

## **HAVANT BOROUGH COUNCIL**

At a meeting of the Business and Commercial Services Board held on 3 July 2019

Present

Councillor Robinson (Chairman)

Councillors Branson, Davis, Francis, Rennie, Sceal, Scott, Thain-Smith and Weeks

Other Councillors Present:

Councillor(s): Hughes and Bowerman

### **5 Apologies**

There were no apologies for absence.

### **6 Minutes**

The Minutes of the meeting of the Business and Commercial Services Board held on 3 July 2019 were agreed as a correct record and signed by the Chairman.

### **7 Matters Arising**

There were no matters arising.

### **8 Declarations of Interests**

There were no declarations of interests.

### **9 Chairman's Report**

The Chairman had nothing to report.

### **10 Work Programme 2019/20**

The Cabinet Leads for County Council Liaison and Commercial Services and for People and Communications (including Legal and Capita) were invited to discuss the 2019/20 Work Programme with the Board.

RESOLVED that the 2019/20 Work programme attached as an Appendix to these minutes be approved.

### **11 Appointment of Panels**

RESOLVED that the Litter Review Panel be appointed with the following terms of reference:

Membership: Councillors Branson, Sceal, Scott and Weeks

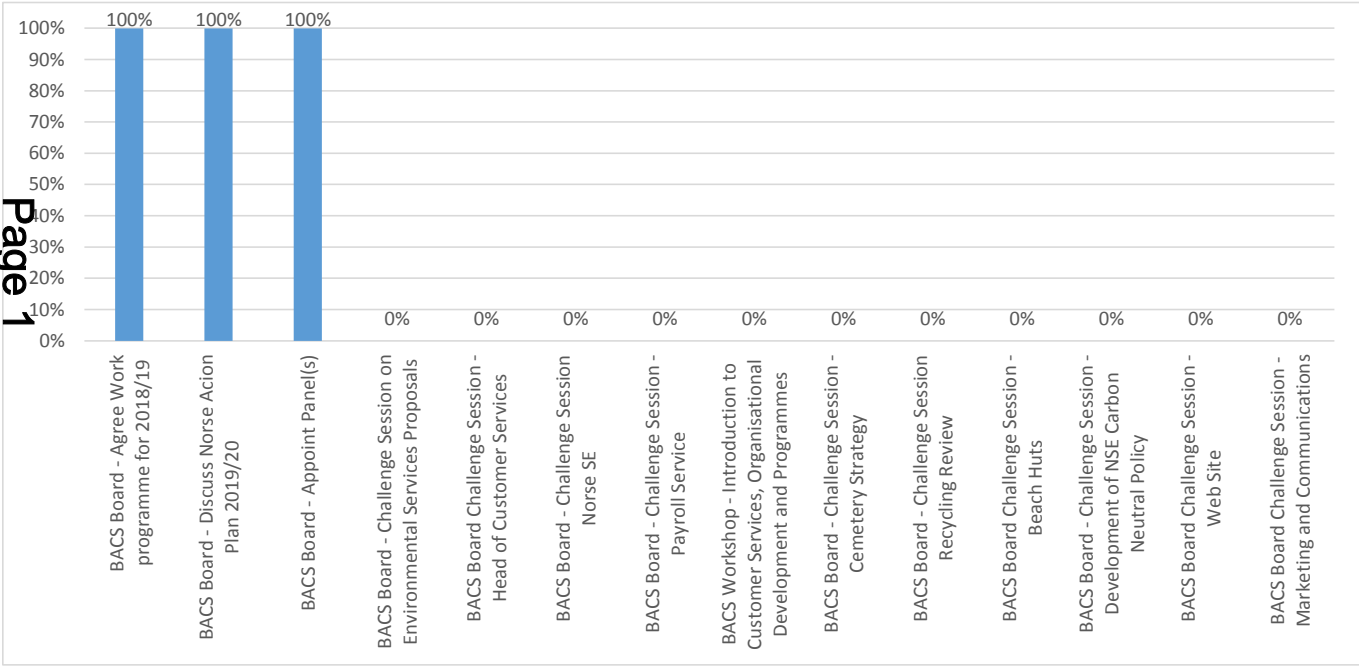
Functions: To scrutinise the current levels of litter (including fly tipping and untidy gardens) in the Borough with the aim of reducing these levels and submit their findings to the Business and Commercial Services Board.

**The meeting commenced at 5.00 pm and concluded at 6.18 pm**

# BACS BOARD WORK PROGRAMME 2019/20

% 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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MILESTONES DUE

Milestones that are coming soon.

Name	Meeting Date	Cabinet Lead	Officers
BACS Board - Agree Work programme for 2018/19	Wed 03/07/19	Councillor Hughes and Councillor Bowerman	
BACS Board - Discuss Norse Acion Plan 2019/20	Wed 03/07/19	Councillor Hughes	
BACS Board - Appoint Panel(s)	Wed 03/07/19		
BACS Board - Challenge Session on Environmental Services Proposals	Mon 22/07/19	Councillor Hughes	Carl Mathias/Claire Hughes
BACS Board - Challenge Ssession Head of Customer Services - Direct Debit Facility	Wed 07/08/19	Councillor Bowerman	Brian Wood
BACS Board - Update on Issues Raised at Challenge Session on Customer Services (19/2/2019)	Wed 07/08/19	Councillor Bowerman	Brian Wood
BACS Board - Update from previous Challenge Session (18/1/19) - Garage - Details of Operational Performance (including income)	Tue 03/09/19	Councillor Hughes	Claire Hughes/Carl Mathias
BACS Board - Update from previous Challenge Session on Norse (18/1/19)- Actions taken to reduce the number of incidents where vehicles are found to be overweight.	Tue 03/09/19	Councillor Hughes	Claire Hughes/Carl Mathias
BACS Board Challenge Session Overview of Bulky Waste Collection Service	Tue 03/09/19	Councillor Hughes	Claire Hughes/Carl Mathias
BACS Board - Challenge Session - Strategy and action plan to addres recycling levels	Tue 03/09/19	Councillor Hughes	Claire Hughes/Carl Mathias
BACS Board - Challenge Session Balancing Waste Collection Rounds	Tue 03/09/19	Councillor Hughes	Claire Hughes/Carl Mathias
BACS Boad - Challenge Session - Grass Cutting/Weed Spraying/Hedge Cutting - Review of problem areas and review of schedules	Tue 03/09/19	Councillor Hughes	Claire Hughes/Carl Mathias
BACS Board - Challenge Session -Review of lists of 2nd bins/assisted collections	Tue 03/09/19	Councillor Hughes	Claire Hughes/Carl Mathias
BACS Board Challenge Session - Identify where HBC Services request additional "extra" services and the associated costs	Tue 03/09/19	Councillor Hughes	Claire Hughes/Carl Mathias
BACS Board - Challenge Session - Benefits that Norse SE have brought to HBC, including annual statement prepared by Norse SE	Tue 03/09/19	Councillor Hughes	Claire Hughes/Carl Mathias
BACS Board - Challenge Session - Payroll Service	NA	Councillor Bowerman	Caroline Tickner/Claire Hughes/Matt Goodwin/Capita
BACS Workshop - Introduction to Customer Services, Organisational Development and Programmes	Mon 09/09/19	Councillor Bowerman	Caroline Hughes, Susan Parker, Brian Wood and Lydia Morrison
BACS Board - Challenge Session - Cemetery Strategy	Wed 16/10/19	Councillor Hughes	Claire Hughes/Carl Mathias
BACS Board - Challenge Session Recycling Review	Tue 12/11/19		Claire Hughes, Carl Mathias and Norse SE
BACS Board Challenge Session - Beach Huts	Tue 12/11/19	Councillor Hughes	Andrew Biltcliffe/laire Hughes/Carl Mathias
BACS Board - Challenge Session - Development of NSE Carbon Neutral Policy	Tue 21/01/20	Councillor Hughes	Andrew Biltcliffe
BACS Board Challenge Session - Web Site	Tue 21/01/20	Councillor Bowerman	Caroline Tickner/Lydia Forbes - Manson/Christopher Blower
BACS Board Challenge Session - Marketing and Communications	Tue 21/01/20	Councillor Bowerman	Caroline Tickner/Lydia Forbes - Manson

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