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SCRUTINY BOARD AGENDA

Membership: Councillor Shimbart (Chairman)

Councillors Buckley, Cousins, Galloway, Keast, Lenaghan, Perry, Smith D, Smith K, Tarrant, Turner and Ponsonby

Meeting: Scrutiny Board

Date: Tuesday 22 July 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

14 July 2014

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

PART 1 (Items open for public attendance)

Page

1 Apologies

To receive apologies for absence.

2 Minutes

1 - 10

To confirm the minutes of the Scrutiny Board held on 3 June 2014.

3 Matters Arising

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

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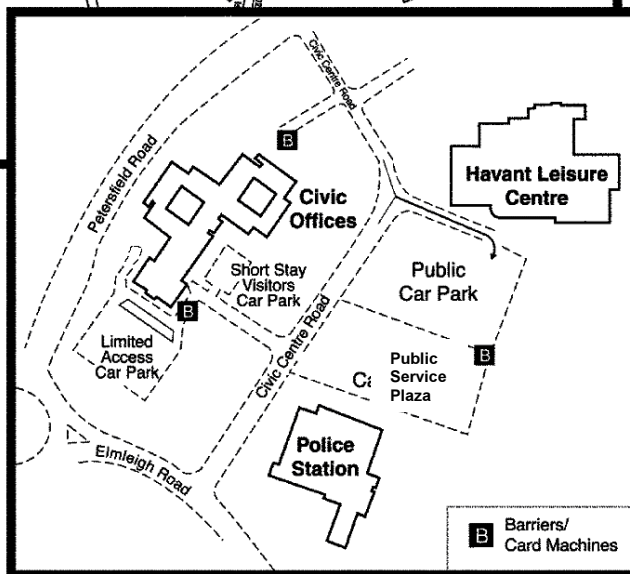
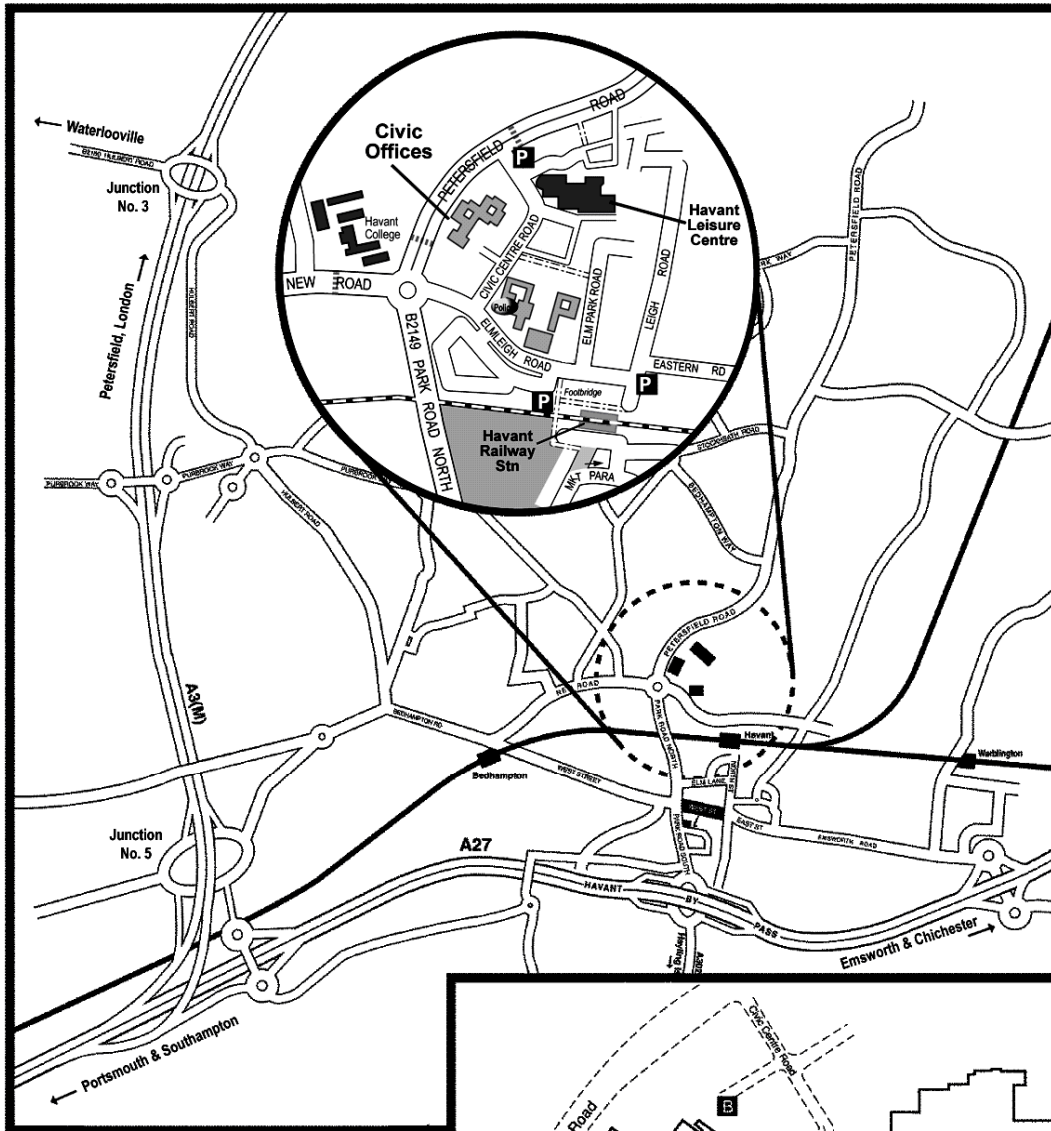
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HAVANT BOROUGH COUNCIL

At a meeting of the Scrutiny Board held on 3 June 2014

Present

Councillor Shimbart (Chairman)

Councillors Cousins, Keast, Lenaghan, Ponsonby, Smith D, Smith K, Tarrant, Turner, Perry and Mrs Shimbart

1 Apologies

Apologies for absence were received from Councillors Buckley and G Smith.

2 Minutes

RESOLVED that the minutes of the meeting of the Scrutiny Board held on 25 February 2014 be approved as a correct record.

3 Matters Arising

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

4 Declarations of Interests

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

5 Chairman's Report

The Chairmen reminded the Board:

- i) it was the responsibility of the Scrutiny Leads to organise any standing deputies;
- ii) Scrutiny training had been scheduled for 15 July 2014 and all members were encouraged to attend; and
- iii) of the conduct expected at meetings when scrutinising future topics.

6 Appointment of Scrutiny and Policy Development Panels

The Board received a report inviting it to agree the scrutiny leads and board members, the membership of the five Scrutiny and Policy Development Panels and the Panels terms of reference.

RESOLVED that:

- (1) The scrutiny leads and board members as set out in Appendix A be approved;
- (2) Scrutiny and Policy Development Panels and their terms of reference as set out in Appendix A be approved

- (3) The Scrutiny Panel membership as set out in Appendix A be approved; and
- (4) Councillor Faith Ponsonby be co-opted onto the Scrutiny Board as a non-voting member.

7 The Democratic Process - Update

The Board considered a report from the Governance and Logistics Panel providing an update on the Panel's findings in connection with its review of the costs and benefits of the democratic process.

The Board advised that the word 'found' in recommendation 2.4 be changed to 'sought'.

RECOMMENDED to the Cabinet:

- (1) Closer scrutiny of Mayoral engagements take place to ensure cost-efficiency to the Council and to maximise value to the organisation concerned;
- (2) The Economic Development Team, in conjunction with the relevant Cabinet lead, be encouraged to liaise more closely with the Mayor's support team to identify suitable events at an early stage;
- (3) Closer liaison between the Mayor and the Cabinet/Joint Management Team to ensure that no opportunity for maximising the role of the Mayor to promote/raise the profile of the Borough was missed; and
- (4) Alternatives to using porta cabins as polling stations be sought in order to minimise costs.

8 Scrutiny Board Work Programme - 2014/15

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.

RESOLVED that

- (1) A scrutiny of Grass Cutting by the Environment and Neighbourhood Quality Panel be included on the Work Programme;
- (2) A scrutiny of Outside Appointments by the Governance and Logistics Panel be included on the Work Programme; and
- (3) A scrutiny of Tourism within the Borough by the Economy and Communities Panel be included on the Work Programme.

The meeting commenced at 5.00 pm and concluded at 5.27 pm

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Chairman

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APPENDIX A

Terms of Reference

Title: Governance and Logistics Scrutiny and Policy Development Panel

Membership: Councillor Leah Turner
Councillor Andy Lenaghan
Councillor Rory Heard
Councillor Marjorie Smallcorn
Councillor Mike Sceal
Councillor Richard Brown

Scrutiny Lead: Councillor Leah Turner

Board Member: Councillor Andy Lenaghan

Function: Will scrutinise and assist in the development of:
Building Maintenance, Business Continuity,
Emergency Planning, Health & Safety, Corporate
Support Services, Democratic Services, Elections,
Facilities, Finance & Corporate Planning, Internal
Audit, Risk Management & Fraud, Legal Services,
Payroll, Property Management, Revenues,
Benefits and Income Collection and Transactional
Procurement

Relevant Cabinet Leads:

Cabinet Lead for Governance and Logistics - Cllr Jackie Branson

Leader of the Council – Cllr Mike Cheshire

Cabinet Lead for Planning and Built Environment – Cllr David Guest

Title: Economy and Communities Scrutiny and Policy Development Panel

Membership: Councillor Caren Tarrant
Councillor Paul Buckley
Councillor Cyril Hilton
Councillor Elaine Shimbart
Councillor Gary Kerrin
Councillor Beryl Francis

Scrutiny Lead: Councillor Caren Tarrant

Board Member: Councillor Paul Buckley

Function: Will scrutinise and assist in the development of:
Arts and Culture, Community Development,
Economic Development, Events Management,
Healthy Lifestyles, Homelessness Prevention,
Lesiure Facility Management and Development,
Older People, Safeguarding, Sports Development,
Strategic Housing and Enabling Social Inclusion,
Tourism and Young People

Relevant Cabinet Leads:

Cabinet Lead for Economy and Communities - Cllr Yvonne Weeks

Title: Environment and Neighbourhood Quality Scrutiny and Policy Development Panel

Membership: Councillor David Keast
Councillor Ralph Cousins
Councillor Hilary Farrow
Councillor Peter Wade
Councillor Frida Edwards
Councillor Colin Mackey

Scrutiny Lead: Councillor David Keast

Board Member: Councillor Ralph Cousins

Function: Will scrutinise and assist in the development of:
Allotments, Animal Welfare, Cemeteries, Coastal Recreation, Community Safety, CCTV, Environmental Crime (litter, graffiti, dog fouling etc), Food Hygiene & Safety, Grounds Maintenance, Health & Safety Regulation, Highway Development Control, Infectious Disease Control, Licensing, Minor Engineering Works (including street name plates), Noise Control, Parking Policy & Enforcement (off and on street), Parks and Open Spaces, Pest Control, Pollution & Public Health, Private Sector Housing Regulation, Public Conveniences, Public Realm Improvements, Streetcare, Street Lighting (council owned and community safety schemes), Sustainability & Climate Change, Sustainable Transport, Traffic Management, Transport Fleet and Waste & Recycling

Relevant Cabinet Leads:

Cabinet Lead for Environment and Neighbourhood Quality –
Cllr David Collins

Cabinet Lead for Operational Services – Cllr Tony Briggs

Cabinet Lead for Planning and Built Environment – Cllr David Guest

Leader of the Council – Cllr Mike Cheshire

Title: Planning and Built Environment Scrutiny and Policy Development Panel

Membership: Councillor Ken Smith
Councillor John Perry
Councillor Brendan Gibb-Gray
Councillor Ray Bolton
Councillor Michael Wilson
Councillor Gwen Blackett

Scrutiny Lead: Councillor Ken Smith

Board Member: Councillor John Perry

Function: Will scrutinise and assist in the development of:
Building Control, Development Management, Land Charges & Address Management, Planning Compliance, Policy/Local Development Framework, Conservation, Strategic Transport Planning, S106 Agreements & Community Infrastructure Levy and Coastal Flood & Erosion Risk Management

Relevant Cabinet Leads:

Cabinet Lead for Planning and Built Environment - Cllr David Guest

Title: Marketing and Development Scrutiny and Policy Development Panel

Membership: Councillor David Smith
Councillor George Smith
Councillor Victor Pierce-Jones
Councillor Faith Ponsonby
Councillor Terry Hart
Councillor Richard Galloway

Scrutiny Lead: Councillor David Smith

Board Member: Councillor George Smith

Function: Will scrutinise and assist in the development of:
Audit, Business Transformation, Communications, Corporate Planning, Corporate Programme Office, Councillor Development, Customer Insight, Geographic Information System (GIS), Customer Access Strategy, Customer Service Centres/Access Points, Human Resources Strategy and Transaction, Information Technology, Learning & Development, Marketing, Partnership Development, Performance Management, Research & Development, Risk Management, Shared Services and Commissioning

Relevant Cabinet Leads:

Cabinet Lead for Marketing and Development - Cllr Mike Fairhurst
Cabinet lead for Governance and Logistics – Cllr Jackie Branson
Leader of the Council – Cllr Mike Cheshire

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HAVANT BOROUGH COUNCIL

SCRUTINY BOARD

LEISURE SCRUTINY UPDATE REPORT

Report by the Service Manager (Community)

Economy and Community Cabinet Lead: Councillor Yvonne Weeks

Key Decision: N/A

1.0 Purpose of Report

1.1 To present an update to the Panel of progress made following the Leisure Scrutiny review carried out in 2012 by the Leisure Panel.

2.0 Recommendation

2.1 That the Board considers the report and notes progress to date in taking forward the recommendations arising from the Leisure Panel's report.

3.0 Context

3.1 The purpose of the scrutiny was to understand and then evaluate the Council's role in leisure infrastructure which included supporting cultural and sporting events, activities & organisations in the borough.

3.2 The scrutiny focussed on the activities delivered by the Council's Sports Development Officer, and the sporting and cultural events delivered by HBC. It did not include a review of private leisure clubs, no leisure centres as work had already been undertaken on leisure centres over the last few years.

3.3 The key objectives of the scrutiny were:

- (1) Evaluation of the benefits of having sports development delivered by HBC
- (2) Consideration of whether the Council has a role in supporting cultural infrastructure
- (3) Review of the way events are managed across the Council
- (4) Consideration of the role of partnerships in delivering sports development
- (5) Evaluation of the role of Hampshire County Council

3.4 The panel undertook a series of interviews with partner organisations, and visited a number of clubs and activities, the reports from which informed the conclusions of the review.

3.5 The scrutiny recommended the following:

- (1) The Council should continue to invest in leisure and sports development, but should capitalise on opportunities to improve the offer without increasing budget costs
- (2) The following opportunities, identified by the Panel, should be pursued:
 - (a) Actively promote the self-management of pitches
 - (b) Investigate the feasibility of outsourcing the sports development function
 - (c) Explore the advantages of amalgamating the functions of the three officers involved in leisure and sports development
- (3) The Council should maintain its current level of funding for sports development and cultural infrastructure.

4.0 Progressing items

Investing in sport and leisure development

- 4.1 The detailed role of both the Community Officer (Sport & Physical Activity) and Community Officer (Leisure & Sports Development) has been recently reviewed to ensure that their resources are being best targeted to deliver both infrastructure and activity. Infrastructure projects that currently being pursued are:

- Improvements to cricket pitches at Emsworth, Purbrook and Waterlooville
- Front Lawn Rec development
- Bidbury Mead Pavilion development
- ATP (Artificial Turf Pitch) development at Park School
- ATP (Artificial Turf Pitch) development at Havant Academy
- Relocation of Havant Hockey Club
- Relocation of Havant Hawkes
- Bedhampton sports provision

During the last year, the following activities have been delivered specifically within the sports and leisure team:

- National Watersports Festival
- Sport Relieve Mile
- Staunton Festival sports event
- Round the Harbours cycling event
- Hampshire Games
- Havant Borough Sports Awards

- 4.2 The Community and Economic Development teams continue to work to deliver a wide range of events and support community events that take place across the borough.
- 4.3 An events scrutiny is underway which is looking at the enabling and delivery role that the Council has in borough events. This scrutiny is due to report to the Overview and Scrutiny Panel later in 2014.

Opportunities to be pursued

Self management of pitches

- 4.3 The Open Spaces Team Leader and the Community Officer (Leisure & Sports Development) continue to work with clubs to promote self management of pitches. Currently, 6 out of 7 bowling greens are managed and maintained by bowls clubs, and Havant Cricket Club manages and maintains its pitch in Havant park. The Council retains the maintenance of all other pitches.
- 4.4 The Council has a variety of block booking/exclusive use agreements and leases/licences for club rooms. These arrangements dispense with Attendants and give clubs more control over managing fixtures and facilities. They save the Council costs, gets the money in with minimal administration and shift the risk of cancellation to the clubs. The arrangements cost clubs less than pay and play as they are exempt from VAT.
- 4.5 The attached chart (Appendix A) details the arrangements that are currently in place

Outsourcing sports development

- 4.6 A recommendation from Scrutiny to the Portfolio Holder was to investigate the option to outsource the sports development function. Following the service restructure, two staff workshops were held to define the sports development aspect of the new roles to align them with Council priorities particularly supporting development of leisure infrastructure and enabling clubs and sports organisations to be more sustainable and self managing.

Amalgamating functions of three sports & leisure related posts

- 4.7 There were two main aspects to this recommendation; one looked at the potential overlap between the role of the Open Spaces team and the Community Officer (Leisure & Sports Development), the other focused on the events work undertaken by the Community Officer (Leisure & Sports Development), Community Officer (Sport & Physical Activity) and the Economic Development Officer.
- 4.8 Following more detailed investigation into the roles of the Open Spaces team and the Community Officer (Leisure Infrastructure), the area of similar work focuses on the self-management of pitches and there is a clear distinction between the work of both teams. The Open Spaces team will liaise with a club on the management of the sports pitch from a maintenance perspective whereas the Community Officer (Leisure & Sports Development) will work with a club to support them to take on the management of the sports pitch. There is now common understanding between the two teams, and as such any potential overlap of duties has been minimised.
- 4.9 As previously mentioned, a further scrutiny is being undertaken into events which is addressing the second part of this recommendation and will include the events element of the Mayors Secretary's role.

Levels of funding for sports development and cultural infrastructure

- 4.10 Apart from a small (10%) budget cut taken in 2013/14 from the two Council supported Arts organisations, Making Space and The Spring, Council budgets for sports development and cultural infrastructure have essentially remained constant.

5.0 Recommendation

- 5.1 That this update on progress on the recommendations arising from the Leisure Scrutiny review be noted.

6.0 Implications

6.1 Resources:

There are no financial implications arising from this update.

6.2 Legal:

None arising from this report

6.3 Strategy:

Revising the way the Council delivers its leisure services will contribute towards the Council's objective of providing excellent public services.

6.4 Risks:

There are no risks associated with this update

6.5 Communications:

Ongoing communication takes place between the services involved in leisure to ensure an effective and efficient service is delivered to the community

6.6 For the Community:

Improved coordination of services will improve the leisure offer to the community

6.7 The Integrated Impact Assessment (IIA) has been completed and concluded the following:

- This service has a positive impact on the health and wellbeing of all aspects of the community
- The extensive free access, outreach sports delivery programme provides opportunities for those in the most deprived areas of the borough
- The delivery of sports activities provides opportunities for individuals to gain additional skills and experience, thereby improving their opportunities for employment.

7.0 Consultation

The Leisure Scrutiny Panel undertook extensive consultation with organisations and individuals that use the Council's leisure services, which has informed the work that has subsequently taken place.

Appendices

Appendix A Pitch management arrangements

Background Papers:

Leisure Scrutiny Review Report to the Scrutiny Board 3 June 2013

Agreed and signed off by:

Legal Services: 09/07/14

Executive Head of Governance & Logistics: 04/07/14

Executive Head (Economy & Community): 04/07/14

Portfolio Holder Cllr Yvonne Weeks: 29/04/14

Contact Officer: Claire Hughes

Job Title: Service Manager (Community)

Telephone: 023 9244 6633

E-Mail: Claire.hughes@havant.gov.uk

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Pitch Management Arrangements – July 2014

	Club/League	Ground	Facilities	Arrangement
1	Havant RFC	Hooks Lane Rec	Rugby pitches and HBC owned building	Licence for priority booking of pitch one. Lease of certain areas of HBC store (being re-negotiated). 'No attendant' agreement saves HBC & club money.
2	Horndean Utd FC	Cowplain Rec	Football pitches and changing room	'No attendant' agreement saves HBC & club money.
3	Havant CC Waterlooville CC	Cowplain Rec	Cricket pitch & changing rooms	'No attendant' rate
4	Waterlooville Boys FC Waterlooville Social Club Horndean XI	Waterlooville Rec	Football Pitches & changing rooms	Block booking/no attendant agreement saves HBC & club money
5	Waterlooville CC	Waterlooville Rec	Cricket pitch and changing rooms	'No attendant' rate Club leases clubroom in building + cricket nets area & they own artificial pitch on square Some self-help in pitch preparation.
6	Purbrook CC	Purbrook Heath Rec	Cricket pitch and changing rooms	'No attendant' rate Club leases clubroom in building + cricket nets area & they lease artificial pitch on square Some self-help in pitch preparation.
7	Widbrook Utd FC	Bidbury Mead Rec	Football pitches and changing rooms	Block booking/'no attendant' agreement saves HBC & club money Project with Friends group and cricket club to refurbish building and take on lease

8	Bedhampton CC	Bidbury Mead Rec	Cricket pitch & changing rooms + portakabin	Club leases clubroom in portakabin 'No attendant' rate Project with Friends group and football club to refurbish building Some self-help in pitch preparation.
9	Havant & Waterlooville Youth FC	Front Lawn Rec	Football pitches and changing rooms	Block booking/no attendant agreement saves HBC & club money Talking to HBC about possible lease of building
10	Havant Sunday League	Bartons Green Rec	Football pitches and changing rooms	Block booking/no attendant agreement saves HBC & club money
11	Cowplain Youth FC	Emsworth Rec	Football pitches and changing rooms	Block booking/no attendant agreement saves HBC & club money
12	Emsworth CC	Emsworth Rec		'No attendant' rate Talking to HBC about possible lease of building Some self-help in pitch preparation.
13	Bedhampton Mariners CC Hollybank CC Langstone CC	Hollybank Rec	Cricket pitch and changing rooms	'No attendant' rate
14	Cowplain Youth FC	Hollybank Rec	Football pitches and changing rooms	Block booking/no attendant agreement saves HBC & club money

HAVANT BOROUGH COUNCIL

SCRUTINY BOARD

REVIEW OF ELECTORAL ARRANGEMENTS

**Report by Governance and Logistics Scrutiny
and Policy Development Panel**

Governance and Logistics Cabinet Lead: Cllr Jackie Branson

Key Decision: N/A

1.0 Purpose of Report

1.1 The Governance and Logistics Scrutiny and Policy Development Panel have been tasked with investigating how the elections process can improve, including options for future delivery.

2.0 Recommendation

That the Scrutiny Board recommends to Cabinet:

- 2.1 A central desk for the counting of spoilt ballot papers be introduced;
- 2.2 Candidates be informed of the election results prior to them being announced on the stage;
- 2.3 Havant Borough Council's PA system be used for future counts;
- 2.4 Improved publication of the agents briefing to ensure attendance by all agents;
- 2.5 Councillors attending the count to receive a timetable providing details on the running order of the evening;
- 2.6 A breakout area for staff be introduced during the count to help alleviate staff tiredness;
- 2.7 Vehicle access to the area allocated for the delivery of ballot boxes be restricted on health and safety grounds; and
- 2.8 The Public Service Plaza be the preferred venue to hold the count and this be investigated before any other alternative venue options be considered.

3.0 Summary

3.1 At the recent elections held on 22 May 2014 the Panel was very impressed with the professional manner that the recent elections had been undertaken. This was particularly evident during the recount of the votes for the Hayling East Ward which was carried out in a very quick and effective manner. There have been however some concerns raised by Councillors over certain aspects of the day. These will be dealt with in this report along with opportunities identified to hopefully ensure these issues do not arise again.

4.0 Review of Electoral Arrangements

4.1 One of the first issues raised concerned the fact that there was no central area for the counting of spoilt ballot papers. This caused a degree of confusion amongst candidates resulting in some candidates not being present when the counting was taking place. To avoid this confusion in the future the Panel feels that at the next election there should be a central desk where spoilt ballot papers are counted and candidates being informed that this is happening so they can be in attendance.

4.2 The area where most concern was expressed was over the quality of the sound system on the evening which had been inadequate resulting in many attendees being unable to hear the announcement of the election results. The sound system used was owned by Horizon Leisure Trust (HLT). Despite the system being tested successfully during the day it is recognised that there were issues with the sound during the count on the evening. The panel feels that the best option in future would be for the Council to utilise its own PA system which has worked well for other civic events.

4.3 Some agents and candidates had not been informed of the results prior to being asked to go on the stage. Following discussions with the Solicitor to the Council it was confirmed that candidates had been told the results on the stage before the results were read out, however for future elections it should be ensured that this is done prior to going on stage.

4.4 Some agents, especially those undertaking the task for the first time, suggested that they were not fully aware of how the count on the evening was due to be run. An agents briefing had been scheduled prior to the elections which provided details on how the evening was going to progress but not all agents had attended. It was felt that this briefing needed to be publicised further in future in order to ensure there was a better attendance.

4.5 There was a certain degree of confusion by Councillors attending the count regarding the events for the evening. In order to alleviate this problem in future every Councillor should receive a timetable in future detailing the evenings events.

4.6 A query had arisen over a discrepancy between the results announced on the night and those published in The News. The reasons for this is unclear but it was suggested the communications team will ensure corrections are

printed if the incorrect figures are reported by the media. It was felt by the Panel that the reporting of the results through the Council's website and Facebook had been very successful. Due to long staff working hours though it was suggested that a review of whether it was necessary for the Council's press office to publish the results online as they were announced maybe required.

- 4.7 The Panel were aware though that some of the staff working at the elections had worked all day at a station and were then working through the evening at the count. The tiredness of the staff was a concern, not only for their own health and safety but also because mistakes were more likely to occur at the count if staff had been working all day at a station. The Panel is aware that preventing staff from working at both events could create resource issues and that Council staff were often used as they were regarded as reliable and professional. Next year at the general election it was proposed to have a break out area for staff at the count where refreshments will be available to help ease any tiredness issues. Other authorities did use local bank staff to man the count although at this moment in time it is unclear if local banks would have the resources to carry out this function. The possibility of using local charity workers to help staff the election was raised with their payment being donated to a relevant charity instead but this idea would require further investigation.
- 4.8 Following a car accident on the evening of the elections in the area where presiding officers were delivering their ballot boxes it was suggested that the number of vehicles being allowed access to this particular area needed restricting on health and safety grounds. An idea was raised that a courier service, instead of presiding officers, could undertake the role of transporting the ballot boxes to the count but it was explained that this could potentially create delays in the process.
- 4.9 A complaint had been submitted by one of the candidates regarding the unsafe access to the stage at the leisure centre. In response HLT was due to implement improvements to allow safer access to the stage area. As part of this it was also suggested that HLT staff needed to have a clearer understanding of their roles during the evening to ensure the event went as smoothly as possible.
- 4.10 The Panel considered the possibility of using alternative venues to the leisure centre for future elections. The Public Service Plaza was recognised as being an excellent venue for holding events and for future elections it was suggested that the Atrium area could be utilised for such an event. The Panel feels that one evening this year an election rehearsal should be held at the Plaza to assess how suitable the venue would be to hold next years general election. It was the Panel's preferred option to use the Public Service Plaza before any other alternative options were explored.
- 4.11 In order to ensure the smooth running of elections the Panel considered that in future the count venue should be alcohol free to avoid any unacceptable behaviour.

5.0 Conclusion

5.1 The Panel feels that on the whole the recent elections went very well. Areas of concern have been raised though and through our investigations the Panel have highlighted several improvements (recommendations 2.1 – 2.7) which we feel can ensure that elections in the borough can continue to be administered in an efficient and effective manner.

5.0 Implications

5.1 **Resources:** *The review of electoral arrangements on the whole has no real financial implications. However, the recommendation of the Plaza as a preferred venue for the count does have possible financial implications therefore a full costing would be required. If the Cabinet agrees the Plaza as the preferred option then a comparison will be made of the costs of using the Plaza compared to other suitable venues.*

5.2 **Legal:** None arising from the report.

5.3 **Strategy:** Ensuring the smooth running of the elections will help towards providing the most cost effective and efficient service possible in accordance with the Council's Corporate Strategy 2012 – 2017.

5.4 **Risks:** To minimise the potential of any health and safety incidents which could arise during the count.

5.5 **Communications:** Communications will be required if the recommendations are implemented and will be assessed and addressed appropriately at that time.

5.6 **For the Community:** Improved management of the elections should encourage the community to take a greater interest in the election process.

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

6.0 **Consultation:** During its review the Panel consulted the following:

Ward Councillors
Facilities Team Manager
Finance Business Partner
Marketing and Customer Relations Service Manager
Legal and Democratic Service Manager

Appendices: None

Background Papers: None

Agreed and signed off by:

Service Manager - Finance: 11 July 2014
Legal Services: 14 July 2014

Contact Officer: Tristan Fieldsend
Job Title: Democratic Services Officer
Telephone: 02392 446233
E-Mail: tristan.fieldsend@havant.gov.uk

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HAVANT BOROUGH COUNCIL

Scrutiny Board

Scrutiny Board Work Programme 22 July 14

Report by: Jack Caine

Portfolio: Councillor Jackie Branson

Key Decision: N/A

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 Development 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 Development 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 Ken Smith
- Economy & Communities – Councillor Caren Tarrant
- Environment & Neighbourhood Quality – Councillor David Keast
- Marketing & Development – Councillor David 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: 14 July 2014

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

APPENDIX A

SUBJECT	Objectives of Review	Panel	LEAD PORTFOLIO HOLDER/	Date For Consideration by Scrutiny Board and/or Cabinet and/or Council
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
Corporate Performance Health Check 2013/14 - 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.	Scrutiny Leads Panel	Cabinet Lead for Marketing and Development	Scrutiny Leads Panel Thursday, 26 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, 22 Jul 2014
Events	To understand and evaluate Havant	Economy and	Portfolio Holder for	Scrutiny Board Tuesday, 9

SUBJECT	Objectives of the Review	Panel	LEAD PORTFOLIO HOLDER/ OFFICER	Date For Consideration by Scrutiny Board
	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)	Communities Panel.	Economy and Communities	Sep 2014
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) Tuesday, 9 Sep 2014
Review of Grass Cutting	Following recent concerns over grass cutting throughout the borough the Panel will investigate what issues have arisen and identify how the service will move forward.	Environment and Neighbourhood Quality Panel	Deputy Leader of the Council and Cabinet Lead For Environment and neighbourhood Quality and Cabinet Advice	Scrutiny Board Tuesday, 9 Sep 2014
Review of Fees and Charges	To investigate how the Council's fees and charges are set.	Governance and Logistics Panel	Cabinet Lead for Governance and Logistics and Human Resources	Scrutiny Board Tuesday, 18 Nov 2014
Grants to Voluntary Organisation	To receive an update on the Grants scrutiny which originally went to the Scrutiny Board on 22 November	Economy and Communities Panel	Portfolio Holder for Economy and Communities	Scrutiny Board Tuesday, 18 Nov 2014

SUBJECT	Objectives of the Review	Panel	LEAD PORTFOLIO HOLDER/ OFFICER	Date For Consideration by Scrutiny Board
s - Progress Review	2011.			
Revenue Budget 2015/16	The Board is to consider the proposed budget strategy for 2105/16		Leader and Cabinet Lead for Corporate Strategy, Finance, Partnerships	Scrutiny Board Tuesday, 27 Jan 2015
Scrutiny Board - Annual Report 2014/15	To review the Board's performance in 2014/15, make recommendations for future work programmes and working methods.			Scrutiny Board Tuesday, 24 Feb 2015
Corporate Performance Healthcheck 2014/15 - Q1	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.	Scrutiny Leads Panel	Cabinet Lead for Marketing and Development	Scrutiny Leads Panel Date to be confirmed
Corporate Performance Healthcheck - 2014/15 - 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 investigation and report back.	Scrutiny Leads Panel	Cabinet Lead for Marketing and Development	Scrutiny Leads Panel Date to be confirmed
Corporate Performance Healthcheck	Scrutiny Lead Councillors quarterly meeting to review the Corporate Performance Healthcheck Reports.	Scrutiny Leads Panel	Cabinet Lead for Marketing and Development	Scrutiny Leads Panel Date to be confirmed

SUBJECT	Objectives of the Review	Panel	LEAD PORTFOLIO HOLDER/ OFFICER	Date For Consideration by Scrutiny Board
- 2014/15 - Q3	Any issues of concern to be referred to the appropriate Scrutiny Panel for investigation and report back.			
Corporate Performance Healthcheck - 2014/15 - 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.	Scrutiny Leads Panel	Cabinet Lead for Marketing and Development	Scrutiny Leads Panel Date to be confirmed
CCTV - Final Report	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. (Interim Report considered by Scrutiny Board on 19 November 2013)	Environment and Neighbourhood Panel	Portfolio Holder for Environment and Neighbourhood Quality	Scrutiny Board (Date to be confirmed)
Community Infrastructure Levy	To investigate priorities for allocating monies received through CIL.	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)