

## BUSINESS AND COMMERCIAL SERVICES BOARD AGENDA

**Membership:** Councillor Keast (Chairman)

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

**Meeting:** Business and Commercial Services Board

**Date:** Monday 30 July 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

20 July 2018

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

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### 1 Apologies

To receive apologies for absence.

### 2 Declarations of Interests

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

### 3 Chairman's Report

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

<b>4</b>	<b>Work Programme 2018/19</b>	<b>1 - 4</b>
<b>5</b>	<b>Appointment of Panels</b>	<b>5 - 14</b>

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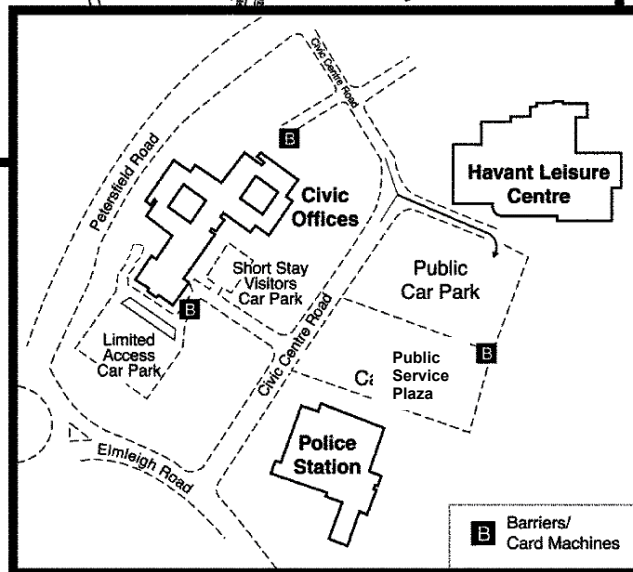
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 Civic Offices, Havant, Hants, PO9 2AX  
 Telephone (023) 9247 4174

## HAVANT BOROUGH COUNCIL

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### BUSINESS AND COMMERCIAL SERVICES BOARD

30 July 2018

#### Board Work Programme - 2018/19

Report by Democratic Services Officer

Cabinet Lead: N/A

Key Decision: N/A

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#### 1.0 Purpose of Report

1.1 To give the Board an opportunity to identify topics for inclusion in the Work Programme for 2018/19.

#### 2.0 Recommendation

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

#### 3.0 Summary

3.1 The Board has a responsibility to co-ordinate the overview and scrutiny activities relating to the functions of the Board including establishing panels, and signing off their reports prior to submission to Council, Cabinet and external partners.

3.3 Inclusive work programming and careful scoping of topics are a key factor in effective overview and scrutiny. The Board should select their main work programme themes after a detailed process of consultation with relevant members and senior officers. Key documents such as the Council and Cabinet Forward Plan and regular performance monitoring and budget reports also feed into the process.

#### 4.0 Implications

4.1 Resources

There are no financial implications arising out of this report. If any recommendations made by the Board for adoption by the Council have financial implications they are identified separately in each report.

4.2 Legal

There are no direct legal implications arising from this report.

4.3 Strategy

The work of the Board helps to ensure that new strategies are robust and actions are undertaken to deliver the desired outcomes.

#### 4.4 Risks

The Board needs to ensure that there are clear outcomes from the scrutiny process that impact positively upon the people and communities within the borough and link to corporate priorities.

#### 4.5 Communications

The Board needs to continue to promote and demonstrate clearly how it is contributing towards the improvement and efficiency of Havant Borough Council.

#### 4.6 For the Community

The scrutiny reviews attempt to involve, if appropriate, local residents, community and voluntary sector groups; businesses etc and the views and evidence gathered are fed into the individual reports.

#### 4.7 The Integrated Impact Assessment (IIA) has been completed and concluded the following: N/A

### **Appendices:**

Appendix A – Work Programme Carried Over from the Scrutiny Board Work Programme for 2018/19

**Background Papers:** Nil

### **Contact Officer:**

Mark Gregory  
Democratic Services Officer  
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# BACS BOARD WORK PROGRAMME 2018/19

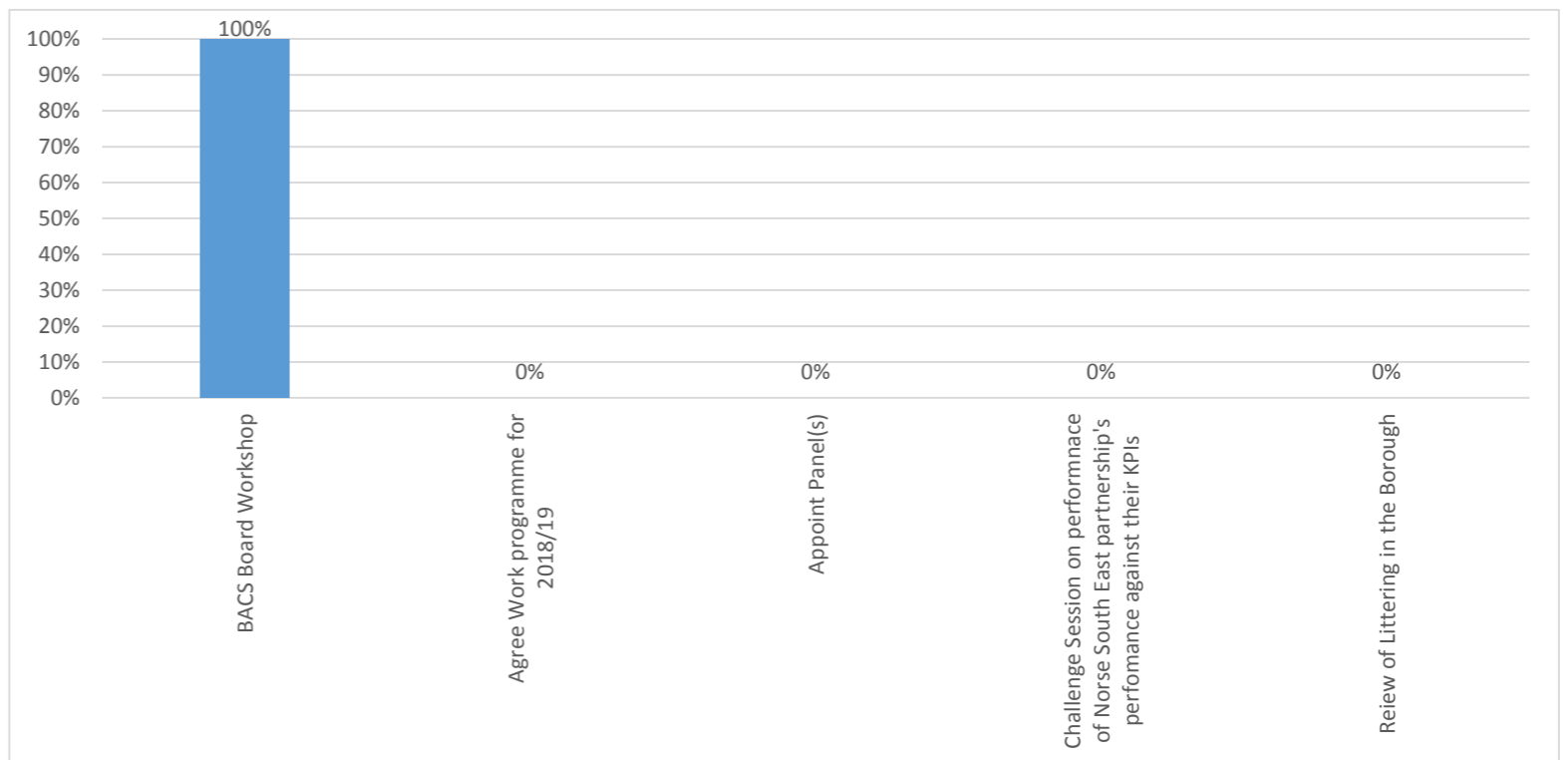
**MILESTONES DUE**

Milestones that are coming soon.

Name	Meeting Date	Cabinet Lead	Officers
BACS Board Workshop	Wed 18/07/18	Councillors Bowerman and Hughes	Gill Kneller
Agree Work programme for 2018/19	Mon 30/07/18		
Appoint Panel(s)	Mon 30/07/18		
Challenge Session on performnace of Norse South East partnership's performance against their KPIs	NA	Councillor Hughes	Claire Hughes and Gill Kneller
Reiew of Littering in the Borough	NA	Councillors Bains and Hughes	Tim Pointer, Carl Mathias & Peter Vince (Norse South East)

**% COMPLETE**

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



**LATE TASKS**

Tasks that are past due.

Name	Start	Finish	Duration	% Complete	Resource Names
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## HAVANT BOROUGH COUNCIL

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### BUSINESS AND COMMERCIAL SERVICES BOARD

30 July 2018

### APPOINTMENT OF PANELS

Report of the Democratic Services Officer

Cabinet Lead: N/A

Key Decision: N/A

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#### 1.0 Purpose of Report

1.1 To give the Board an opportunity to appoint panels to undertake reviews, on behalf of the Board

#### 2.0 Recommendation

2.1 That the Board appoints the BACs Scrutiny Review Panel as set out in Appendix A.

#### 3.0 Summary

3.1 The Board is recommended to:

3.1.1 appoint a general Panel to undertake reviews of the Board e.g. litter review and report their findings and recommendations to the Board. The Panel will not be constituted as sub-committees and will therefore have greater flexibility to complete its reviews: and

3.1.2 Agree the project plan for the litter review as set out in Appendix B and request the panel established at 3.1.1 above to undertake this review on behalf of the Board

#### 4.0 Implications

4.1 Resources

There are no additional financial costs arising from the recommendations.

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 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 Terms of Reference for the Panel

**Appendix B** – Project plan for the Review of Littering in the Borough

**Background Papers:** Nil

**Contact Officers:**

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Democratic Services Officer  
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## **APPENDIX A**

### **BACS SCRUTINY REVIEW PANEL'S TERMS OF REFERENCE**

- (1) To undertake reviews as directed by the Business and Commercial Services Board ("the Board") and submit their findings and recommendations to the Board

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## SCRUTINY PROJECT PLAN

## APPENDIX B

### *Review of Littering in the Borough*

#### **SECTION ONE – Project Definition Form**

<i>Project Title</i>	<i>Review of Littering in the Borough</i>
<p><b>Executive Summary – What will this review do?</b></p>	<p>To scrutinise the current levels of litter (including fly tipping and untidy gardens) in the Borough and the measures put in place with the aim of reducing these levels.</p> <p>In particular the review will include an investigation into:</p> <ul style="list-style-type: none"> <li>• the enforcement powers available to the Council to tackle untidy and gardens</li> <li>• ways of encouraging food premises to keep their areas around their business clean and tidy e.g. through planning conditions</li> <li>• ways to reduce litter/fly tipping through a communications and education</li> <li>• a certificate scheme for business to encourage them to keep the areas around their buildings clean and tidy</li> <li>• ways to encouraging groups/schools to undertake regular litter picks</li> </ul>
<p><b>What are the benefits to the Council and its residents?</b></p>	<p>The Council and residents alike benefit from a clean, safe and tidy environment within the Borough.</p>
<p><b>Link with the Corporate Strategy and Business</b></p>	<p>Environmental sustainability is one of the key elements of the Council's Corporate Strategy, with a commitment to ensuring the Council will improve neighbourhoods and their environmental quality.</p>

## SCRUTINY PROJECT PLAN

<b>Plans</b>	
<b>Methodology</b>	<p><b>Interviews</b> Interview with key officers</p> <p><b>Research</b></p> <p><b>Collate the following data on litter in the Borough</b></p> <p><u>Fixed Penalty Notices (FPNs)</u></p> <ul style="list-style-type: none"> <li>• number of FPNs issued</li> <li>• a breakdown on reasons for the FPNs issued</li> <li>• a breakdown of the areas where FPNs have been issued</li> </ul> <p><u>CRM Complaints</u></p> <ul style="list-style-type: none"> <li>• A breakdown of the complaints received relating to litter/fly tipping</li> <li>• Details of the response rate for resolving litter/fly tipping complaints</li> </ul> <p><u>Untidy Gardens/Land</u></p> <ul style="list-style-type: none"> <li>• number of complaints received regarding untidy gardens/land</li> <li>• number of complaints regarding untidy gardens/land resolved</li> <li>• number of notices issued under Section 215 of the Town and Country Planning Act 1990</li> </ul> <p><u>Private Land (including rear of business premises)</u></p> <ul style="list-style-type: none"> <li>• number of complaints received regarding litter/fly tipping on private land</li> <li>• number of complaints relating to fly tipping/litter on private land resolved</li> </ul>

## SCRUTINY PROJECT PLAN

<b>Success Criteria</b>	Short survey of all Councillors to understand any litter 'hot-spots' in their respective wards and issues they wish the review to address.		
	The project will be considered successful if by the end of the study, the Panel has investigated any issues in relation to litter in the Borough and is satisfied that action taken, or action proposed by the Panel will ensure any issues do not reoccur.		
<b>SECTION TWO – Who Will Be Involved</b>			
<b>Project Team</b>			
<b>Scrutiny Panel</b>			
<b>Support Team</b>			
<b>Cabinet Lead</b>	Councillors Bains and Hughes		

### Witnesses to Interview

<b>Who?</b>	<b>Why?</b>	<b>When?</b>
<b>Tim Pointer, Enforcement Manager</b>	Lead Officer for Enforcement at the Council	TBC
<b>Ryan Gulliver, Community Safety Manager</b>	Lead Officer for community safety	
<b>Cabinet Lead for Neighbourhoods, Safety and Enforcement</b>	Cabinet Lead for neighbourhoods, safety and enforcement	

## SCRUTINY PROJECT PLAN

<b>Councillor Gary Hughes, Cabinet Lead for Contracts and Commercial Services</b>	Cabinet Lead for Norse South East	TBC
<b>Carl Mathias, Strategic Procurement Project Manager</b>	Key officer for Norse South East	TBC
<b>Susan Dabbs, Neighbourhood Quality Officer (Team Leader)</b>	Key Officer for Neighbourhood Support	TBC
<b>Leslie Wells, Planning Compliance Officer</b>	Key Officer for planning enforcement	TBC
<b>Peter Vince, Operations Director for Norse South East</b>	Key officer for Norse South East	TBC

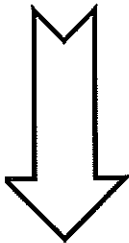
### Evidence to Gather

(Please identify any information that is key to research for this scrutiny)

Data of the Council's Litter Collection Programme
Details from members of any litter 'hot-spots' in their wards
Data on the litter enforcement

**Projected Start Date**

**Projected Timescales for:**





## SCRUTINY PROJECT PLAN

**March 2018**

**Evidence gathering –  
Interviews/Site Visits –  
Evidence Analysis –**

**Dates for:**

**Report to Scrutiny  
Board – TBC  
Report to  
Cabinet/Council – TBC**

**Project Report Deadlines**

**Draft Report Produced –  
Panel to Agree Final Report –**

