

HAVANT BOROUGH COUNCIL  
PUBLIC SERVICE PLAZA  
CIVIC CENTRE ROAD  
HAVANT  
HAMPSHIRE P09 2AX



**Havant**  
BOROUGH COUNCIL

Telephone: 023 9247 4174  
Fax: 023 9248 0263  
Website: [www.havant.gov.uk](http://www.havant.gov.uk)

## OVERVIEW AND SCRUTINY COMMITTEE AGENDA

**Membership:** Councillor Keast (Chairman)

Councillors Bowdell, Jenner, Kennett, Munday (Vice-Chairman), Raines, Richardson, Scannell, Seal, Stone, Tindall, Turner, Weeks and Wilson

**Meeting:** Overview and Scrutiny Committee

**Date:** Wednesday 24 August 2022

**Time:** 5.00 pm

**Venue:** Hurstwood Room, Public Service Plaza, Civic Centre Road,  
Havant, Hampshire PO9 2AX

The business to be transacted is set out below:

Kim Sawyer  
Chief Executive

16 August 2022

Contact Officer: Mark Gregory 02392 446232  
Email: [mark.gregory@easthants.gov.uk](mailto:mark.gregory@easthants.gov.uk)

**Can Councillors Please Submit Any Detailed Technical Questions On The  
Items Included In This Agenda To The Contact Officer By 12 Noon On Monday,  
22 August 2022**

	Page
<b>1 Apologies for Absence</b>	
To receive any apologies for absence	
<b>2 Declarations of Interest</b>	
To receive any declarations of pecuniary interest.	
<b>3 Minutes of the Previous Meeting</b>	<b>1 - 4</b>

To receive the Minutes of the meeting held on 12 April 2022.

#### **4 Overview and Scrutiny Work Programme 2022/23**

**5 - 8**

Recommendations:

- (1) To approve the work programme attached as Appendix A
- (2) To appoint 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"). 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) To appoint Councillor Munday as 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.

- 4 To note the potential projects not included in the work plan as set out in Appendix B

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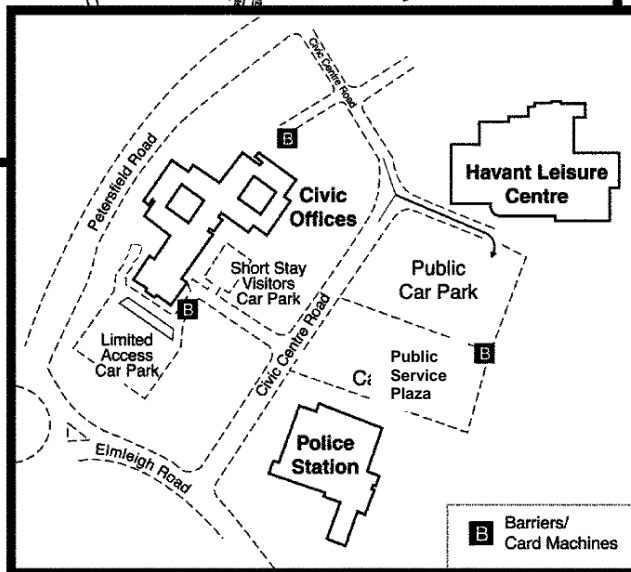
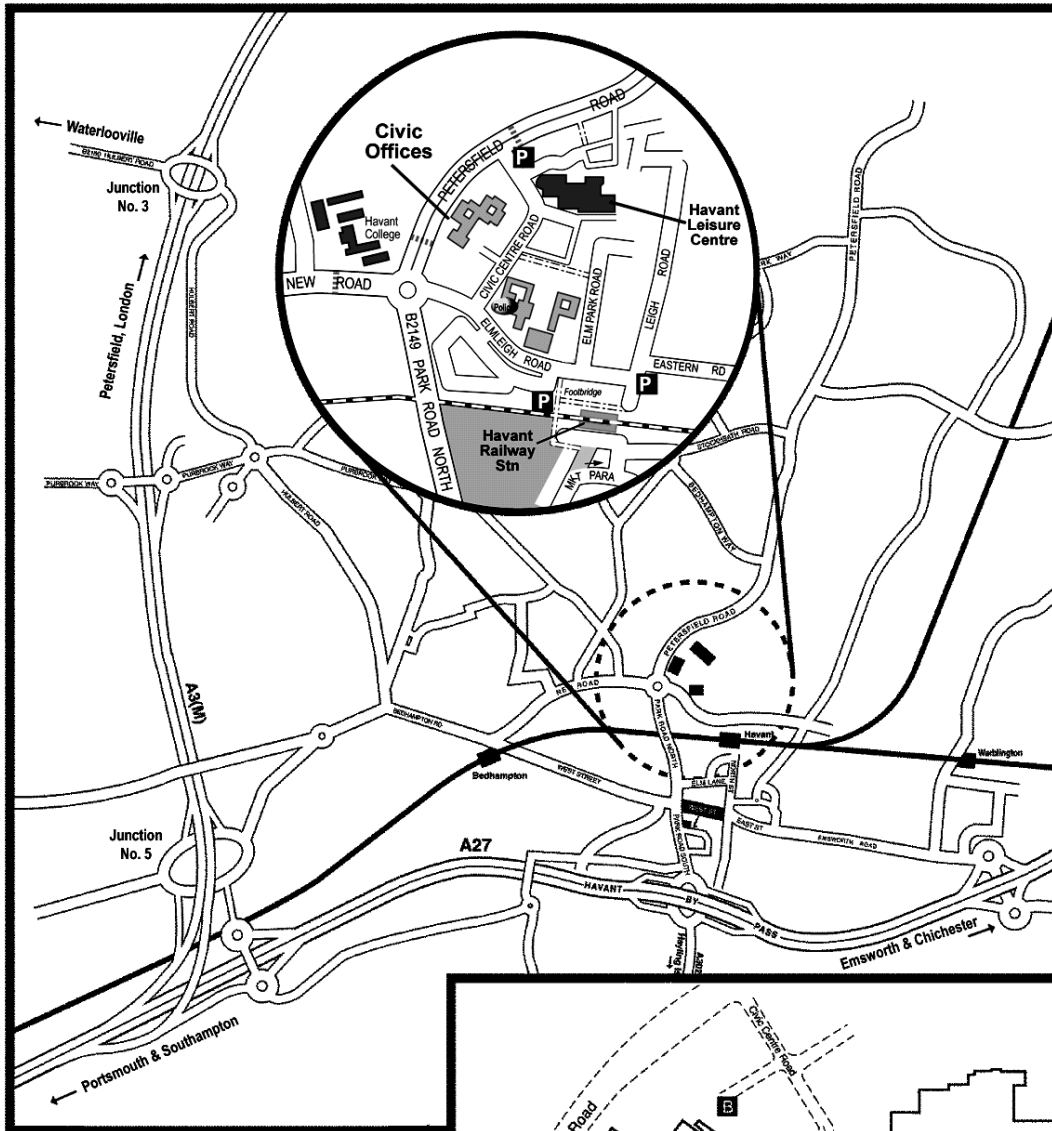
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# Havant

## BOROUGH COUNCIL

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

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## HAVANT BOROUGH COUNCIL

At a meeting of the Overview and Scrutiny Committee held on 12 April 2022

Present

Councillor Lloyd (Chairman)

Councillors Francis (Vice-Chairman), Crellin, Hughes, Sceal and Stone

Other Councillors Present:

Councillor(s):

### **33 Apologies for Absence**

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

### **34 Declarations of Interest**

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

### **35 Climate Environment Action Plan**

The Committee was given an opportunity to review the recommendations set in the Cabinet Report "Climate Change And Environment Plan Initial Action Plan 2022-2023" prior to its submission to Cabinet.

The Committee examined, via a question and answer session with the relevant Cabinet Lead and officers, the following aspects of the draft plan:

- The aims, ambitions, and objectives of the plan
- The timing of the implementation of the plan
- The design and complexity of the plan as submitted
- Organisations/bodies that had been consulted when developing the plan as submitted
- Details on how it was proposed to change the culture of the organisation with carbon literacy awareness at all levels
- How the plan would relate to the to the Council's Local Plan ("Local Plan")
- The feasibility of setting climate impact standards within the Local Plan
- The feasibility of engaging community groups and national projects to help the Council achieve its targets

(Details of the questions and answers are set out in an appendix to these minutes)

During the question and answer question, the Cabinet Lead and officers agreed to:

- (i) simplify the format of the plan; and
- (ii) extrapolate Hb1i and HB2i into separate headings

The Committee acknowledged the plan is a living document and supported in principle the aims of the plan. It was particularly pleased to see that it was proposed to incorporate policies within Havant Borough Council's revised Local Plan to ensure energy hierarchies and energy efficiencies would be delivered for development in new housing in the Borough. However, the Committee considered that:

- (a) the plan, in the format submitted to the Committee, was too complex to enable the Council to track and monitor achievements;
- (b) the plan should be revised to identify 4 key areas to make it more manageable; and
- (c) the report did not fully recognise the opportunities available to the Council by working with local community groups.

RESOLVED that Cabinet be recommended that, where possible, the action plan be amended to include more tangible targets for individual targets with a simplified numbering system of these targets.

### **36 Report of the Overview And Scrutiny Task and Finish Panel on Paperless Meetings**

The Committee considered the recommendations of the task and finish panel, which scrutinised how best to proceed towards sending agenda papers and supplementary papers to members by soft copy only.

The Committee examined, via a question-and-answer session with the relevant Cabinet Lead and officers, the aspects of the Panel's report set out below:

- a the costs of providing a laptop to all members of the Council and the methods of financing this provision;
- b the security reasons supporting the provision of a laptop, supported by the Council, to all members of the Council;
- c the use of all or part of the Members' modernisation allowance, to help finance the recommendation in 2.1.1 and point 3.2.1 of the report; and



- d The savings that would be realised if the recommendations set out in the submitted report was adopted.

It was acknowledged that, in the absence of the author of the report, the officers and Cabinet Lead could not comment on whether the members of the Council were asked to identify the equipment they wished to be supplied with.

The Committee acknowledged that the Panel's recommendation (recommendation 1 or another version of 1, meaning a laptop owned by HBC would be lent to the Member) would improve security, but it considered that the insignificant savings that which would be realised by this recommendation could not justify the provision of a laptop to all Councillors.

Instead, the Committee supported an option whereby members were given the choice of having a standard laptop, provided and supported by the Council, in lieu of all or part of their modernisation allowance, to help pay for the equipment, software and support.

However, the Committee accepted that this preferred option would need to be fully costed and compared with the costs of the current system before a final decision could be made. The Committee also considered that the default position for receipt of committee papers be that Councillors do not receive paper copies of agendas unless they specifically request a paper copy.

RESOLVED that:

- 1 the option of offering all councillors the opportunity of giving up all or part of their modernisation allowance to finance a new laptop provided and supported by the Council be explored
- 2 the current cost of supporting councillors using their own IT equipment be explored and
- 3 the default position be that councillors will not receive paper copies of agendas unless they specifically request them.

### **37 Report of the Overview and Scrutiny Task and Finish Panel on the Council's Business Grants Support During the Covid 19 Lockdown**

The Committee considered the recommendations of the task and finish panel, which reviewed the Council's response to C19 regarding the disbursement of government funds to businesses as grants.

In response to a question raised by a member of the Committee, the Head of Customer Services reassured the Committee that the processes were in place for payments in the event of the Council facing a similar situation in the future.

The Committee expressed their gratitude to the way the officers had responded to a such a complex and unique situation.

RESOLVED that Cabinet be advised **Page 3**

- (a) Overview and Scrutiny notes the uniqueness and complexity of the situation the council with which the Council was faced;
- (b) Overview and Scrutiny notes that without the massive, personal effort made by the key officers in charge of working with Capita to disburse the funds to businesses, the Council would not have helped the Borough's businesses as it did; and
- (c) Overview and Scrutiny wishes to commend those officers who worked tirelessly to physically process those many cases which demanded further scrutiny at the time, under immense pressure, in order that Havant Borough Council incurred no penalty for any fraudulent activity being possible, within this unique process.

### **38 Annual Scrutiny Report**

The Committee considered its annual report for the year 2021/22.

RESOLVED that Council be recommended to note the submitted report

**The meeting commenced at 5.00 pm and concluded at 7.45 pm**

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**Chairman**

**Part 1 - Overview and Scrutiny Workplan 2022/23**

**APPENDIX A**

**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%	To review the future income and direction of the Meridian Centre following the outcome of the Council's bid for Levelling Up Fund (LUF).	Councillor Pike	to place assurance on what the anticipated income streams would be for a newly structured Meridian Centre.	Task and Finish Group Lead Member: Cllr Munday Other group members:		O & S Cttee on 24 August to appoint Task and Finish Group  The review not to commence until the Council is advised of the outcome of its bid for the Levelling Up Fund.	Rolled Over from last year

**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			

### 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			

## APPENDIX B

### Potential Projects Not Included in the Workplan

Item No	ITEM	CABINET LEAD	REASON FOR SCRUTINY
P1	Training for Planning Committee Members	Councillor Satchwell	To review the training programme for Planning Committee members
P2	Review of the current agreement with Hampshire County Council whereby the Council maintains the highway verges	Councillor Bowerman	A review of the service level agreement with HCC
P3	Customer Call Centre service (Capita)	Councillor Pike	To discuss the level of service provided
P4	Communications Strategy	Councillor Satchwell	Review of the Council's communication strategy
P5	Out of Hours Service	Councillor Bains	Review the current service

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