

HAVANT BOROUGH COUNCIL

At a meeting of the Overview and Scrutiny Committee held on 24 August 2022

Present

Councillor Keast (Chairman)

Councillors Munday (Vice-Chairman), Raines, Richardson, Sceal, Tindall and Wilson

1 Apologies for Absence

Apologies for absence were received from Councillors Bowdell, Kennett, and Weeks.

2 Declarations of Interest

There were no declarations of interests relating to matters on the agenda.

3 Minutes of the Previous Meeting

The Minutes of the meeting of the Overview and Scrutiny Committee held on 12 April 2022 were agreed as a correct record and signed by the Chairman.

4 Overview and Scrutiny Work Programme 2022/23

The Committee considered its Work Programme for 2022/23.

The Committee endorsed the submitted draft work programme subject to the inclusion of an additional task and finish group to review the performance of the Council's sponsorship of roundabouts scheme.

RESOLVED that:

- (1) the work programme attached as Appendix A to these minutes be approved
- (2) a task and finish group of at least three Councillors to review the future income and direction of the Meridian Centre following the outcome of the Council's bid for Levelling Up Fund (LUF). ("review project") be appointed. The Task and Finish Group not to commence the review project until the Council is advised of the outcome of its bid for the Levelling Up Fund;
- (3) Councillors Munday, Wilson and Tindall be appointed to the task and finish group referred to in (2) above
- (4) Councillor Munday be appointed Lead Member of the task and finish group ("the group") created at (2) above with the following duties:

- (a) to be the visible lead of the group, driving forward the review project;
 - (b) to be responsible for the completion of a scoping plan for the review project in a format prescribed by the Democratic Services Team after consultation with the other members of the group;
 - (c) to Chair and organise informal meetings of the group and ensure that the review project is undertaken in an orderly fashion and completed in accordance with the scoping plan;
 - (d) to manage the review project and the other members of group;
 - (e) to ensure that all members of the group are given an opportunity to participate in the review project;
 - (f) to be the key point of liaison between the Cabinet Lead, officers, external witnesses and the group;
 - (g) to be responsible for collating evidence gathered by the group which supports the review project;
 - (h) to be active in undertaking independent research for the group and encourage other members of the group to undertake their own independent research to support the findings of the review project;
 - (i) to work with the relevant Cabinet Lead(s) and officers assisting the Cabinet Lead to achieve a positive report;
 - (j) to monitor the progress of the review and make regular verbal updates on the work of the group to the Overview and Scrutiny Committee;
 - (k) to prepare and present a report on the findings of the group and a cover report in a format prescribed by the Democratic Services Team; and
 - (l) to be responsible for forwarding copies of the agreed scoping plan, final and cover reports of the group and all supporting evidence/research to the Democratic Services Team at least seven working days before the final report is to be submitted to the Overview and Scrutiny Committee.
- (5) a task and finish group of at least three Councillors to review the performance of the sponsorship of roundabouts scheme and the condition of roundabouts in the Borough be appointed.
- (6) Councillors Stone, Richardson, Raines be appointed to the task and finish group referred to in (5) above
- (7) To appoint Councillor Raines as Lead Member of the task and finish group (“the group”) created at (5) above with the following duties:
- (a) to be the visible lead of the group, driving forward the review project;
 - (b) to be responsible for the completion of a scoping plan for the review project in a format prescribed by the Democratic Services Team after consultation with the other members of the group;

- (c) to Chair and organise informal meetings of the group and ensure that the review project is undertaken in an orderly fashion and completed in accordance with the scoping plan;
 - (d) to manage the review project and the other members of group;
 - (e) to ensure that all members of the group are given an opportunity to participate in the review project;
 - (f) to be the key point of liaison between the Cabinet Lead, officers, external witnesses and the group;
 - (g) to be responsible for collating evidence gathered by the group which supports the review project;
 - (h) to be active in undertaking independent research for the group and encourage other members of the group to undertake their own independent research to support the findings of the review project;
 - (i) to work with the relevant Cabinet Lead(s) and officers assisting the Cabinet Lead to achieve a positive report;
 - (j) to monitor the progress of the review and make regular verbal updates on the work of the group to the Overview and Scrutiny Committee;
 - (k) to prepare and present a report on the findings of the group and a cover report in a format prescribed by the Democratic Services Team; and
 - (l) to be responsible for forwarding copies of the agreed scoping plan, final and cover reports of the group and all supporting evidence/research to the Democratic Services Team at least seven working days before the final report is to be submitted to the Overview and Scrutiny Committee.
- (8) the potential projects not included in the work plan as set out in Appendix B of the agenda be noted.

The meeting commenced at 5.00 pm and concluded at 5.19 pm

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Chairman

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Part 1 - Overview and Scrutiny Workplan 2022/23

Section A Task and Finish Panels/Working Groups (No More than 2)

Item No	Status	% Complete	ITEM	CABINET LEAD	REASON FOR SCRUTINY	FORMAT OF SCRUTINY	ACTION TAKEN	NEXT STEPS	NOTES
A1	Not Started	0%	Meridian Centre-ROI & future plans	Councillor Pike	To review the strategic plan for this asset and the Return on Investment (ROI) now and projected into the future.	Task and Finish Group Lead Member: Cllr Munday Other group members: Tindall and Wilson			Rolled Over from last year
A2	Not Started	0%	Council's Roundabout Sponsorship Scheme	Councillor Bowerman	To review the performance of the sponsorship of roundabouts scheme and condition of roundabouts in the Borough.	Task and Finish Group Lead Member: Cllr Raines Other group members: Stone, and Richardson, Raines			

Section B - Pre Scrutiny Reviews

Item No	Status	% Complete	ITEM	CABINET LEAD	REASON FOR SCRUTINY	FORMAT OF SCRUTINY	ACTION TAKEN	NEXT STEPS	NOTES
B1	Not Started	0%	Budget 2023/24	Councillor Denton	To consider the draft budget for 22/23	Overview and Scrutiny Committee; 1 February 2023			

B2	Not Started	0%	Senior management structure and creation of standalone Council	Councillor Rennie	Progress update on developments since the Council approved the move to standalone in February and the approval of the senior management structure in May. Although the HR Cttee is in charge of the recruitment process for the permanent senior management team, it is important that the Scrutiny Committee understands the alignment of the new structure with the Corporate Strategy and the move to find a permanent Chief Executive	Overview and Scrutiny Committee - Date TBC			
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Section C - Follow Up Reviews

Item No	Status	% Complete	ITEM	CABINET LEAD	REASON FOR SCRUTINY	FORMAT OF SCRUTINY	ACTION TAKEN	NEXT STEPS	NOTES
C1	Not Started	0%	Discharge of Effluent into Langstone and Chichester Harbours	Councillor Bains	To discuss with SWA and the Environment Agency progress made to reduce the amount of effluent discharged into the Chichester and Langstone harbours	Overview and Scrutiny Committee - Sept/Oct 2022	SWA has been requested a ot attend - Agreed Environment Agency have declined the request	Meeting in March TBC	
C2	Not Started	0%	Regeneration Update	Councillor Rennie	To monitor the progress of the implementation of the regeneration strategy	Overview and Scrutiny Committee - Dates TBC		Quarterly meetings	

Section D - Challenge Sessions

Item No	Status	% Complete	ITEM	CABINET LEAD	REASON FOR SCRUTINY	FORMAT OF SCRUTINY	ACTION TAKEN	NEXT STEPS	NOTES
D1	Not Started	0%	Housing development strategy & next steps	Councillor Robinson	A proposal for a housing development strategy is coming to the Cabinet this week, which (if approved) will lead to officers putting proposals together for a housing company. To enable the Committee to understand the need for the Housing Company agreed by Cabinet on 13 July 2022 and the new strategy and what issues it hopes to address within the Borough.	Overview and Scrutiny Committee - Date TBC			
D2	Not Started	0%	UKSPF / LUF bid and general regeneration update	Councillor Pike	A verbal update on key issues related to how The Council is delivering the Regeneration and Economic Development Strategy	Overview and Scrutiny Committee			
D3	Not Started	0%	Norse Service Delivery Plan Review	Councillor Bowerman	A review of the current services provided by Norse.	Overview and Scrutiny Committee - Date TBC			
D4	Not Started	0%	Planning enforcement Service	Councillor Bains	Review of the current planning enforcement service	Overview and Scrutiny Committee - Date TBC			

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