

HAVANT BOROUGH COUNCIL  
PUBLIC SERVICE PLAZA  
CIVIC CENTRE ROAD  
HAVANT  
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Cleaner, Safer,  
More Prosperous

## SCRUTINY BOARD AGENDA

**Membership:** Councillor Shimbart (Chairman)

Councillors Bastin, Mrs Blackett, Bolton, Cousins, Edwards, Farrow, Galloway, Gibb-Gray, Hart, Heard, Hilton, Keast, Kennedy, Lenaghan, Mackey, Pierce Jones, Ponsonby, Mrs Smallcorn, Smith D, Smith G, Smith J, Smith K, Tarrant, Turner, Wilson and Wade

**Meeting:** Scrutiny Board

**Date:** Tuesday 25 February 2014

**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:

Jo Barden-Hernandez  
Service Manager – Legal & Democratic Services

17 February 2014

Contact Officer: Jack Caine and Tristan Fieldsend 02392 446233/02392 446230  
Email: [tristan.fieldsend@havant.gov.uk](mailto:tristan.fieldsend@havant.gov.uk)

### PART 1 (Items open for public attendance)

#### 1 Apologies

To receive apologies for absence.

#### 2 Minutes

To confirm the minutes of the Scrutiny Board held on 4 March 2014.

#### 3 Matters Arising

Page

1 - 2

To consider any matters arising from the minutes of the previous meeting.

<b>4</b>	<b>Declarations of Interests</b>	
<b>5</b>	<b>Chairman's Report</b>	
<b>6</b>	<b>Sustainability Review</b>	<b>3 - 8</b>
<b>7</b>	<b>Scrutiny Board - Annual Report 2013/14</b>	<b>9 - 20</b>
<b>8</b>	<b>Scrutiny Board Work Programme 2013/14</b>	<b>21 - 32</b>

**PART 2 (confidential items - closed to the public)**

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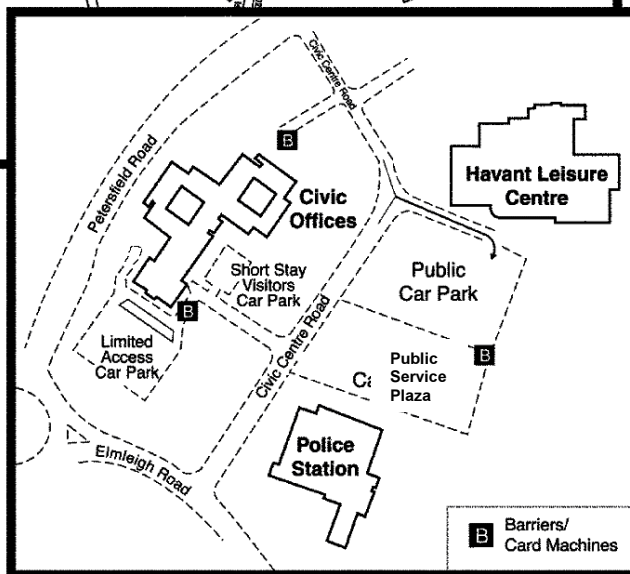
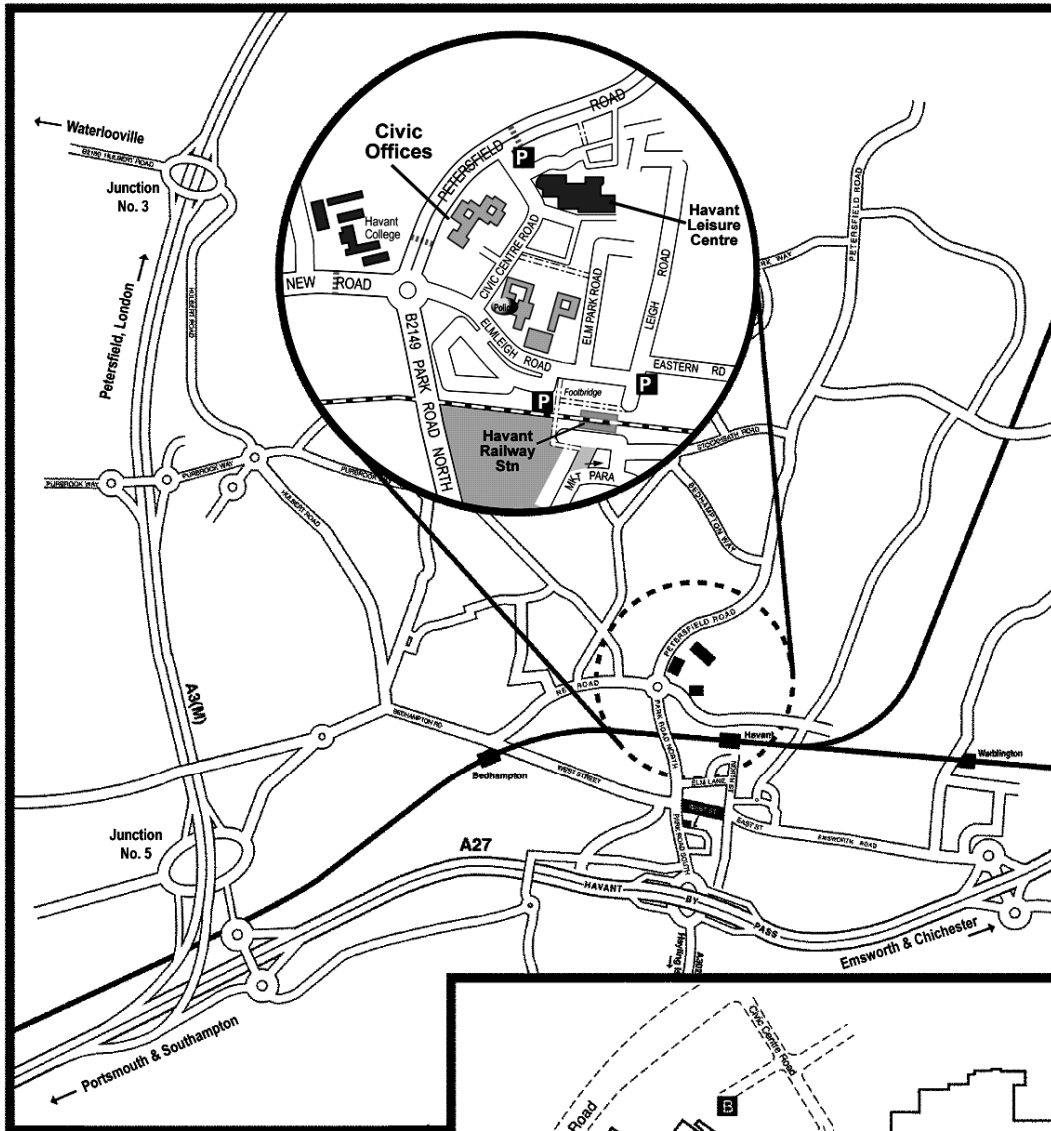
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## HAVANT BOROUGH COUNCIL

At a meeting of the Scrutiny Board held on 4 February 2014

Present

Councillor Shimbart (Chairman)

Councillors Mrs Blackett, Cousins, Edwards, Gibb-Gray, Hilton, Keast, Mackey, Ponsonby, Smith J, Tarrant, Turner and Wade

### **28 Apologies**

Apologies for absence were received from Councillors H Farrow, R Galloway, T Hart, R Heard, O Kennedy, A Lenaghan, Mrs Smallcorn, G Smith, K Smith and M Wilson.

### **29 Minutes**

RESOLVED that the minutes of the meeting of the Scrutiny Board held on 19 November 2013 and of the Extraordinary Scrutiny Board held on 17 December 2013 be approved as a correct record.

### **30 Matters Arising**

There were no matters arising from the minutes of the last meeting.

### **31 Declarations of Interests**

There were no declarations of interests from any of the members present.

### **32 Chairman's Report**

The Chairman reminded members that the Scrutiny Board originally scheduled for 20 May 2014 had now been rescheduled for 3 June 2014.

### **33 Revenue Budget and Medium Term Strategy 2014/15 to 2018/19**

The Board was given an opportunity to consider and comment upon the proposed Revenue Budget and Medium Term Strategy 2014/15 to 2018/19.

The Leader of the Council, the Executive Head for Governance and Logistics and the Service Manager (Finance) were invited to join the meeting and answered members' questions in connection with the report.

The Board then held a detailed discussion over various aspects of the budget and the following key points were raised during the course of the discussion:

- The value of the council's property portfolio and the annual income this provided;
- The role of Future Basing and the need to engage communities and community partners in the future running and management of council assets;
- The proposed car parking charges for several car parks situated throughout the borough;
- Exploring future options for council owned beach huts; and
- The difficulties involved in predicting how much future income the council will receive through the New Homes Bonus.

In response to several specific questions relating to the proposed prices for services in 2014/15 it was agreed that responses would be circulated to the Board following the meeting.

At the conclusion of the debate the officers were thanked for all their work in preparing a comprehensive budget report.

RECOMMENDED to the Cabinet

- (1) The proposed revenue and capital budget for 2014/15, including a Council tax rate of £192.78 at Band D (0% increase);
- (2) The Treasury Management Strategy and Prudential Indicators; and
- (3) The proposed prices for services for 2014/15.

#### **34 Scrutiny Board Work Programme 2013/14**

The Board was given an opportunity to review progress to date with regard to the various scrutiny and policy reviews currently being undertaken by the Panels and to identify potential new matters for scrutiny. Each of the Scrutiny Lead Councillors were asked to provide a brief update on their intended next steps and programme for reporting back to the Board.

RESOLVED that no additional matters be included in the Board's work programme at the present time.

**The meeting commenced at 5.00 pm and concluded at 6.10 pm**

## HAVANT BOROUGH COUNCIL

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### SCRUTINY BOARD

### SUSTAINABILITY REVIEW

**Report by the Environment and Neighbourhood Quality Panel:**

**Councillor D Keast (Scrutiny Lead)**

**Councillors R Cousins, H Farrow, O Kennedy, C Mackey, D Smith**

**Operational Services Portfolio: Councillor Mike Fairhurst**

**Key Decision: N/A**

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#### **1.0 Purpose of Report**

1.1 To present the research and findings of the Environment and Neighbourhood Quality Panel in connection with its Sustainability Review.

#### **2.0 Recommendations:**

2.1 RECOMMENDED that the Scrutiny Board recommends to Cabinet that the key actions set out in Paragraphs 4.1 to 4.7 of Appendix A be implemented.

#### **3.0 Summary**

3.1 The Scrutiny Panel investigated work being undertaken by Havant Borough Council to address sustainability throughout the borough and to help set a strategic way forward.

3.2 The Panel's report, giving details of the research undertaken, together with their conclusions and recommendations, is set out in their report at Appendix A.

#### **4.0 Implications**

##### **4.1 Resources:**

A staff resource is available for 2 days per week to specifically address sustainability throughout the Borough. However, staff resources from a number of teams within the Council are also be required to implement action within different service stream, this can be accommodated as part of business as usual for the Council.

##### **4.2 Legal:**

The Climate Change Act sets legally binding targets for reducing greenhouse gas emissions in the UK by at least 80% by 2050. The Council has a duty to report on how they are addressing the risks associated with climate change.

In July 2012 the DECC published a requirement under the Home Energy Conservation Act 1995 (HECA) for all local authorities to report on local energy conservation measures that we consider practical, cost effective and likely to significantly improve the energy efficiency of residential accommodation in our area

**4.3 Strategy:**

This supports the Council's priority 'Develop and implement the council's approach to sustainability and the low-carbon economy'

**4.3 Risks:**

Reputational issues of the council being able to demonstrate to residents that the Council is tackling sustainability including fuel poverty.

**4.4 Communications:**

Each project has a communications plan working with the corporate communications team.

**4.5 For the Community:**

Maximising National funding opportunities for residents. Working with residents to reduce fuel poverty.

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

**5.0 Consultation**

The Panel undertook extensive consultation with various Havant Borough Council officers including the Portfolio Holder, Executive Head, Sustainability Adviser, Transport Fleet Operations Team Leader and the Building Services Officer.

**Appendices:**

Appendix A - Sustainability Review – report by the Environment and Neighbourhood Quality Panel

Agreed and signed off by:

Legal Services: 18 February 2014

Service Manager Legal & Democratic: 18 February 2014

Relevant Executive Head: 18 February 2014

**Contact Officer:** Tristan Fieldsend  
**Job Title:** Democratic Services Officer  
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## SCRUTINY BOARD

### SUSTAINABILITY REVIEW

Report by the Environment and Neighbourhood Quality Panel  
Councillor D Keast (Scrutiny Lead)  
Councillors R Cousins, H Farrow, O Kennedy, C Mackey, D Smith

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#### 1.0 INTRODUCTION

- 1.1 Climate change is a massive subject in itself. The Panel has concentrated on how HBC has sought to contribute to improving the local environment, whilst embracing sound sustainability at the same time.

#### 2.0 BACKGROUND

- 2.1 Climate change and sustainability are part of the Council's corporate strategy along with the vision for a low carbon future.
- 2.2 In 2009/10 the Energy Saving Trust provided the Council with free support and advice and this helped to shape HBC's priorities and the production of a sustainability plan.
- 2.3 In February 2010 the Council signed up to the Nottingham Declaration to show its commitment to face climate change.
- 2.4 In 2012 the Council included in its Corporate Strategy a commitment to develop and implement the Council's approach to sustainability a low carbon economy.

#### 3.0 KEY ISSUES – HAVANT'S FUTURE

- 3.1 Following the success of "Insulate Hampshire" when 1104 insulation measures have been installed in homes in the Borough, a new initiative "Solent Green Deal" is now in place supported by local councils. This involves residents self funding the scheme that comes as a "pay as you save" package. It is more complicated than the previous scheme and requires trained staff to initiate.
- 3.2 Landlords have minimum energy efficiency targets to achieve by 2018.
- 3.3 There Government have legally committed to a target meeting 15% of the UK's energy demand from renewable sources by 2020
- 3.3 A further scheme, Energy Company Obligation(ECO), was launched in 2013 involving the Big 6 Energy Producers. This should benefit the more vulnerable members of our community and also residents with hard to treat properties that do not meet Green Deal rules.
- 3.4 In November HBC bid for a share of £80m of government funding in a whole street approach to insulation. The result is awaited.

## **SCRUTINY BOARD**

- 3.5 A new “Switch Hampshire” offer has just closed and the results are awaited. This collective approach enables our residents to obtain a lower rate for energy from suppliers.
- 3.6 We need to build on our undoubted successes like the Plaza.
- 3.7 We have a work place travel plan. Several checks on the secure cycle facility showed that just 10/11 people were using this Plaza facility, even on fine days.
- 3.8 Over the past 10 years there has been a massive improvement to our vehicle fleet and our renewals policy. The oldest vehicle is 12 years old and shortly due for replacement. It is pleasing to note that fuel consumption has come down in each of the last 4 years, saving some £20,000. During our enquiries we found that a diesel automatic pool car was based at the depot. This appeared to be under used. The question was also raised of the need for two 4x4 Pick-ups at Beachlands (costing around £16,500 each before VAT) These two matters could be included in a possible future scrutiny of our vehicle fleet.
- 3.9 The Council has some 64 buildings in its asset portfolio. 73% of these are rated A3 (satisfactory). It is felt that more should be done to improve efficiency on at least the 24% which are rated B. It was noted that some £138,00 is being spent over the next two years, including solar panels, but even more is needed but we suspect that financial considerations and constraints will dictate this matter.
- 3.10 Water usage is an area where we can save resources and money. It is of concern that because meters are only read once a year, a leak could occur and exist for months before it would be picked up. We noted a very heavy increase in water consumption at Beachlands W.C.s. On investigation we found that this was caused by a massive leak near the Inn on the Beach. After it was discovered it was another 4 months before repairs could be made. It is thought that possibly hundreds of thousands of litres were lost and at a high cost to this Council. This could possibly have been picked up by more frequent readings being taken.
- 3.11 Fuel Poverty in Havant is 9.6% (2011) down from 12.5 in 2009. The trend is down and there are several measures in place to reduce this further including the ECO scheme, Hitting the Cold Spots, and linking in to gas networks. It was noted that East Hants figure is 10.2
- 3.12 Much has been made nationally of the need for sustainable homes. We were therefore disappointed to discover that the Core Strategy Inspector modified our plan so that new homes until 2026 only need to conform to Code level 3.

## **4.0 CONCLUSIONS**

- 4.1 The Solent Green Deal and the ECO plan needs a serious commitment by this Council to make it a success. We need to promote the offers available by every means possible. Schemes are in place to reduce fuel poverty and they too need to be well publicised and implemented by us working with residents.

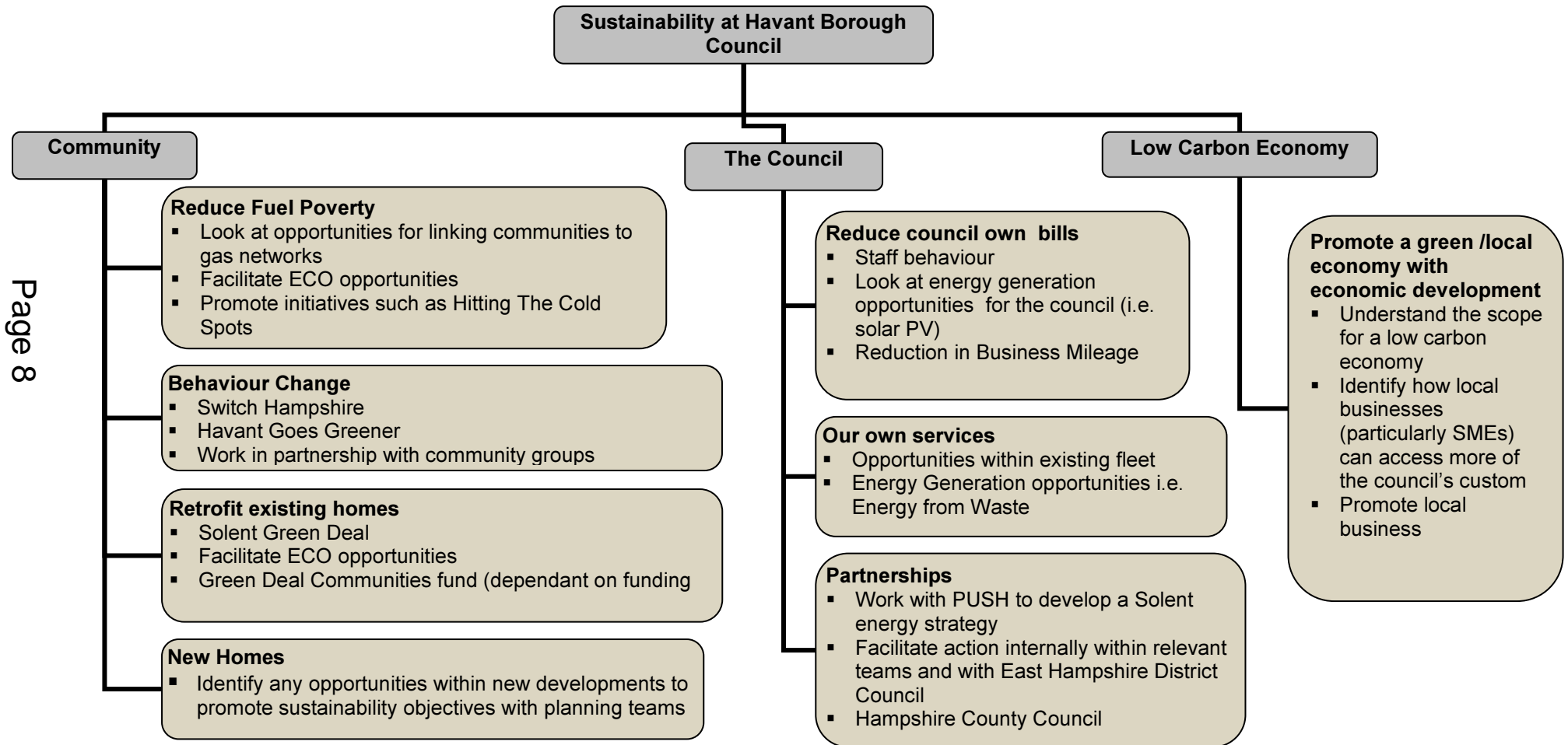
## **SCRUTINY BOARD**

- 4.2 More needs to be done to encourage staff savings. The use of Skype or similar means of communication could be used to reduce journeys between the Plaza and Penns Place. Conference calls should also be the norm as they are in the private sector. Cycle use is disappointing as is the under use of the pool car.
- 4.3 A future plan to upgrade all our portfolio of buildings to an A3 category should be put in place. We should be setting the example.
- 4.4 Refuse vehicles average just 4mpg. Electric bin lifts and smaller vehicles should be investigated as an alternative as large savings could be made on both running costs and fuel consumption.
- 4.5 Staff should, if possible, use the free shuttle bus to and from the depot.
- 4.6 More frequent water metre readings should be considered to reduce leakage.
- 4.7 Finally we need to be focused on every aspect of energy saving and carbon footprint reduction.

## **Appendices**

### **Appendix 1 – Approach to Sustainability at Havant Borough Council**

Appendix 1: Approach to Sustainability at Havant Borough Council



## HAVANT BOROUGH COUNCIL

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### SCRUTINY BOARD

#### SCRUTINY BOARD – ANNUAL REPORT 2013/14

Report by the Chairman of the Scrutiny Board

Portfolio: Not Applicable

Key Decision: N/A

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#### 1.0 Purpose of Report

1.1 The Council's Constitution requires the Overview and Scrutiny Board to report annually to Full Council on its workings and to make recommendations for future work programmes and amended working methods, if appropriate. This report provides a summary of the work undertaken by the Scrutiny Board in 2013/14 and gives the Board an opportunity to review its performance over the last year and make recommendations in respect of its 2014/15 work programme.

#### 2.0 Recommendation

2.1 That the Board recommends its annual report to Full Council.

#### 3.0 Summary

3.1 As part of a structured work programme, the Board has scrutinised various matters within its remit, held Portfolio Holders and Lead Officers to account, and questioned representatives of external organisations. The work programme has been subject to review at each programmed meeting of the Board and has been regularly updated as directed by members.

3.2 Matters included in the work programme were those identified by the Scrutiny Panels, selected either from the Forward Plan for scrutiny prior to consideration by the Cabinet, or at the request of individual members of the Board.

3.4 Membership of the Scrutiny Board in 2013/14 was as follows:

Councillors G Shimbart (Chairman), Bastin, Blackett, Bolton, cousins, Edwards, Farrow, Galloway, Gibb-Gray, Hart, Heard, Hilton, Keast, Kennedy, Lenaghan, Mackey, Pierce Jones, Ponsonby, Smallcorn, D Smith, G Smith, J Smith, K Smith, Tarrant, Turner, Wilson and Wade.

#### 4.0 THE WORK PROGRAMME

4.1 The Board now has a well established approach to scrutiny and the following key principles have been established:

- scrutiny panels be appointed to undertake research on the various matters coming forward to the Board's work programme in order to obtain a greater depth of

understanding, leading to the formulation of informed and robust recommendations to the Cabinet;

- scrutiny takes the form of a question and answer section, followed by a member debate after which the Board draws up its conclusions and recommendations;
- before each meeting, members are asked to give some thought as to potential lines of enquiry in advance, thus ensuring that the debate at the meeting is as structured and productive as possible and allowing the scrutiny panels and witnesses to prepare fully and be in a position to provide any detailed information required by the Board; and

4.2 Appendix A sets out the detail of the work undertaken by the Board over the last year in relation to:

- Development Management Service- Improvement Plan
- Corporate Performance Health Check
- Customer Access Strategy
- Marketing Strategy
- Democratic Process/ Role of the Mayor
- Discharges into Local Harbours
- CCTV
- Revenue Budget 2014/15
- Events
- Climate Change and Sustainability
- Leisure Strategy Review
- Quarterly Budget Scrutiny
- Community Infrastructure Levy
- Pricing Strategy/Residents Packs
- Review of HBC's relationship with PUSH
- Enhancing Planning Communication & Marketing
- Peer Review- Review Appeals Process & Major Planning Applications

4.3 The terms of reference of the Overview and Scrutiny Board is set in Appendix B.

## **5.0 Scrutiny Panels**

5.1 The Scrutiny Panels are an initiative, introduced in May 2011. Five Panels were created, each aligned to one of the service clusters with the aim of researching specific matters within each service. The establishment of these Panel's has allowed members of the Board to conduct thorough reviews of particular areas and formulate robust and well researched recommendations to go forward to Cabinet. It is recognised that this initiative has produced some excellent pieces of work and it is hoped to build on progress made in 2013/14. The following Councillors were appointed to each Panel:

- (i) Environment and Neighbourhood Quality –  
Scrutiny Lead Councillor D Keast assisted by Councillors H Farrow, R Cousins, C Mackey and O Kennedy
- (ii) Planning and Built Environment –  
Scrutiny Lead Councillor Mrs G Blackett assisted by R Bolton, B Gibb-Gray, C Hilton and G Shimbart
- (iii) Economy and Communities

Scrutiny Lead Councillor Mrs C Tarrant assisted by Councillors K Smith, F Edwards, P Wade and M Wilson

- (iv) Governance and Logistics –  
Scrutiny Lead Councillor L Turner assisted by Councillors R Heard, R Bastin, A Lenaghan and Mrs Smallcorn
- (v) Marketing and Development –  
Scrutiny Lead Councillor J Smith assisted by Councillors R Galloway, T Hart, F Ponsonby, G Smith and V Pierce Jones

5.2 The approach adopted by the scrutiny panels has varied according to the nature and complexity of the subject matter under investigation. Scrutiny Panel investigations in 2013/14 included visits to reference sites and other local authorities, interviews with Cabinet Portfolio Holders, Senior Council Officers, representatives of external organisations and various other forms of consultations. In all cases, however, the objective has been to provide evidence-based recommendations for consideration by the Board as a whole. It is hoped to build on experiences of the scrutiny undertaken this year and use it to continue to robustly develop Council policies of each service cluster, scrutinise Cabinet decisions and ensure scrutiny remains an important component in the decision making process.

5.3 The Chairman endeavours, whenever possible, to attend Scrutiny Panel meetings, interviews and visits as an observer, so as to keep abreast of progress and maintain an overview of the work being undertaken on behalf of the Board.

## **6.0 CHAIRMAN'S COMMENTS**

6.1 Once again this has been a very busy year for the Scrutiny Board and, especially, the five Scrutiny Panels.

6.2 A very varied range of items has been scrutinised over the last 12 months, and, once again, these have been examined in a very thorough and business like way. This will have a marked effect on the efficiency of the Council and will help to point the way to future savings.

6.3 I would especially thank the Panel leads for the way in which they have ensured that the panels have worked well and effectively since I became Chairman of the Scrutiny Board.

6.4 Also, I would like to thank the many officers who have worked with the panels to ensure that the work undertaken has been well carried out, and for their support for myself as Chairman.

## **7.0 IMPLICATIONS**

7.1 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.

7.2 Legal

There are no direct legal implications arising from this report.

### 7.3 Strategy

The scrutiny reviews undertaken endeavour to help Havant Borough Council achieve its aims of being Cleaner, Safer, More Prosperous.

### 7.4 Risks

If a scrutiny annual report was not produced it would contravene Article 7 paragraph 7.3 (c) of the council's constitution, which states that the Scrutiny Board must report annually to full Council on their workings.

### 7.5 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.

### 7.6 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.

7.7 The Integrated Impact Assessment (IIA) has been completed and concluded the following: The scrutiny function recognises the importance and role of diversity and equality issues. All work undertaken seeks to include sections of the community relevant to the issues being investigated. Every effort is made to engage and consult local residents when required.

## **Appendices:**

**Appendix A** – Work undertaken by the Scrutiny Board in 2013/14

**Appendix B** – Terms of reference of the Overview and Scrutiny Board

## **Background Papers:**

Reports and minutes relating to meetings of the Scrutiny Board in 2013/14

## **Agreed and signed off by:**

Senior Contentious Lawyer; 13/02/2014

Service Manager for Legal and Democratic Services; 12/02/2014

Executive head for Governance and Logistics; 13/02/2014

## **Contact Officers:**

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WORK PROGRAMME 2012/13

	Matter Under Review	Purpose of the Work, Key Objectives and Outcomes
1	<p><b>Development Management Service-Improvement plan</b></p>	<p><b>Purpose of the Work:</b> To contribute to work currently underway to address the gap that currently exists between the relative costs of delivering the Council's Development Management Service (DMS) and the income received through Planning Application Fees</p> <p><b>Key Objectives:</b> To consider the findings of the Planning Advisory Service (PAS) benchmarking review of Development Management Services and make recommendations for future service improvements and options for making the Service more financially sustainable.</p> <p><b>Outcomes:</b> The Board resolved that the Development Service Improvement Plan be endorsed and it was recommended to the Development Management Committee that an enforcement plan for HBC be prepared to manage enforcement proactively and set out how the Planning Development Service would monitor the implementation of planning permissions, investigate alleged cases of unauthorised development and take action where it was appropriate to do so.</p>
2	<p><b>Customer Access Strategy – 12 Month Progress Review</b> Portfolio Holder: Councillor Cheshire Scrutiny Panel: Marketing and Development</p>	<p><b>Purpose of the Work:</b> Following a report presented to the Board in September 2012 on Customer Access and Channel Shift a 12 month progress update was provided. The aim of the work was to help the organisation find new improved and modern ways for our customers to contact HBC which is beneficial and simpler for them and more cost effective for the Council and our residents and businesses.</p> <p><b>Key Objectives:</b></p> <ol style="list-style-type: none"> <li>1. Customer access and equalities considerations would form part of the Council's Integrated Impact Assessment process that would be applied to all new projects and initiatives.</li> <li>2. To focus adding value to the customer experience of those identified as 'target customers' by understanding their needs and the different services they require.</li> <li>3. Understanding barriers, such as lack of access to broadband or rural isolation, that prevent people from accessing services, and overcome existing barriers by providing a flexible range of approaches to suit individual requirements.</li> </ol>

	Matter Under Review	Purpose of the Work, Key Objectives and Outcomes
		<p><b>Outcomes:</b> The progress update provided was noted and the Scrutiny Panel was requested to build upon work to date.</p>
Page 14	<p><b>3 Marketing Strategy</b></p>	<p><b>Purpose of the Work:</b> To contribute to the implementation of a Marketing Strategy for Havant Borough by examining alternative service delivery models and assessing their suitability for Havant in the context of providing cost-effective, high quality services for our customers and to make recommendations accordingly.</p> <p><b>Key Objectives:</b></p> <ol style="list-style-type: none"> <li>1. To build on work previously done by this Panel in connection with the Customer Access Strategy, to better understand the needs and aspirations of our customers, so as to be able to target the services they require within available finances;</li> <li>2. To consider how the Council's Corporate Strategy priorities can be delivered by offering a new, innovative, approach to providing the services our customers need, in a better and more cost-effective way;</li> <li>3. To look at examples of best practice, the alternative service delivery models adopted by other local authorities, to consider what has worked well and whether any of the services this Council provides would neatly fit any of these alternative models</li> </ol> <p><b>Outcomes:</b> The Board recommended to the Cabinet:</p> <ol style="list-style-type: none"> <li>(1) The Council adopted the process of commissioning;</li> <li>(2) All appropriate service delivery models be considered in taking forward future customer-focused service delivery, in line with the mixed economy approach set out in the Council's Marketing Strategy;</li> <li>(3) Any proposals for the implementation of alternative service delivery models, in relation to any particular service, be in line with the Council's Corporate Strategy priorities and supported by a sound business case.</li> </ol> <p>The Cabinet approved the Board's recommendations on 27 November 2013.</p>

	Matter Under Review	Purpose of the Work, Key Objectives and Outcomes
4	Democratic Process/Role of Mayor	<p><b>Purpose of the Work:</b> To investigate the cost and benefits of the democratic process in Havant</p> <p><b>Key Objectives:</b> Stage 1 - Investigated the cost and benefits of the Council's democratic processes with a view to identifying any potential improvements and/or financial savings. Stage 2 - to measure the value of the councillor / resident link, establish if it is strong enough and suggest any changes. The scope of this review will focus on the Council's ward/councillor arrangements.</p> <p><b>Outcomes:</b> The Board recommended to the Cabinet:  <ul style="list-style-type: none"> <li>(1) The Cabinet agenda be published a minimum of ten working days before the meeting, to allow councillors and members of the public to make effective representation;</li> <li>(2) Informal Cabinet Briefing meetings be opened to all councillors.</li> </ul> The Cabinet did not approve the recommendations, however it was recognised that a significant amount of work had been conducted by the Panel into reviewing various elements of the democratic process.</p>
5	Discharges into Local Harbour- Progress Review	<p><b>Purpose of the Work:</b> Following the Environment and Neighbourhood Quality Panel's report on discharges into local harbours in 2011 Southern Water were invited to provide the Board with a progress update on work undertaken..</p> <p><b>Key Objectives:</b>  <ul style="list-style-type: none"> <li>(1) Focused on the impacts discharges had on the harbour</li> <li>(2) Established why and how discharges occurred</li> <li>(3) To establish what options were available to overcome problems and concerns raised.</li> </ul> </p> <p><b>Outcomes:</b> Representatives from Southern Water attended the Scrutiny Board on 19 November 2013 and provided an update on progress made on discharges from their drainage systems into local harbours.</p>

	Matter Under Review	Purpose of the Work, Key Objectives and Outcomes
6	<b>Revenue Budget 2014/15-18/19</b> Portfolio Holder: Councillor Briggs Scrutiny Panel: N/A	<p><b>Purpose of the Work:</b> To consider and comment upon the draft revenue budget for 2014/15 in accordance with the Council's Budget and Policy Framework.</p> <p><b>Key Objectives:</b> To examine the proposed Budget Strategy for 2014/15 and to consider what, if any, recommendations should be made to the Cabinet.</p> <p><b>Outcomes:</b> That the Scrutiny Board recommend to the Cabinet:            (1) The proposed revenue and capital budget for 2013/14, including a            (2) Council Tax rate of £196.63 at Band D (a 1.9971% increase);            (3) The Treasury Management Strategy and Prudential Indicators; and Proposed Prices for Services for 2013/14.</p>
Page 16	Events	<p><b>Purpose of the Work:</b> To understand and evaluate Havant Borough Council's role in supporting community events in the borough.</p> <p><b>Key Objectives:</b></p> <ul style="list-style-type: none"> <li>• To investigate what events are supported by HBC.</li> <li>• To evaluate what support HBC provides to events.</li> <li>• What costs are incurred by HBC through supporting these events?</li> <li>• Should HBC continue to provide support or are any organisations in a position to fully support their own future events?</li> </ul> <p><b>Outcomes:</b> The Panel's final report, giving details of the research undertaken and setting out its conclusions and recommendations is due for consideration on the meeting scheduled for 3 June 2014.</p>
8	Sustainability	<p><b>Purpose of the Work:</b> To investigate work being undertaken addressing climate change and sustainability in Havant Borough and to help set a strategic way forward.</p> <p><b>Key Objectives:</b></p>

	<b>Matter Under Review</b>	<b>Purpose of the Work, Key Objectives and Outcomes</b>
		<ul style="list-style-type: none"> <li>• To reduce energy use from the council's own operations</li> <li>• Reduce energy and fuel poverty across the borough through partnerships and community involvement</li> </ul> <p><b>Outcomes:</b> The Panel's final report, giving details of the research undertaken and setting out its conclusions and recommendations is on the agenda for consideration at this meeting.</p>

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**Scrutiny Boards**

**Terms of Reference**

<u><b>Economy and Community</b></u>	<u><b>Environment and Neighbourhood Quality</b></u>
<p>Arts and Culture                      Community Development                      Community Forums and Boards                      Economic Development                      Events Management                      Healthy Lifestyles                      Hampshire Home Choice                      Homelessness Prevention                      Leisure Facility Management and Development                      Local Strategic Partnerships                      Older People                      Private Sector Housing (EHDC)                      Safeguarding                      Sports Development                      Strategic Housing and Enabling Social inclusion                      Tourism                      Town and Parish Links                      Young People</p>	<p>Allotments (HBC)                      Animal Welfare                      Cemeteries                      Coastal Recreation (HBC)                      Community Safety                      CCTV (HBC)                      Enviro – Crime (litter, graffiti, dog fouling etc)                      Food Hygiene &amp; Safety                      Grounds Maintenance                      Health &amp; Safety Regulation                      Infectious Disease Control                      Joint Contracts with WCC [Waste, Recycling, Streetcare, Grounds Maintenance &amp; Public Conveniences Cleansing] (EHDC)                      Land Drainage (EHDC)                      Licensing                      Markets (part only) (EHDC)                      Minor Engineering Works including street name plates                      Neighbourhood Development                      Noise Control                      Parking Policy &amp; Enforcement (off &amp; on street)                      Parks and Open Spaces (including trees)                      Pest Control                      Pollution &amp; Public Health                      Private Sector Housing Regulation including disabled facilities grants (HBC)                      Public Conveniences (HBC)                      Streetcare                      Street Lighting (Council owned and Community Safety Schemes)                      Sustainability &amp; Climate Change                      Traffic Management (HBC)                      Transport Fleet (HBC)                      Waste &amp; Recycling</p>

<b><u>Governance and Logistics</u></b>	<b><u>Marketing and Development</u></b>
<ul style="list-style-type: none"> <li>Benefits</li> <li>Building Maintenance</li> <li>Business Continuity, Emergency Planning, Health &amp; Safety</li> <li>Corporate Support Services</li> <li>Democratic Services</li> <li>Elections</li> <li>Facilities</li> <li>Finance, Accountancy</li> <li>Fraud</li> <li>Legal</li> <li>Payroll</li> <li>Property Management</li> <li>Revenues &amp; Benefits Contract</li> <li>Revenues, Income Collection</li> <li>Transactional Procurement</li> </ul>	<ul style="list-style-type: none"> <li>Audit</li> <li>Business Transformation</li> <li>Communications</li> <li>Corporate Planning</li> <li>Corporate Programme Office</li> <li>Councillor Development</li> <li>Customer Insight, Geographic Information System (GIS), Customer Access Strategy</li> <li>Customer Service Centres/Access Points</li> <li>Human Resources (HR) Strategy &amp; Transaction</li> <li>Information Technology (IT)</li> <li>Learning &amp; Development</li> <li>Marketing</li> <li>Partnership Development</li> <li>Performance Management</li> <li>Research &amp; Development</li> <li>Risk Management</li> <li>Shared Services</li> <li>Commissioning</li> </ul>

<b><u>Planning and Built Environment</u></b>
<ul style="list-style-type: none"> <li>Building control</li> <li>Coastal management</li> <li>Conservation</li> <li>Development Management</li> <li>Environmental Improvements and Sustainable Transport</li> <li>Highway Development Control</li> <li>Land Charges and Address Management</li> <li>Planning Compliance</li> <li>Policy/Local Development Framework</li> <li>S106 agreements</li> <li>Technical Support</li> <li>Transport Planning</li> <li>Urban Design</li> </ul>



## HAVANT BOROUGH COUNCIL

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### SCRUTINY BOARD

#### SCRUTINY BOARD – WORK PROGRAMME 2013/14

Report of the Democratic Services Officer

Governance and Logistics Portfolio: Councillor Branson

Key Decision: N/A

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#### 1.0 Purpose of Report

- 1.1 To give the Board an opportunity to review progress with the regard to the work undertaken by the Scrutiny/Policy Review Panels since the last meeting.

#### 2.0 Recommendation

That the Board:

- 2.1 reviews progress to date and identifies any further matters for scrutiny/policy review, to be undertaken by the appropriate Panel as part of the Board's work programme, and that the key objectives of any additional reviews be agreed;
- 2.2 receives an update from the Scrutiny Leads in relation to their ongoing work programmes, to include their intended next steps and programme for reporting back to the Board.

#### 3.0 Summary

- 3.1 This Board oversees the work of five informal Scrutiny/Policy Review Panels, each linked directly to one of the five service clusters. The following Scrutiny Lead Councillors have been identified to take the lead with regard to the work in these areas:

- Planning & Built Environment – Councillor Mrs Blackett
- Economy & Communities – Councillor Caren Tarrant
- Environment & Neighbourhood Quality – Councillor David Keast
- Marketing & Development – Councillor John Smith
- Governance & Logistics – Councillor Leah Turner

- 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. An overview of the Board's work programme is attached at Appendix A.
- 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 – Scrutiny Board Work Programme - Overview**

##### **Background Papers: Nil**

Advisor to the Board:

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**Havant Borough Council**  
**Overview –Scrutiny Board Work Programme 2013/14**

**APPENDIX A**

<b>SUBJECT</b>	<b>Objectives of Review</b>	<b>Panel</b>	<b>LEAD PORTFOLIO HOLDER/ HOLDER/</b>	<b>Date For Consideration by Scrutiny Board and/or Cabinet and/or Council</b>
Development Management Service Improvement Plan	Board to receive a presentation from the officers and progress report from Scrutiny Panel on the on-going improvements to the Development Management Service. Presentation to include and assessment of the financial impact of the new fees introduced in April 2012.  (Original report and recommendations submitted to Scrutiny Board on 20 November 2012)	Planning and Built Environment Panel	Portfolio Holder for Planning & Built Environment	<b>Scrutiny Board Tuesday, 21 May 2013</b>
Corporate Performance Healthcheck - 2012/13 - Q4	Scrutiny Lead Councillors quarterly meeting to review the Corporate Performance Healthcheck Reports. Any issues of concern to be referred to the appropriate Scrutiny Panel for investigation and report back. New proposals at this meeting to be presented directly to each of the Scrutiny Panels for discussion with	Scrutiny Leads Panel	Portfolio Holder for Marketing and Development	<b>Scrutiny Leads Panel Monday, 1 Jul 2013</b>

<b>SUBJECT</b>	<b>Objectives of the Review</b>	<b>Panel</b>	<b>LEAD PORTFOLIO HOLDER/ OFFICER</b>	<b>Date For Consideration by Scrutiny Board</b>
	their Head of Service on a quarterly basis.			
Customer Access Strategy -12 Month Progress Review	12 Month Review on the Council's Customer Access Strategy. (Original report and recommendations submitted to the Scrutiny Board on 11 September 2012)	Marketing and Development Panel	Portfolio Holder for Marketing and Development	Scrutiny Board Tuesday, 10 Sep 2013
Marketing Strategy	To contribute to the development and implementation of a marketing strategy for the Borough. (Panel's initial report and recommendations submitted to the Board on 26 February 2012)	Marketing and Development Panel	Portfolio Holder for Marketing and Development	Scrutiny Board Tuesday, 10 Sep 2013 Cabinet Wednesday, 27 Nov 2013
Democratic Process/Role of the Mayor - Stage 1	To investigate the cost and benefits of the democratic process in Havant with a view to identifying any potential improvements and/or financial savings.	Governance and Logistics Panel	Portfolio Holder for Governance and Logistics	Scrutiny Board Tuesday, 19 Nov 2013 Cabinet Wednesday, 5 Feb 2014
Planning Enforcement	A review of the resources and work of the planning enforcement element of the Development Management Team.	Planning and Built Environment Panel.	Portfolio Holder for Planning & Built Environment	Scrutiny Board Tuesday, 19 Nov 2013 Development Management Committee Wednesday, 19 Feb 2014
Discharges Into Local	To receive an update from Southern Water on work undertaken to reduce	Environment and Neighbourhood	Portfolio Holder for Environment and	Scrutiny Board Tuesday, 19 Nov 2013

<b>SUBJECT</b>	<b>Objectives of the Review</b>	<b>Panel</b>	<b>LEAD PORTFOLIO HOLDER/ OFFICER</b>	<b>Date For Consideration by Scrutiny Board</b>
Harbours - Progress Review	discharges into local harbours. (Initial report was submitted to the Board on 26 August 2011)	Quality Panel	Neighbourhood Quality	
Interim Report CCTV	Recommendation from JEB on 16 April 2013 that the Scrutiny Panel agree and prioritise the objectives of the service. Initial discussions for taking this forward underway.	Environment and Neighbourhood Quality	Portfolio Holder for Environment and Neighbourhood Quality	<b>Scrutiny Board Tuesday, 19 Nov 2013</b>
Car Parking Review	The Board received a report from the Neighbourhood Quality Service Manager which provided the outcome of a review of Havant Borough Council's car parking pricing strategy in the town centres across the borough as requested by the Environment and Neighbourhood Quality Portfolio Holder. The request arose following concerns by councillors, officers and the public with respect to the impact the current car parking pricing regime, introduced in February 2013, was having on the attractiveness of local centres as a place to shop and visit.		Portfolio Holder for Environment and Neighbourhood Quality	<b>Scrutiny Board Tuesday, 17 Dec 2013</b> <b>Cabinet Wednesday, 5 Feb 2014</b>
Corporate Performance Healthcheck -2013/14 - Q2	Scrutiny Lead Councillors quarterly meeting to review the Corporate Performance Healthcheck Reports. Any issues of concern to be referred to the appropriate Scrutiny Panel for	Scrutiny Leads Panel	Portfolio Holder for Marketing and Development	<b>Scrutiny Leads Panel Thursday, 23 Jan 2014</b>

SUBJECT	Objectives of the Review	Panel	LEAD PORTFOLIO HOLDER/ OFFICER	Date For Consideration by Scrutiny Board
	investigation and report back. New proposals at this meeting to be presented directly to each of the Scrutiny Panels for discussion with their Head of Service on a quarterly basis.			
Revenue Budget 2014/15	The Board is to consider the proposed budget strategy for 2014/15		Leader	Scrutiny Board Tuesday, 4 Feb 2014 Cabinet Wednesday, 5 Feb 2014 Council Wednesday, 19 Feb 2014
Corporate Performance Healthcheck - 2013/14 - Q3	Scrutiny Lead Councillors quarterly meeting to review the Corporate Performance Healthcheck Reports. Any issues of concern to be referred to the appropriate Scrutiny Panel for investigation and report back. New proposals at this meeting to be presented directly to each of the Scrutiny Panels for discussion with their Head of Service on a quarterly basis.	Scrutiny Leads Panel	Portfolio Holder for Marketing and Development	Scrutiny Leads Panel Friday, 21 Feb 2014
Scrutiny Board - Annual Report 2013/14	To Review the Board's performance in 2013/14, make recommendations for future work programmes and working methods			Scrutiny Board Tuesday, 25 Feb 2014



<b>SUBJECT</b>	<b>Objectives of the Review</b>	<b>Panel</b>	<b>LEAD PORTFOLIO HOLDER/ OFFICER</b>	<b>Date For Consideration by Scrutiny Board</b>
Climate Change and Sustainability	To investigate work being undertaken addressing climate change and sustainability in Havant Borough and to help set a strategic way forward.	Environment and Neighbourhood Panel	Portfolio Holder for Environment and Neighbourhood Quality	Scrutiny Board Tuesday, 25 Feb 2014
Events	To understand and evaluate Havant Borough Councils role in supporting community events in the borough.  (Follows on from a review of the Leisure Strategy undertaken by Scrutiny Board on 28 February 2013. Scope of the review was the result of discussions between Scrutiny Lead and Portfolio Holder)	Economy and Communities Panel.	Portfolio Holder for Economy and Communities	Scrutiny Board Tuesday, 3 Jun 2014
Democratic Process Stage 2 - Value of the Councillor/Resident Link	To measure the value of the councillor / resident link, establish if it is strong enough and suggest any changes.	Governance and Logistics Panel	Portfolio Holder for Governance and Logistics	Scrutiny Board Tuesday, 3 Jun 2014
Leisure Strategy Review - 12 Month Progress Review	To understand/evaluate the Council's role in leisure infrastructure (including supporting events, activities and organisations) in the Borough.  (Initial report and recommendations considered by the Scrutiny Board on 3 June 2013)	Economy and Communities Panel	Portfolio Holder for Economy and Communities	Scrutiny Board Tuesday, 3 Jun 2014
CCTV - Final	Recommendation from JEB on 16	Environment and	Portfolio Holder for	Scrutiny Board (Date to be

<b>SUBJECT</b>	<b>Objectives of the Review</b>	<b>Panel</b>	<b>LEAD PORTFOLIO HOLDER/ OFFICER</b>	<b>Date For Consideration by Scrutiny Board</b>
Report	April 2013 that the Scrutiny Panel agree and prioritise the objectives of the service. Initial discussions for taking this forward underway. (Interim Report considered by Scrutiny Board on 19 November 2013)	Neighbourhood Panel	Environment and Neighbourhood Quality	confirmed)
Community Infrastructure Levy	To investigate priorities for allocating monies received through CIL. (The initial report and recommendations were submitted to the Scrutiny Board on February 2013)	Planning and Built Environment Panel	Portfolio Holder for Planning & Built Environment	Scrutiny Board (Date to be confirmed)
Quarterly Budget Scrutiny	The Panel to review the quarterly budget reports to monitor in-year overspends and underspends in relation to the original budget estimates - Ongoing	Governance and Logistics Panel	Portfolio Holder for Governance and Logistics	Scrutiny Board (Date to be confirmed)
Pricing Strategy/Residents Packs	The Board has been requested by the Marketing and Development Portfolio Holder to provide an input into the pricing strategy/residents packs.	Marketing and Development Panel	Portfolio Holder for Marketing and Development	Scrutiny Board (Date to be confirmed)
Review of HBC's Relationship with PUSH	To establish what extent the borough benefits from PUSH, how the benefits can be maximised and to look at the future existence of PUSH and its relevance to the future of the	Economy and Communities Panel	Portfolio Holder for Economy and Communities	Scrutiny Board (Date to be confirmed)

SUBJECT	Objectives of the Review	Panel	LEAD PORTFOLIO HOLDER/ OFFICER	Date For Consideration by Scrutiny Board
	SE Hants region.			
Enhancing, Planning, Communication & Marketing	To investigate the level of communication that HBC has with the public in keeping them up to date with planning services.	Planning and Built Environment	Portfolio Holder for Planning & Built Environment	Scrutiny Board (Date to be confirmed)
Peer Review - Review of Appeals process & Major Planning Applications	To investigate the levels of accepted and rejected appeals within HBC and across other local authorities.	Planning and Built Environment.	Portfolio Holder for Planning & Built Environment	Scrutiny Board (Date to be confirmed)

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