic versions of meeting papers.

5.0 STRATEGY:

5.1 The delivery of financially sustainable services is a key commitment in the Councils' Corporate Strategy.

6.0 RISKS:

6.1 An increase in fees is likely to lead to lead to complaints from members of the public.

7.0 COMMUNICATIONS:

7.1 Residents should be fully informed of any change in fees and charges and the reasons for these increases.

8.0 FOR THE COMMUNITY:

8.1 The delivery of financially sustainable services, which are affordable for customers will benefit the community.

9.0 METHODOLOGY

9.1 This review was undertaken to review the budget proposals for 2018/19. It was agreed that the review would be carried out investigating a sample of services as follows:

- a) Early thoughts discussions' with four services.
- b) Discussion with the Leader of the Council, Chief Executive Officer, and the Chief Finance Officer on the strategic direction for the budget 2018/19.
- c) Deep Dive' sessions with the four services reviewed at a) above.

9.2 Full details of the methodology of the project are set out in a separate Findings Pack.

10.0 KEY FINDINGS

10.1 The current financial year had included a £1million target for Heads of Service (HoS) to make up through stretched incomes or efficiency targets. This had proved difficult as there had been additional pressures on services within the year.

10.2 These additional pressures had included elements such as additional costs relating to the 5 Councils Contract, the implementation of Universal Credit, and Government policy on planning fees.

10.3 The Panel was concerned to learn that efficiency targets appeared to be set, without consultation on services after the budget had been agreed. As a result services are unlikely or struggling to make savings/increase income to

reach these targets. The Panel notes that processes are in place to improve monitoring of the Council's financial performance.

10.4 The Panel has identified the following potential efficiencies

(a) Contingency Funds

The Panel was concerned to learn that funds for works to repair a listed building in this financial year was funded out of the Neighbourhood Service even though there was a specific fund for this purpose held in the Planning Service. The Head of Service for Neighbourhood Support was unaware of the budget held by Planning and explained that the difficulties using a budget from another service to fund works undertaken by another service was lengthy and in some cases it was easier just to use her own budget to fund the works. The Panel consider that a review of each service's budget should be undertaken to identify funds which could be used by more than one service and that these budgets be moved so that they can be easily accessed by all relevant services.

(b) Paperless Meetings

The Panel noted that Hampshire County Council had saved money by moving away from paper agendas/minutes and requiring all members of their Council to access these documents using tablets issued to them by the Council. The Panel acknowledges that there are some legislative requirements that require paper copies of reports and agendas to be made available to members of the public and Councillors. However, it considers if members could be persuaded to move towards using tablets to access meeting papers, it will reduce the Council's printing costs.

The Panel accepts that the Council does not have the funds to supply tablets to all Councillors. However, there are a number of Councillors who possess tablets and the Council does give an IT allowance (as part of the basic Councillor allowance) which can be used towards purchasing the required equipment. The Panel therefore consider that Councillors should be encouraged to agree not to have paper copies of meeting papers and the feasibility of using the Council agenda management system to supply paperless copies of these papers be investigated.

10.5 Based on the information submitted during the review, the Panel are satisfied with the proposals put forward. The officers have undertaken research to calculate the market rate for each fee or charge and the proposed increases can be justified. It is acknowledged that details of some of the increases in fees and charges may be challenged in areas such as off street parking fees. However, these fees have not been increased for the past 4 years.

Appendices

Appendix – Comments on Final Report

Background Papers

[Findings Pack](#)

Contact: Councillor Gary Hughes
Title: Scrutiny Lead for the Budget Scrutiny and Policy Development Panel
Telephone: 02392 374152
E-Mail: gary.hughes@havant.gov.uk

HAVANT BOROUGH COUNCIL

Scrutiny Board

30 January 2018

Review On the Implementation of Recommendations of the Scrutiny Review on the Constitution

FOR RECOMMENDATION

KEY DECISION NO

REPORT BY: Budget Scrutiny and Policy Development Panel

1.0 EXECUTIVE SUMMARY

- 1.1 In 2017 a review of the Constitution was carried out by the Panel and a number of recommendations made.
- 1.2 This report provides an update on the actions agreed by Council on 11 May 2017 in response to the recommendations of the Scrutiny Board.

2.0 RECOMMENDATIONS

- 2.1 The Scrutiny Board is requested to note the achievements made in implementing their recommendations (Appendix A)
- 2.2 The Governance and Audit Committee be Recommended to request the Council to amend Standing Orders 1.11 and 6.14 of the Constitution to read as follows:

Standing Order 1.11

*Every member of the Council must within twenty eight days from the start of each municipal year sign a declaration on a form supplied by the Democratic Services Team, that she or he has read **and understood** the Council's latest version of the Constitution*

Standing Order 6.14

*Every member of the Council must within twenty eight days from being appointed to a Committee, Sub Committee or Board sign a declaration on a form supplied by the Democratic Services Team, that he or she has read **and understood** the terms of reference for each committee, sub committee or board he or she has been appointed to. A failure to copy with this standing order will be considered as a breach of the adopted Councillor's Code of Conduct*

*amendments shown in bold

:

3.0 RESOURCES:

3.1 There are no direct financial implications arising from the report.

4.0 LEGAL:

4.1 Section 37 of the Local Government Act 2000 requires the Council to keep its constitution under review.

5.0 STRATEGY:

5.1 The project links with the key aim in the Corporate Strategy to provide public service excellence

6.0 RISKS:

6.1 There are no risks arising directly from this report.

7.0 COMMUNICATIONS:

7.1 None

8.0 FOR THE COMMUNITY:

8.1 The aim of this review was to improve the clarity and transparency of the Council's decision making process so as to encourage public engagement in the work of the Council.

9.0 UPDATE ON RECOMMENDATIONS

9.1 The current position regarding the Board's recommendations are contained in Appendix A.

10.2 The Panel noted that the declarations required under Standing Orders 1.11 and 6.14 needed to be strengthened to ensure that Councillors declared that they not only read the documents stated in these standing orders but also stated that they also understood what they had read.

Appendices

Appendix A – Update on actions agreed by Council on 11 May 2017

Background Papers

[Findings Pack](#)

Contact: Councillor Gary Hughes
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OPERATIONS ETC. SCRUTINY AND POLICY DEVELOPMENT PANEL – CONSTITUTION UPDATE
To be Reported to Quarterly meeting on

Lead Officer: Jack Caine, Democratic Services Officer

SCRUTINY ITEM:					
DATE INITIAL REPORT CONSIDERED:		Governance and Audit Committee 24 April 2017 /Council – 10 May 2017			
TOTAL NUMBER OF RECOMMENDATIONS MADE:		3	IMPLEMENTED: 3	REJECTED: 0	CONSIDERED: 3
RECOMMENDATION 1		COMMITTEE/COUNCIL RESPONSE			
Adopt the amendments to the Constitution recommended by the Budget Scrutiny Panel		Agreed			
PROGRESS UPDATES					
Update on Action Taken		Revised Constitution was published in May 2017 following the Council meeting held on 10 May 2017			
RECOMMENDATION 2		COMMITTEE/COUNCIL RESPONSE			
All members of the Council be required to read Part 3 Constitution and sign a declaration to this effect each municipal		Agreed			

year	
PROGRESS UPDATES Update on Action Taken	100 % of have signed a declaration that they read Part 3 of the Constitution]
EXECUTIVE RESPONSE	
All members of a committee, board or sub committee be required to read the terms of reference of each committee, board or sub committee to which they are appointed and sign a declaration to that effect.	Agreed
PROGRESS UPDATES Update on Action Taken	100 % have signed a declaration that they read the terms of reference of each committee, board or sub committee to which they have been appointed and signed a declaration to that effect.
OVERALL SUMMARY OF IMPACT / SERVICE IMPROVEMENT	

HAVANT BOROUGH COUNCIL

Scrutiny Board

30 January 2018

Review On the Implementation of Recommendations of the Scrutiny Review on Safeguarding

FOR RECOMMENDATION

KEY DECISION NO

REPORT BY: Communities and Housing Scrutiny and Policy Development Panel

1.0 EXECUTIVE SUMMARY

1.1 In 2015/16 a review of the Council's Safeguarding Policy was carried out by the Panel and a number of recommendations made.

1.2 This report provides an update on the actions agreed by Cabinet on 7 March 2016 in response to the recommendations of the Scrutiny Board.

2.0 RECOMMENDATIONS

2.1 The Scrutiny Board is requested to note the achievements made in implementing their recommendations (Appendix A)

3.0 RESOURCES:

3.1 The recommendations can be implemented within the existing budgetary provision.

4.0 LEGAL:

4.1 The Council is required to change its policy so that it complies with the new legislative requirements.

5.0 STRATEGY:

5.1 The project links with the key aim in the Corporate Strategy to provide public service excellence

6.0 RISKS:

6.1 There are no risks arising directly from this report.

7.0 COMMUNICATIONS:

7.1 Training will ensure that all staff and Councillors are aware of the of their roles in safeguarding vulnerable people.

8.0 FOR THE COMMUNITY:

8.1 Every Councillor could play a part in safeguarding by the nature of their role and involvement in the community.

An updated policy will:

- help to protect and improve the Health & Wellbeing of vulnerable people in the community
- promote community safety
- help ensure organisations working with the Council are not engaged in extremist activities and seek to protect vulnerable people in the community

9.0 UPDATE ON RECOMMENDATIONS

9.1 The current position regarding the Board's recommendations are contained in Appendix A.

Appendices

Appendix A – Update on actions agreed by Cabinet on 7 March 2016

Background Papers

None

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COMMUNITIES AND HOUSING SCRUTINY AND POLICY DEVELOPMENT PANEL – RECOMMENDATIONS UPDATE – 30 OCTOBER 2017

SCRUTINY ITEM:	SAFEGUARDING				
DATE INITIAL REPORT CONSIDERED:	26 January 2016				
TOTAL NUMBER OF RECOMMENDATIONS MADE:	9	AGREED	9	REJECTED:	0
RECOMMENDATION 1	EXECUTIVE RESPONSE				
The Safeguarding Children, Young People and Vulnerable Adults Policy be amended to reflect the requirements of the Modern Slavery Act 2015	This was considered and agreed by Cabinet on 16 March 2016 (Minute 229a/3/2016)				
PROGRESS UPDATES	UPDATE				
20 September 2016 Update	Work is underway using an external company to produce a draft revised safeguarding policy – this will include modern slavery, Child Sexual Exploitation and will also cover the prevent agenda (radicalisation) A draft document is expected mid July. This will be reviewed by officers and then presented to both Cabinets for consideration and adoption. Once in place it is intended to modify the on line training for all staff and deliver face to face training to all front line and key staff in order to reflect the new policy.				
10 January 2017 Update	A final Draft policy has been received just prior to Xmas. Once reviewed it will be presented for approval.				
30 October 2017 Update	The Policy was drafted as above and accepted by Cabinet on 11th September 2017.				
RECOMMENDATION 2	EXECUTIVE RESPONSE				

The Safeguarding Children, Young People and Vulnerable Adults Policy be amended to reflect the impact of the Prevent Agenda.	This was considered and agreed by Cabinet on 16 March 2016 (Minute 229a/3/2016)
PROGRESS UPDATES	UPDATE
20 September 2016 Update	As above
10 January 2017 Update	As above
30 October 2017 Update	Amended as above and passed on the 11 th September 2017
RECOMMENDATION 3	EXECUTIVE RESPONSE
All councillors shall undertake the e-learning “Basic Safeguarding Awareness “ Course to ensure that all councillors are aware of their role in this area.	This was considered and agreed by Cabinet on 16 March 2016 (Minute 229a/3/2016)
PROGRESS UPDATES	UPDATE
20 September 2016 Update	

10 January 2017 Update	Training was delivered in 2016 to new Councillors.
30 October 2017 Update	Training courses to be delivered to Councillors by Council officers on 2 and 7 November 2017.
RECOMMENDATION 4	EXECUTIVE RESPONSE
A councillor training session be arranged to ensure that all councillors are aware of the safeguarding policy and their role in this area.	This was considered and agreed by Cabinet on 16 March 2016 (Minute 229a/3/2016)
PROGRESS UPDATES	UPDATE
20 September 2016 Update	Training Session to follow the revision of the policies.
10 January 2017 Update	As above
30 October 2017 Update	Training courses to be delivered to Councillors by Council officers on 2 and 7 November 2017.

RECOMMENDATION 5	EXECUTIVE RESPONSE
The Council's policies be amended to include the statutory responsibilities relating to missing, exploited and trafficked children	This was considered and agreed by Cabinet on 16 March 2016 (Minute 229a/3/2016)
PROGRESS UPDATES	UPDATE
20 September 2016 Update	As above
10 January 2017 Update	As above
30 October 2017 Update	HBC safeguarding policy passed by Cabinet on 11 th September 2017
RECOMMENDATION 6	EXECUTIVE RESPONSE
The Council's letting policies be amended to include the statutory responsibility introduced by the PREVENT Agenda.	This was considered and agreed by Cabinet on 16 March 2016 (Minute 229a/3/2016)
PROGRESS UPDATES	UPDATE
20 September 2016 Update	The Council does not presently have a letting policy. Commercial properties are marketed when they become vacant and tenants come forward with a business case which is considered on its merits. Financial and trading references are considered. It seems unlikely that commercial businesses will promote the opportunity for radicalisation. Since March of this year there has been a new letting to a windscreen repair company, a

	grazing licence, various commercial renewals but these are not considered to pose any threat. Community Buildings are likely to be higher risk and a new lease has been granted to Community First. However, they are existing tenants and an organisation which the Council works closely with and therefore we believe that the Community Team, who promoted their tenancy, will have given adequate consideration to this point.
RECOMMENDATION 7	EXECUTIVE RESPONSE
The on line safeguarding report form be made more accessible to staff and councillors	This was considered and agreed by Cabinet on 16 March 2016 (Minute 229a/3/2016)
PROGRESS UPDATES	UPDATE
20 September 2016 Update	
10 January 2017 Update	This will be actioned once the new policy is approved
30 October 2017 Update	Officers are liaising with HR to make the policy more visible on Skoop
RECOMMENDATION 8	EXECUTIVE RESPONSE
The Council consider amending the training for taxi and private hire drivers to include Child Sexual Exploitation awareness	This was considered and agreed by Cabinet on 16 March 2016 (Minute 229a/3/2016)
PROGRESS UPDATES	UPDATE
20 September 2016 Update	Havant Borough Council drivers information pack has been amended and updated to include a full section on CSE issues and required actions. This document is issued to all new applicants and to all drivers upon completing their drivers licence renewal. This policy was also circulated to local operators to include in their staff briefings and bulletins. Hampshire Constabulary has also delivered a separate CSE package to local Taxi companies. Plans are

	in hand to update knowledge tests to include specific questions on CSE to ensure that applicants are fully aware of the issues.
RECOMMENDATION 9	EXECUTIVE RESPONSE
The feasibility of all councillors undertaking a DBS check be investigated	This was considered and agreed by Cabinet on 16 March 2016 (Minute 229a/3/2016)
PROGRESS UPDATES	UPDATE
20 September 2016 Update	<p>There were significant changes when the system changed from CRB to DBS and as such this means that none of the Council roles require checking.</p> <p>The guidance on the DBS website states that:</p> <p>Levels of criminal record check available</p> <ul style="list-style-type: none"> • standard checks – To be eligible for a standard level DBS certificate, the position must be included in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975. • enhanced checks – To be eligible for an enhanced level DBS certificate, the position must be included in both the ROA Exceptions Order and in the Police Act 1997 (Criminal Records) regulations. • enhanced checks with children's and/or adults' barred list check(s) – To be eligible to request a check of the children's or adults' barred lists, the position must be eligible for an enhanced level DBS certificate as above and be specifically included in the Police Act
OVERALL SUMMARY OF IMPACT / SERVICE IMPROVEMENT	

HAVANT BOROUGH COUNCIL

Scrutiny Board

30 January 2018

Review On the Implementation of Recommendations of the Scrutiny Review on Independent Sheltered Housing

FOR RECOMMENDATION

KEY DECISION NO

REPORT BY: Communities and Housing Scrutiny and Policy Development Panel

1.0 EXECUTIVE SUMMARY

- 1.1 In 2017 a review of Independent Sheltered Housing the Borough was carried out by the Panel and a number of recommendations made.
- 1.2 This report provides an update on the actions agreed by Cabinet on 15 March 2017 in response to the recommendations of the Scrutiny Board.

2.0 RECOMMENDATIONS

- 2.1 The Scrutiny Board is requested to note the achievements made in implementing their recommendations (Appendix A)

3.0 STRATEGY

- 3.1 The project links with the key aim in the Corporate Strategy to work with partners to help ensure health and well being of our residents

4.0 LEGAL

- 4.1 There are no legal considerations arising directly from this report.

5.0 RESOURCES

- 5.1 The proposed meetings recommended in the original report would require attendance by Councillors and officers. However, it is proposed that these meetings be half yearly to ease the burden on resources.

6.0 STAKEHOLDERS

- 6.1 The residents of the Borough and their concerns over their accommodation were the key consideration throughout this review. The aim of this review was to improve the quality of life for residents living at independent sheltered housing schemes within the Borough.

7.0 RISKS

7.1 There are no risks arising directly from this report.

9.0 UPDATE ON RECOMMENDATIONS

9.1 The current position regarding the Board's recommendations are contained in Appendix A.

Appendices

Appendix A – Update on actions agreed by Cabinet on 15 March 2017

Background Papers

[Findings Pack](#)

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COMMUNITIES AND HOUSING SCRUTINY AND POLICY DEVELOPMENT PANEL – RECOMMENDATIONS UPDATE – 30 OCTOBER 2017

SCRUTINY ITEM:	INDEPENDENT SHELTERED HOUSING		
DATE REPORT CONSIDERED:	15 March 2017		
TOTAL NUMBER OF RECOMMENDATIONS MADE:	8	AGREED	8
		REJECTED:	0
RECOMMENDATION 1	EXECUTIVE RESPONSE		
Six monthly liaison meetings be arranged with the Guinness Partnership and Portsmouth City Council for Councillors (Portfolio Holders) and officers (Heads of Service) to discuss high-level strategic issues within housing schemes and community issues in the Borough	This was considered and agreed by Cabinet on 15 March 2017 (Minute 67/3/2017)		
PROGRESS UPDATES	UPDATE		
30 October 2017 Update	<p>Response from Guinness Partnership <i>Guinness are happy to accept an invite to these meetings and send the appropriate representative to attend</i></p> <p>HBC Response A meeting was held with PCC and was considered very productive. A meeting was set with Guinness Partnership but needs to be rescheduled as needed to be cancelled – this will be booked.</p>		

<p>RECOMMENDATION 2</p> <p>Monthly contact discussions be arranged between officers at the Council and Guinness Partnership / Portsmouth City Council housing teams to discuss housing related issues and concerns relating to residents in the Borough</p>	<p>EXECUTIVE RESPONSE</p> <p>This was considered and agreed by Cabinet on 15 March 2017 (Minute 67/3/2017)</p>
<p>PROGRESS UPDATES</p> <p>30 October 2017 Update</p>	<p>UPDATE</p> <p>Response from Guinness Partnership <i>Guinness are happy to accept an invite to these meetings and send the appropriate to attend. Since the review Guinness have been and will continue to attend bi-monthly meetings with Iris Gunton and her team</i></p> <p>Response from Portsmouth City Council <i>PCC are happy to attend meetings with a defined purpose / agenda and on the basis of a dialogue. This will ensure that the right resource from PCC attends any meetings</i></p> <p>HBC Response This is working very well, particularly with regular contact between managers at Guinness Partnership. The contact with PCC is not as regular however there has been a piece of work completed around PCC offering HBC nominations to some longer term vacancies in independent living schemes in the Havant Borough.</p>
<p>RECOMMENDATION 3</p> <p>A clear guideline on the process of raising issues concerning residents living within schemes provided by housing associations</p>	<p>EXECUTIVE RESPONSE</p> <p>This was considered and agreed by Cabinet on 15 March 2017 (Minute 67/3/2017)</p>

be circulated to all members	
PROGRESS UPDATES	UPDATE
30 October 2017 Update	An email advising this was sent to all Cllrs in April 2017 and issues have been raised directly with officers. May be beneficial to send a further email.
RECOMMENDATION 4	EXECUTIVE RESPONSE
Guinness Partnership be recommended to improve its communication and performance recording to overcome the clear disparity between the expectations of their customers and the service it provides	This was considered and agreed by Cabinet on 15 March 2017 (Minute 67/3/2017)
PROGRESS UPDATES	UPDATE
30 October 2017 Update	Response from Guinness Partnership <i>Guinness have noted this recommendation. Since the review Customer Satisfaction results for Guinness show a month on month increase- currently at 77%</i>
RECOMMENDATION 5	EXECUTIVE RESPONSE
Councillors be encouraged to regularly visit sheltered housing schemes within their ward e.g. attend coffee mornings to improve the profile of the Council and strengthen the link between councillors and their constituents	This was considered and agreed by Cabinet on 15 March 2017 (Minute 67/3/2017)

<p>PROGRESS UPDATES 30 October 2017 Update</p>	<p>UPDATE</p>
<p>RECOMMENDATION 6 Guinness Partnership and Portsmouth City Council be requested to supply the Council each year with a copy of their Housing Annual Report together with a breakdown of the performance statistics relating to this Borough</p>	<p>EXECUTIVE RESPONSE This was considered and agreed by Cabinet on 15 March 2017 (Minute 67/3/2017)</p>
<p>PROGRESS UPDATES 30 October 2017 Update</p>	<p>UPDATE Response from Guinness Partnership <i>The Guinness Partnership already provide a copy of the Annual Report. This will provide the national statistics covering all Local Authority areas covered by the Partnership.</i> Response from PCC <i>We no longer produce a separate annual report for our tenants and leaseholders. We stopped that practice many years back in agreement with our residents and instead incorporate the information into our 'House talk' publication. That is distributed to all tenants and leaseholders every quarter. I will ask that relevant edition of house talk containing the annual report information is sent to HBC each year.</i></p>
<p>RECOMMENDATION 7</p>	<p>EXECUTIVE RESPONSE</p>

<p>The officers be requested to compile a list of sheltered housing schemes within the Borough and publish this on the Council's website</p>	<p>This was considered and agreed by Cabinet on 15 March 2017 (Minute 67/3/2017)</p>
<p>PROGRESS UPDATES</p>	
<p>30 October 2017 Update</p>	<p>UPDATE HBC Response A list has been compiled however both Landlords do not wish us to place this on our website as they do not want visitors arriving unplanned to view schemes which are people's homes. We have a list for internal use and this can be circulated to Cllrs for their information.</p>
<p>RECOMMENDATION 8</p>	
<p>A link to the definition of Sheltered Housing be included in the Home Choice website.</p>	<p>This was considered and agreed by Cabinet on 15 March 2017 (Minute 67/3/2017)</p>
<p>PROGRESS UPDATES</p>	
<p>30 October 2017 Update</p>	<p>UPDATE HBC Response The HHC Allocations Policy has been amended to reflect a definition of Independent Living.</p>

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HAVANT BOROUGH COUNCIL

Scrutiny Board

30 January 2018

Review On the Implementation of Recommendations of the Scrutiny Review on Tourism

FOR RECOMMENDATION

KEY DECISION NO

REPORT BY: Economy, Planning, Development and Prosperity Havant Scrutiny and Policy Development Panel

1.0 EXECUTIVE SUMMARY

1.1 In 2015 a review of Tourism in the Borough was carried out by the Panel and a number of recommendations were made.

1.2 This report provides an update on the actions agreed by Cabinet on 7 October 2015 in response to the recommendations of the Scrutiny Board.

2.0 RECOMMENDATIONS

2.1 The Scrutiny Board is requested to:

2.1.1 note the achievements made in implementing their recommendations (Appendix A) and that in view of the Cabinet's decision (minute 27a/11/2017) relating to the role of the Economic Development Service these recommendations are no longer relevant

3.0 STRATEGY

3.1 The project links with the key aims in the Corporate Strategy towards economic growth.

4.0 LEGAL

4.1 There are no legal considerations arising directly from this report.

5.0 RESOURCES

5.1 There would be no specific budget or officer capacity for a continuation of existing tourism activity from 18/19 onwards, including subscription to or maintenance of external websites.

6.0 STAKEHOLDERS

6.1 The residents of the Borough and their concerns over their accommodation were the key consideration throughout this review. The aim of this review was to improve the quality of life for residents living at independent sheltered housing schemes within the Borough.

7.0 RISKS

7.1 There are no risks arising directly from this report.

9.0 UPDATE ON RECOMMENDATIONS

9.1 Details of actions taken in response to the Board's recommendations are contained in Appendix A.

9.2 The Panel note that a number of significant changes had been made since the last review:

1. as a result of the Panel's review of the role of the Economic Development function, the tourism activity had ceased on the basis that it is not possible to directly link this to clear economic outcomes (e.g. job creation)
2. there would be no specific budget or officer capacity for a continuation of existing tourism activity from 18/19 onwards, including subscription to or maintenance of external websites
3. the Council's focus in the future will be on regeneration of priority areas, including Hayling Island and activity that directly delivers a clear economic impact
4. the Council's activity in relation to event organisation was now delivered through the community team at HBC and promoted through HBC's existing channels

9.3. The Panel also acknowledged that the promotion of the areas attractions and accommodation was currently undertaken by the private sector and other organisations independently of the Council. If tourism businesses in the borough wished to collaborate and approach HBC with specific proposals, the Council would be happy to discuss this. Any associated resource requests would be considered by the council on its merits.

9.4. In view of 9.2 and 9.3 above the Panel was satisfied that the recommendations set out in the tourism review were no longer relevant

Appendices

Appendix A – Update on actions agreed by Cabinet on 15 March 2017

Background Papers

Findings Pack

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Scrutiny Review of Tourism in the Borough Outturn Report

Project Title	Tourism In the Borough	
Scrutiny Panel	Economy, Planning, Development and Prosperity Havant Scrutiny and Policy Development Panel	
Scrutiny Lead	Councillor Lloyd	
Review Agreed by the Scrutiny Board	21 July 2015	
Recommendations Agreed by Cabinet	7 October 2015	
Review Date	October 2017 (paragraph 2.4 of the report)	

Page 41

Recommendation	Action Taken	Impact Delivered	Date Reviewed by Panel
There needs to be increased co-ordination between the Public Service Plaza and Beachlands regarding tourist information to ensure visitors to the Borough can access relevant information year round	A leaflet carousel was set up in the Plaza reception with information for visitors. It proved difficult for this to be kept updated by reception staff liaising with the visitor information centre team. A corporate decision was taken earlier this year for all leaflet carousels to be removed from the reception. This visitor information was also removed at this time.	Uncertain benefit of hard copy leaflets in this location. Corporate drive for customers to access information on line being adopted for tourism as part of overall customer access strategy. .	27 September 2016

Recommendation	Action Taken	Impact Delivered	Date Reviewed by Panel
<p>Progress continues to be made on raising the profile of the Borough's attractions online</p>	<p>The Visit Havant website www.visithavant.co.uk continues to be updated with information about events and places to visit. Events in the borough are also publicised on the Visit Portsmouth and Visit Hampshire websites and in e-marketing campaigns by Visit Portsmouth.</p> <p>A Twitter feed for tourism events and things to do across the Havant borough @emsworthandhi tweets regularly.</p>	<p>Visitors to the Visit Havant website are increasing – up 25% year on year.</p> <p>The majority of the referrals to Visit Havant are from web searches and via Visit Portsmouth.</p> <p>The Twitter account continues to gain followers.</p>	<p>27 September 2016</p>
<p>An investigation in to introducing the slogan 'Havant: Where the Downs Meet the Sea' online and on-road signs leading into the Borough be conducted to help create a unique brand</p>	<p>The slogan is being used on-line and in PR and other publicity.</p> <p>Road signs would represent a significant capital investment at a time of increasing pressure on local authority budgets. The borough already has attractive road signs welcoming visitors. The officer view is that the addition of a slogan may not bring a measurable benefit.</p> <p>Perhaps a more effective use of limited resources would be to make use of PR and on-line opportunities to raise awareness of Havant as a place to visit beyond the local area, ie regionally and nationally.</p>	<p>Awareness of slogan to be measured.</p>	<p>27 September 2016</p>

Recommendation	Action Taken	Impact Delivered	Date Reviewed by Panel
The need to develop tourism links with Chichester District Council and West Sussex County Council	<p>Discussions have taken place with Visit Chichester and a link from their website has been offered.</p> <p>We now work in partnership with the Chichester Harbour AONB to promote events and activities in the parts of the Harbour that fall in the HBC area.</p>		27 September 2016
	Walks on North Hayling and at Emsworth and Langstone feature on Visit Chichester website.		16 January 2017
Investigate the possibility of introducing a Tourism Marketing Strategy for the Borough	The current tourism activity represents an overall framework within which an overall tourism marketing strategy could be based. The adoption of a marketing strategy would require more formal consultation on the scope and cost in liaison with key council services such as the Research and Marketing function.		27 September 2016
	Work with partners on PR and an improving online and digital presence for Visit Havant is helping to raise awareness of Havant as a place to visit. A formal strategy based around this could be consulted on and developed if required.		16 January 2017

Recommendation	Action Taken	Impact Delivered	Date Reviewed by Panel
This should be an on-going piece of work with another review in two years time to assess whether the current and proposed tourism initiatives have been successful	The new processes introduced for the scrutiny function mean that the Panel will receive updates on previous scrutiny projects. Updates on the outcomes of these recommendations relating to tourism will be covered as part of the Economy, Planning etc Panel's Quarterly Meetings with their Cabinet Lead.	Regular updates are provided to members	27 September 2016

2 NOVEMBER – PANEL UPDATE

1. Following a review of Economic Development activity it has been agreed that HBC will no longer directly employ an ED function but buy a service from EHDC relating only to specific projects and activity with clear economic outcomes. This has been accepted by the panel.
2. The tourism activity detailed here is part of the legacy activity that the council has agreed to stop on the basis that it is not possible to directly link this to clear economic outcomes (eg: job creation)
3. Promotion of the areas attractions and accommodation is currently undertaken by the private sector and other organisations independently of HBC
4. We do not have a specific budget or officer capacity for a continuation of existing tourism activity from 18/19 onwards, including subscription to or maintenance of external websites
5. The councils focus in the future will be on regeneration of priority areas, including Hayling Island and activity that directly delivers a clear economic impact
6. The councils activity in relation to event organisation and support will be delivered through the community team at HBC and promoted through HBC's existing channels
7. If tourism businesses in the borough wish to collaborate and approach HBC with specific proposals, we would be happy to discuss this. Any associated resource requests would be considered by the council on its merits.

HAVANT BOROUGH COUNCIL

Scrutiny Board

30 January 2018

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 note the progress against the success criteria for 2017/18 as set out in Appendix B; and
- 2.3 That the Board note the progress of the Scrutiny and Policy Development Panels as set out in Appendix C.

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 – Current Work Programme for 2017/18

Appendix B – Progress against Success Criteria for 2017/18

Appendix C – Progress against Success Criteria for 2017/18 – Panel Breakdown

Background Papers: Nil

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Scrutiny Board Work Programme 2017/18

Current Projects

Panel	Project	Timescales	Project Status
Budget Scrutiny Panel	Budget 2018/19 Review	June 2017 – January 2018	Completed
	Property Investment Strategy	June 2017 -	Awaiting information
Communities Scrutiny Panel	Community Trigger	October 2017 – January 2018	Ongoing
Economy Scrutiny Panel	Development Management Service	September 2017 -	Ongoing
Marketing Scrutiny Panel	Taxi Licensing Policy	March 2017 -	Pending
	Leisure Strategies	October 2017 -	Pending
	Parking Supplementary Planning Document	January 2018	Ongoing
Operations Scrutiny Panel	Grass Cutting	January 2018	Ongoing

Other Projects to be Undertaken in 2017/18

Panel	Subject	Status
Budget Scrutiny Panel	All Grants/Community Events*	Pending
Communities etc. Scrutiny Panel	Review of Temporary Accommodation in the Borough	Pending
Economy etc. Scrutiny Panel	Business Rates Revaluations	Deferred
Marketing etc. Scrutiny Panel	None	
Operations etc. Scrutiny Panel	Review of Public Toilets	Deferred
	Litter (cleanliness of town centres and zero tolerance)	Pending

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 of the Parking Supplementary Planning Document (as referred to the Board by Full Council)

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)

review into motorhome parking charges

Decisions/Reviews to be Monitored in 2017/18

Page 49

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
	Monitor the action taken since the scrutiny review on the Council's Standing Orders in the Constitution	Completed
	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 Safeguarding	Completed
	Monitor the action taken since the scrutiny review on Independent Sheltered Housing in the Borough	Completed
	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 the action taken since the scrutiny review of the Shared Management Arrangements with East Hampshire District Council	Pending
	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%	33%
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	Completed
% of recommendations accepted by Cabinet or Council	Quarterly	70%	95%

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	12
% of reviews completed within the timescale of the project	Quarterly	80%	75% °
No. of meetings a Panel should hold for each review	Quarterly	4	On track
% of reviews followed up	Quarterly	100%	33%
% of recommendations accepted by Council or Cabinet which are implemented	Quarterly	100%	100%

° Please note that the Assets of Community Value Policy scrutiny review was delayed due to a large benchmarking exercise and clashes with the workload of the Crime and Disorder Panel

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 Programme suggested by the public or undertaken in response to issues raised through surveys, comments or complaints from the public	Quarterly	2%	17%
No. of external people involved in the Scrutiny process	Quarterly	20	345

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%	73%
% 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	
No. of external reviews of outside organisations	Annual	1	3

Measuring success – performance indicators for the Scrutiny Board 2017/2018 – Panel Breakdown

Target 1 – Critical Friend Challenge – to provide a constructive, robust and purposeful challenge to those responsible for policy development and decision-making						
Performance Indicator	Target 2017/18 (Target for S. Board)	Budget Scrutiny Panel	Communities etc. Scrutiny Panel	Economy etc. Scrutiny Panel	Marketing etc. Scrutiny Panel	Operations etc. Scrutiny Panel
% of items on the Work Programme taken from the Council and Cabinet Forward Plans	33%	100%	0%	0%	66%	0%
No. of reviews undertaken as a result of discussions with Cabinet Lead	2	0	1	0	0	1

Target 2 – To challenge Council policies and undertake reviews as appropriate						
Performance Indicator	Target 2017/18 (Target for S. Board)	Budget Scrutiny Panel	Communities etc. Scrutiny Panel	Economy etc. Scrutiny Panel	Marketing etc. Scrutiny Panel	Operations etc. Scrutiny Panel
No. of Policy / Service Reviews undertaken annually by each Panel / Board	1 by each Panel	2	2	3	3	2
% of recommendations accepted by Cabinet or Council	70%	n/a	n/a	100%	n/a	90%

Target 3 – To complete each review within timescale and monitor the outcomes						
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Performance Indicator	Target 2017/18 (Target for S. Board)	Budget Scrutiny Panel	Communities etc. Scrutiny Panel	Economy etc. Scrutiny Panel	Marketing etc. Scrutiny Panel	Operations etc. Scrutiny Panel
No. of reviews to be undertaken each year	5	2	2	3	3	2
% of reviews completed within the timescale of the project	80%	n/a	0%	50%	n/a *	100%
No. of meetings a Panel should hold for each review	4	On track	On track	On track	On track	On track
% of reviews followed up	100%	50%	50%	0%	0%	n/a
% of recommendations accepted by Council or Cabinet which are implemented	100%	n/a	100%	100%	n/a	n/a

* Delays due to seeking legal advice for review of Taxi Licensing Policy / formulation of Leisure Strategies

Target 4 – Reflecting the voice and concerns of the public and its communities

Performance Indicator	Target 2017/18 (Target for S. Board)	Budget Scrutiny Panel	Communities etc. Scrutiny Panel	Economy etc. Scrutiny Panel	Marketing etc. Scrutiny Panel	Operations etc. Scrutiny Panel
% 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%	0%	50%	0%	0%	50%
No. of external people	20	0	16	53	196	80

involved in the scrutiny process						
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Target 5 – Taking the lead and owning the scrutiny process						
Performance Indicator	Target 2017/18 (Target for S. Board)	Budget Scrutiny Panel	Communities etc. Scrutiny Panel	Economy etc. Scrutiny Panel	Marketing etc. Scrutiny Panel	Operations etc. Scrutiny Panel
% of meetings attended by members (for which they were required to attend)	70%	61%	83%	88%	61%	71%

Target 6 – To increase awareness and participation of overview and scrutiny by other stakeholders and the public						
Performance Indicator	Target 2017/18 (Target for S. Board)	Budget Scrutiny Panel	Communities etc. Scrutiny Panel	Economy etc. Scrutiny Panel	Marketing etc. Scrutiny Panel	Operations etc. Scrutiny Panel
No. of external reviews of outside organisations	1	0	1	0	0	2

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