

HAVANT BOROUGH COUNCIL
PUBLIC SERVICE PLAZA
CIVIC CENTRE ROAD
HAVANT
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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 9 September 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

1 September 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)

1 Apologies

To receive apologies for absence.

2 Minutes

To confirm the minutes of the Scrutiny Board held on 22 July 2014.

3 Matters Arising

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

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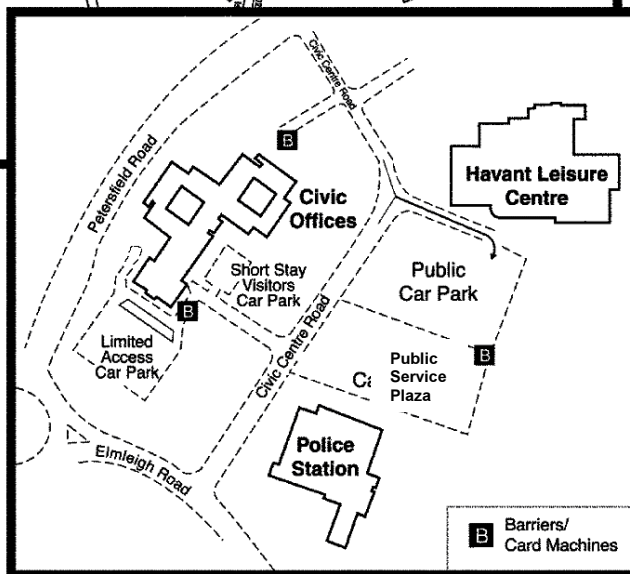
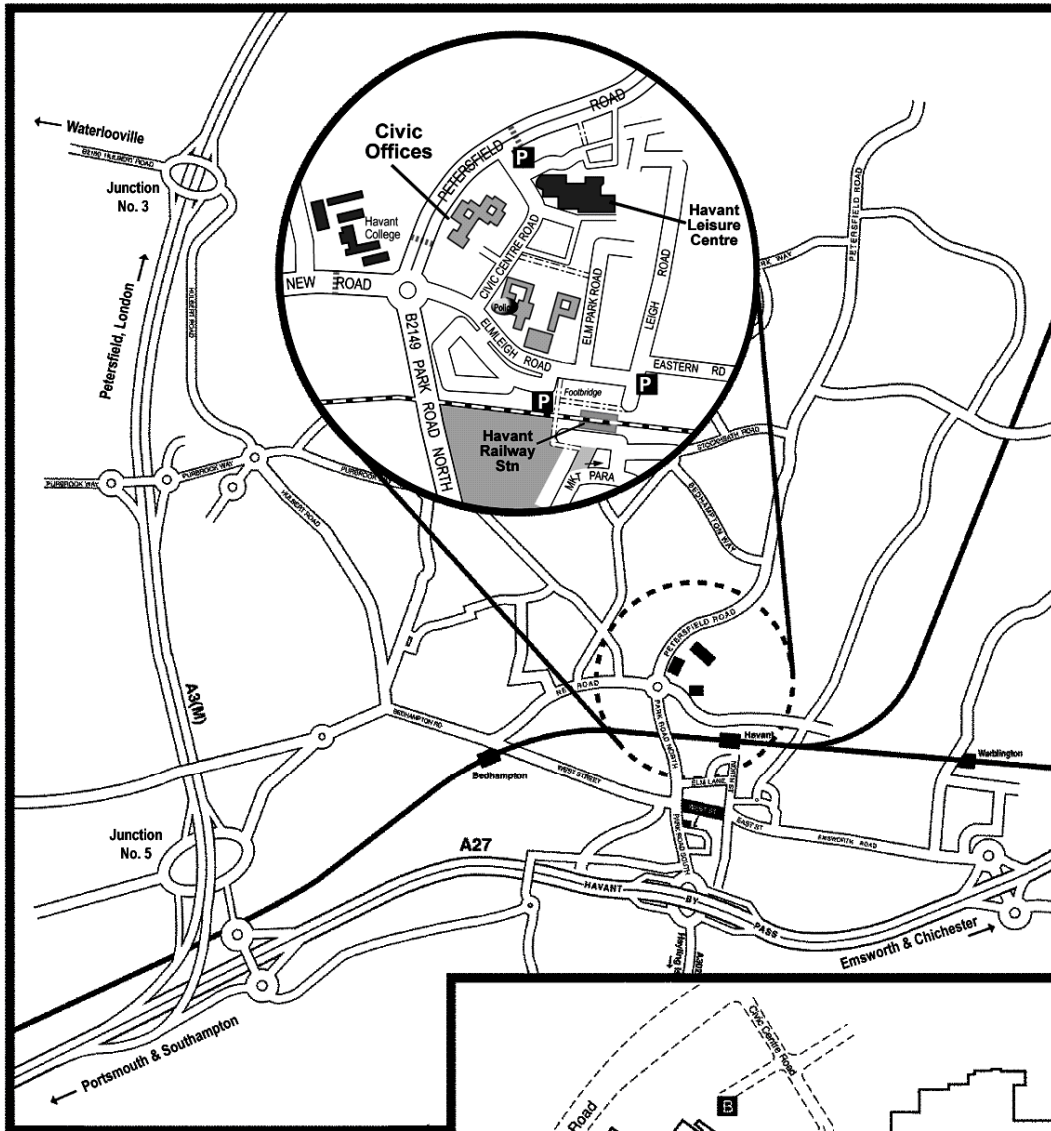
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HAVANT BOROUGH COUNCIL

At a meeting of the Scrutiny Board held on 22 July 2014

Present

Councillor Shimbart (Chairman)

Councillors Cousins, Lenaghan, Perry, Smith D, Smith K, Tarrant, Turner, Ponsonby and Pierce Jones

9 Apologies

Apologies for absence were received from Councillor R Galloway.

10 Minutes

RESOLVED that the minutes of the meeting of the Scrutiny Board held on 3 June 2014 be approved as a correct record.

11 Matters Arising

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

12 Declarations of Interests

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

13 Chairman's Report

The Chairman thanked those that attended the Overview and Scrutiny training held on 15 July 2014. The Chairman advised the board that the presentation from the training session was available for viewing online.

14 Leisure Scrutiny Update

The Board received a report from the Service Manager (Community) providing an update on progress with regard to the recommendations arising from the Leisure Panel's Review of Leisure, carried out in 2012.

The Service Manager was invited to join the meeting for the debate on this item and answered members' questions in connection with the report.

An update was provided on what progress had been achieved over the last two years and the Board was pleased to note that the majority of recommendations had been actioned. It was recognised that some had not yet been implemented due to cost issues. Special attention was drawn to the recommendation regarding outsourcing of sport development, updating the Board on changes to the role of the Community Officer (Sport and Leisure Infrastructure) which has led to a refocus of the officers time onto infrastructure rather than sports development activity.

Members raised questions regarding proper use of sport facilities and if certain sites were getting reasonable and fair use from teams within the borough. The Service Manager assured questions would be investigated.

Members also raised concerns over the effectiveness of self-managed sites and pitches. The Service Manager advised more work needed to be completed in regard to self-managed sites. The Board was also advised that officers were looking into providing information and training on the self management of sites to assist members of the public. The Chairman thanked Claire Hughes for the report.

RESOLVED that the report be noted and that the Scrutiny Panel be requested to build upon work to date focusing on Self-Management of pitches.

15 Review of Electoral Arrangements

The Board considered a report from the Governance and Logistics Policy and Development panel setting out the Panel's findings in connection with its review of Electoral Arrangements.

Members of the Scrutiny Panel presented their report to the Board and answered members' questions in connection with the Panel's proposals.

The Board discussed the importance of investigating the different options available to the Council for providing and maintaining excellent standards for local, general and European elections. Concerns were raised over the viability and practicability of using the Public Service Plaza as a venue for counting and announcing election results. It was agreed that members would attend a full rehearsal of an election to ensure the feasibility of its use.

Members also raised issues regarding catering, number of scrutineers, number of guests per candidate and availability of results post announcement. It was advised by the scrutiny lead that these issues were not in the remit of the report so were not investigated. The Chairman advised these question had been passed to Democratic Services who would forward to appropriate officers.

During the course of the discussion the board agreed the following amendments:

- Recommendation 2.1 and paragraph 4.1 to replace the word 'counting' with 'checking'.
- Paragraph 4.11 to be removed from the report..
- Recommendation 2.5 to read 'A timetable be available at the count detailing the running order of the evening.'

RECOMMENDED to the Cabinet that

- (1) A central desk for the checking of spoilt ballot papers be introduced;
- (2) Candidates be informed of the election results prior to them being announced on the stage;
- (3) Havant Borough Council's PA system be used for future counts;
- (4) Improved publication of the agents briefing to ensure attendance by all agents;
- (5) A timetable be available at the count detailing the running order of the evening;
- (6) A breakout area for staff be introduced during the count to help alleviate staff tiredness;
- (7) Vehicle access to the area allocated for the delivery of ballot boxes be restricted on health and safety grounds; and
- (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.

16 Scrutiny Board Work Programme 22 July 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.

RESOLVED that a scrutiny of the Review Outside Bodies by the Governance and Logistics Panel be included on the Work Programme;

The meeting commenced at 5.00 pm and concluded at 6.06 pm

.....
Chairman

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HAVANT BOROUGH COUNCIL

SCRUTINY BOARD

EVENTS SCRUTINY REVIEW

Report of the Economy and Community Scrutiny Panel

Cabinet Lead: Economy and Community - Cllr Mrs Weeks

Key Decision: No

1.0 Purpose of Report

1.1 To present the recommendations being made in connection with the events scrutiny review .

2.0 Recommendation

2.1 The Events Scrutiny Panel recommends to the Cabinet that:

2.2 The Council moves to become a supporter or enabler of events, except for the few large scale events which have a significant role in drawing visitors into the borough;

2.3 Events that are run or supported by HBC should be evaluated for their impact and reported to the relevant Portfolio Holder with an annual report presented to Cabinet and Scrutiny;

2.4 The Economic Development service continues to allocate the current level of officer resource to the management of events that take place on HBC land;

2.5 The Mayors Secretary role in events management is recognised and that forms part of the overall events function, ensuring that sufficient resource is available to support, enable and run events;

2.6 The Economic Development team actively promotes business engagement in the various business networks encouraging businesses to become part of a network; and

2.7 The Community service works with Economic Development to host workshops with businesses to develop events ideas and planning, and promote the benefits of business networks

3.0 Summary

3.1 Residents, visitors and businesses in the borough benefit from a variety of events held throughout the year. Some of these events are run by the council, others by community groups, businesses or voluntary sector organisations. Some years

will see significant national events taking place and as such there may be additional demand to support, enable or deliver events locally.

- 3.2 A number of services across the council are involved in either directly running events or supporting other organisations to deliver safe and well attended events.
- 3.3 The purpose of this scrutiny was to
- a) Understand and evaluate the Council's involvement in events, and recommend which events should continue to be supported by the Council
 - b) Review the role of officers in delivering events and determine the most effective and efficient way for that to take place
- 3.4 Service specific events, such as consultation events, are outside the scope of this scrutiny.
- 3.5 Having defined the scope of the review, the Panel then outlined the key objectives of the scrutiny:
- Evaluating the cost to the Council of supporting events
 - Reviewing the way events are managed across the Council
- 3.6 In order to answer the key objectives, the panel undertook a series of interviews with partner organisations, and visited a number of clubs and activities. Reports from those visits have helped inform the conclusions of this review.

4.0 Subject of Report

- 4.1 The Council is involved in a wide variety of events across the borough, some that are run directly by the Council, others that are supported either financially or by officer time. The volume of events is often determined by external factors, for example the recent Olympics meant that the borough saw a significant rise in events during 2012. This report provides a snapshot of the type and number of events supported or run by the council, using events that took place in 2013/14.
- 4.2 This report refers to the Council "supporting" and/or "enabling" events. The term "supporting" refers to the activities the Council undertakes directly to ensure the event will take place; for example, additional cleaning or grounds maintenance, providing barriers, undertaking risk assessments. The term "enabling" refers to the work the Council undertakes to ensure the community is able to deliver an event; for example, providing officer support at event meetings, assisting groups to bid for funding.

Plaza events

- 4.3 The Council encourages use of the new suite of rooms at the Plaza in order to obtain income for the Council and to promote the use of this modern facility. A number of community events have taken place, along with a number of business conferences. The facility is licensed for weddings and several have already taken place at the site.

Service events

- 4.4 A number of services run events. Some of these are consultation events aimed at getting community input into Council policy, for example the development of the Core Strategy. Other services, primarily Community, Economic Development and Neighbourhood Quality services, run or support events for businesses or the community. Few events are directly delivered by the Council, most are run by either business or community groups with support from the Council. With community events, it is the intention that the Council provides initial support to help establish an event, withdrawing their support when the community is confident to take over.

Mayoral events

- 4.5 The Mayor has a significant role in attending and running events across the borough and is supported in this by the Mayor's Secretary who is responsible for arranging attendance at external events, and managing the delivery of specific Mayoral events.

Events Management

- 4.6 The Council has had an Events Management function, originally hosted within the Open Spaces team and more recently based within the Economic Development service; this function dealt specifically with events held on HBC land. The purpose of the events management function is to:
1. Support voluntary sector organisations to host community events by providing information and guidance on the safe running of their event
 2. Deliver large scale council run events for the benefit of the community
 3. Act as the main contact point for all departments within the council regarding event management
 4. Play an active role on the council Safety Advisory Group advising other departments on the legal and safety requirements of running an event
 5. Ensuring that events have a positive impact upon Tourism and Economic Development outcomes
- 4.7 The Safety Advisory Group (SAG) comprises representatives of a number of agencies, such as the Police and Fire Service, who consider applications by organisations to run large scale events. They will set out criteria which the event organisers must adhere to and will offer advice and guidance to applicants.
- 4.8 Following the recent Economic Development Service Review (May 2013), which aimed to reinvest staff resource in driving the economic prosperity of the borough, resource will still be allocated to supporting events that take place on Havant Borough Council land. Appendix B details the work required to facilitate these events which take place on council land.

Running events

- 4.9 An analysis has been undertaken on the events run or supported by the Council in 2013 in order to understand the investment by HBC in terms of finance and officer time (Appendix C). Events that are deemed to be run by the Council are

those that would not have taken place had the Council not had a lead role in the event co-ordination and delivery.

- 4.10 There is a need to ensure co-ordination between those services running events and the Council's front-line teams, particularly the street cleansing teams, who ensure that the venue is provided in a clean and orderly manner.

Resources

- 4.11 The Council allocates revenue budget and officer resource to the running and support of events. The revenue cost of running and supporting events in 2012/13 totalled approximately £52,000. Details of expenditure on events can be found in Appendix C. Other services are involved in events on an individual basis so these costs in Appendix C are a conservative estimate of the overall cost of delivering events.
- 4.12 A significant amount of officer time is spent on running and supporting events, approximated at a minimum of 1,700 hours in 2013. Without that investment of officer time, many of these events would not be delivered. The Panel felt that what the Council would save on officer time would have big impact on an events viability
- 4.13 Direct and indirect economic and social benefits of event activity can be measured if surveys are undertaken at events, and this might be something the Council would wish to consider if it continues to invest time and money in supporting events.

Interviews

- 4.14 The Panel members reviewed the following events:
- Havant Literary Festival
 - Emsworth Horticultural Show
 - Leigh Park Festival
 - Waterlooville Classic Car Show
- 4.15 Panel members also visited Waterlooville Business Association and a member of the Havant Business Association
- 4.16 Reports from those visits can be found at Appendix A and a summary of conclusions reached by the Panel are found at section 5 below.

5.0 Conclusions

- 5.1 The Council has a key role to play in delivering and enabling events within the borough.
- 5.2 Where events are organised by the Council, this should be done on a project management approach, with staff resources called in from across the council to support the delivery of the event, with the overall project management sitting with a relevant senior officer. There is a need to ensure that Operational Services, specifically street cleansing teams, are aware of planned events so they can schedule their work accordingly.

- 5.3 If the Council is to continue to hold events on HBC land, there is still a need for an officer resource to ensure these events are managed with public safety in mind.
- 5.4 Events are important for the economic prosperity of our towns and centres, therefore businesses should be encouraged and supported to be active members of the various business networks that operate across the borough. Strengthening the business networks will result in them being able to contribute, financially and in time, to planning and promoting events in the town centres.

6.0 Recommendations

6.1 The Events Scrutiny Panel recommends to Cabinet that:

- (1) The Council moves to become a supporter or enabler of events, except for the few large scale events which have a significant role in drawing visitors into the borough
- (2) Events that are run or supported by HBC should be evaluated for their impact and reported to the relevant Portfolio Holder with an annual report presented to Cabinet and Scrutiny
- (3) The Economic Development service continues to allocate the current level of officer resource to the management of events that take place on HBC land
- (4) The Mayors Secretary role in events management is recognised and that forms part of the overall events function, ensuring that sufficient resource is available to support, enable and run events
- (5) The Economic Development team actively promotes business engagement in the various business networks encouraging businesses to become part of a network
- (6) The Community service works with Economic Development to host workshops with businesses to develop events ideas and planning, and promote the benefits of business networks

7.0 Implications

Resources:

7.1 The recommendations in this report offer the opportunity to make better use of existing resources.

Legal:

7.2 None arising directly from this report

Strategy:

7.3 Revising the support and delivery of events will contribute towards the Council's objective of providing excellent public services

Risks: (Environmental, Health & Safety, Customer Access Impact Assessment)

7.4 None arising directly from this report

Communications:

7.5 The recommendations of this scrutiny will be communicated to local businesses through the relevant business association or partnership

For the Community:

7.6 Improved management of events, and engagement of the business community, will result in an enhanced offer to the community

Integrated impact assessment

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

- The delivery of events has a positive impact on the health and wellbeing of all aspects of the community
- The provision of free events provides opportunities for those in the most deprived areas of the borough
- Supporting the community to deliver events themselves provides opportunities for individuals to gain additional skills and experience, thereby improving their opportunities for employment.

8.0 Consultation

8.1 The Scrutiny Panel undertook a number of interviews with individuals and organisations that deliver events in the borough.

Appendices:

Appendix A – Scrutiny Panel visit reports

Appendix B – Events Management

Appendix C – Financial and Staffing Analysis of events

Background Papers: Nil

Agreed and signed off by:

Relevant Executive Head: 2/4/14

Portfolio Holder: 24/4/14

Contact Officer: Claire Hughes
Job Title: Service Manager (Community)
Telephone: 023 9244 6633
E-Mail: Claire.hughes@havant.gov.uk

**Havant Literary Festival
2013**

16th September

Meeting with Tim Dawes

How long has the literary festival been running and who is involved?

The literary festival has been running for the past 6-7 years with support from local businesses, schools and colleges, libraries and The Spring plus many volunteers giving time and commitment.

Why have a literary festival and who benefits from this event?

The festival is all about the arts not just books, it encourages the local community to get involved and try something new offering workshops on book writing, acting painting, drawing, singing and poetry as well as an opportunity for organisations such as book clubs, libraries local theatre groups to network.

Bench and Dynamo put on walks and shows displaying character acting around the borough encompassing Havant Town, Leigh Park, and Warren Park bringing history to life. There are competitions with winners having their work show cased.

This event attracts people in to Havant from surrounding areas that may not normally visit there for benefiting the local economy. Hotels and guest house have increased bookings during the event

How is the festival funded?

The Festival receives some small amounts funding from Portsmouth Water, local gym and small business, fund raising events all so take place. The festival is advertised in the local area by leaflet drops as well as a web site, main funding comes from ticket sales.

How is Havant borough Council involved?

No money comes from the council other than through the community fund to buy things like display boards that all of the community can use if needed. Havant Borough Council offers advice and support by giving officer time enabling the festival to be enjoyed by all its visitors. The festival would not be able to go ahead without this support.

Cllr Mrs Caren Tarrant

Waterlooville Classics Car Show

6 July 2013

How many cars / bikes? 32 Classic Cars
17 Classic Motorcycles
33 Harley Davidsons
17 Classic American Cars

How many visitors? Approx. 2000

Reaction from shops/ businesses

Visited in favour: Super Drug
Timpsons
Pam Purred Pets
Phones4U
Rowans
Café Havana
Wetherspoons

Visited not in favour: Emily Nails

Is This Event Popular? Yes

Is it good for your business?

Those in favour: OK but no real increase. Also, businesses at the top of the street see much less benefit than those lower down.
Can events be less localised?

Those not in favour: No. Significantly less business because the event is located down the street so we have a very low footfall during the event.

Would you like to see more or less street events?

Those in favour: More please

Those not in favour: Depends on the event

Have you any ideas for future events?

- Bands but Music Festival was all week and was a bit overpowering
- Community Events / Fun Fair
- Street markets, food markets

Interview with Cllr Faith Ponsonby

Who's Idea and how did the Festival start, who is involved?

The festival started approximately 13 years ago when the Neighbourhood Forum raised funds to hold a Christmas Grotto. The Leigh Park Traders Association is now involved.

The festival is a free event that is held on Stock Heath Common over the second bank holiday in May. It is supported by Havant Borough Council Portsmouth City Council and Asda, as well as funds from Comic Relief which has bought Gazebos that can be used free of charge for other events in return for help and support at the festival fund raising events are held throughout the year as well as prize draw events.

There is also a Face Book page that has been set up with information about the event.

Havant Borough Council give permission for the event to go ahead as well as supplying equipment and officer time to help with the planning and organising of signs road closures and security.

Why hold a Leigh Park Festival? What do the residents get from this? What does Havant borough Council get from this?

The residents get a free event that engages the local and surrounding communities, bringing people into the borough that is clearly supported by Havant Borough Council that show cases the business and the facilities on offer in Havant Borough.

What would happen if Havant Borough Council were not involved?

Permission for the event would still need to be given more fundraising would have to take place to buy equipment. Havant Borough Council provides office time to help with the organising and planning the event making it a safe and enjoyable event for everyone, without this support the event would not be the success that it is.

How do you know The Leigh Park Festival has been successful?

Success is measured by the numbers that attend 5-600 people a day approximately feedback that they give and by those that want to get involved with organising or having a stand, comments can also be left on the Face Book site.

Cllr Mrs Caren Tarrant

**Emsworth Horticultural Show
2013**

10th September

Interview with Cllr Faith Ponsonby

How did the Horticultural show start? Who is involved?

The show is run by the Emsworth Horticultural Society it has been running for 90 + years it's a Summer show held over the August bank holiday. It started as an opportunity for residents to show and sell the produce that they have grown or made.

How are funds raised? How is Havant Borough Council involved?

Through ticket sales £3.00 each by sales of produce, stall holders and events through the year. There is a free park and ride to the show which is funded by takings. It's also an opportunity for other organisations to advertise by having displays.

Havant Borough Council gives permission for the event to take place, as well as providing the electricity and water supply through generators, fencing, and litter bins.

How do the residents and Havant Borough Council benefit from this event?

It's a good value or money community event that caters for all ages and abilities attracting visitors from outside of the borough as well as local people.

What would happen if Havant Borough Council was not involved?

The cost of the admission ticket would have to rise as well as charging for the park and ride service. Enough funds would have to be raised throughout the year to pay for the equipment needed to make the event safe and enjoyable.

Cllr Mrs Caren Tarrant

**Waterlooville Business Association (WBA)
2013**

30 September

Rosemary Wilson. Chairman. 023 9225 2123
Janet Johnstone. Secretary. 023 9225 9738

The WBA has a very good and comprehensive web site through which they promote and market Waterlooville businesses. The group was founded in 1996 and they started the street Market in 1998. The Bray Assc organises produce markets.

The WBA appreciate that events are popular and increase footfall but could HBC assist with ideas?

Problems:

- They are very short of funds – aren't we all?
- The Boulevard has no street lights and is scruffy. This is private property so not covered by HCC. Could HBC stir up the landlords?
- Apparently, the new Band Stand is a disaster from the design point of view. Not popular with locals.

Car Parks are seen as an issue.

- The Car Parks at Albert Rd & Wellington Way charge £1 per hour.
- The Retail park is free but a long way from the shops.
- Dukes Walk Car Park is free if you spend £5 in the shops – good idea!

Positive aspects

1. Sainsbury might be coming to Waterlooville. This will give a big boost to the local businesses
2. M&S Food is coming. To be located at the JJ sports site.

Summary

WBA is a proactive and go ahead organisation. Despite the low morale among the local businesses at present, with a bit of imaginative help from our HBC team, the future is looking up. I emphasised that help from HBC would be in the form of assisting with organising and motivating, not financial.

I was asked to note that Richard Shaw, 07766313500 (richardshaw@solentcc.org) was responsible for organising the recent successful Waterlooville Fete.

Terry Jordan of the Havant Business Group interviewed

This is not an ideal time to scrutinise the Havant Group in that many retailers are in a state of flux due to the proposed redevelopment of Market Parade.

All retailers within the affected area are under notice to quit and the landlord has stated that there will be no retail premises in the development, only restaurants, cafes and leisure activities (Wetherspoons, Slug & Lettuce(?) Costa etc.).

The current retailers are adamant that if more is not done to find alternative premises, Havant will lose many businesses as a result. They have been offered site on the upper floor of the Meridian (seen as a slow death), and site in Park Parade. Neither are seen as attractive.

Ink World has been told to vacate by 15 August 2014.

Terry believes that the Landlord is looking at four levels of rented apartments for his income with income from the ground floor businesses as the cream on the top if they succeed.

Looking at other areas of the Havant Business Group membership, most see the following as problem areas.

- Absentee Landlords: these are seen as not interested, failing to carry out maintenance and not responding to problems.
- Businesses rates are unrealistic
- Too many Charity shops

Finally, the overriding feeling from the businesses is that they need more support from the Council.

Community events held on HBC land

Information required by HBC:

- What is the nature of the event :- as much detail as possible about the activities e.g. catering, music, structures (such as marquees), collection of money for charity, raffles. Tombola, sale of alcohol, entertainment
- Where:- where the event is to be held, including the address. Will this require any road closures. Confirm that the location the organiser wishes to use is owned by HBC and if so that it is free to use. If this is a park or open space Operational services would confirm availability.
- When:- What is the date for the proposed event. Use the HBC events diary page check no other events have been booked. Consider other events happening in the borough that the proposed event would clash with.
- Times:- including set up and take down time.

Advice given on:

- Insurance – the organisers need to have at least 5 millions pounds public liability insurance. Each attraction and or stall should also hold public liability insurance.
 - Risk assessment – There is no set formula for a risk assessment – however a blank template is available.
 - First Aid – the size of the event will determine how many first aiders are required.
 - Event information point – this should always be manned by a member of the organising committee. Lost Child Point should also be at this point manned ONLY by a person who has a Disclosure and Barring Check
 - Temporary Events Notice (TEN) – music and entertainment. If the event has amplified music for an audience of 499 as a main attraction this will require a TEN. If the music NOT amplified and played to a crowd of 200 or less then a TEN is not required. If alcohol is to be sold at the event then is TEN is required. Environmental Health Licensing team deal with TEN applications. Applications can be found on HBC website <https://www.gov.uk/apply-for-a-licence/temporary-event-notice/havant/apply-1>
 - Catering at the event – if outside caterers are being invited to an event their details (company name contact details, provision being sold) should be passed to the EHCommercialsharedmailbox@havant.gov.uk This information is requested within the event application form.
 - Event Application form – this form MUST be completed by the event organiser and returned to the council at least 5 weeks before the event. Once checked by an officer this needs to be sent to Jackie Rogers administrator for the Safety Advisory Group for circulation to the group.
- Thronging Orders – these are used to close a road for a short period of time, for instance for a procession or street party. Application needs to be made to the legal team April Shilstone who will circulate to the traffic team, Police, and

ward councillors. Road closure signs will be required and the organiser has to advertise the closure in the road for a period of time before the event.

Appendix C

Events supported by HBC					
Event	Budget	Staff costs*	Staff time	Lead officer	Other staff/teams involved
Waterlooville Music Festival	£2,000	£122	5	Jeff Crate	
Staunton Festival	£5,000	£1,186	48.5	Jeff Crate	Sarah Flamson
Hayling for St. George	£200	£34	2	Sarah Flamson	
Hayling Lions Langstone Walk	£200	£0	0	Sarah Flamson	
Leigh Park Festival	£200	£0	0	Sarah Flamson	
Watersports for Cancer	£200	£34	2	Sarah Flamson	
Hayling Lions Donkey Derby	£200	£0	0	Sarah Flamson	
999 Services Day	£200	£34	2	Sarah Flamson	
Havant Family Church Fun Day	£200	£0	0	Sarah Flamson	
Three Churches Summer Fete	£200	£0	0	Sarah Flamson	
Emsworth Horticultural Show	£200	£0	0	Sarah Flamson	
Rowans Hospice Summer Fete	£200	£0	0	Sarah Flamson	
Jubilee Street Parties	£0	£626	37	Sarah Flamson	
Ports Joggers 5 mile ladies race	£0	£8	0.5	Sarah Flamson	
Havant Goes Greener Week	£0	£1,041	61.5	Sarah Flamson	Jeff Crate, Peter Hammond
WAG Walk, Hayling Island	£0	£8	0.5	Sarah Flamson	
Havant Literary Festival	£0	£807	33	Peter Hammond	Nicki Conyard
Nine Days Art Trail	£0	£191	7	Nicki Conyard	
Havant Welcomes the World	£5,000	£546	20	Nicki Conyard	Claire Hughes
Boat Project Launch	£100	£1,528	56	Nicki Conyard	Georgina Rogers, Richard Wood, Jeff Crate
Easter Event, Warren Park	£0	£102	6	Georgina Rogers	
Christmas Sure Start	£0	£237	14	Georgina Rogers	
Jubilee Leigh Park Event	£0	£237	14	Georgina Rogers	Jeff Crate, Laura Bevis
St. Georges Day Parade	£200	£152	9	Georgina Rogers	Sarah Flamson, Jeff Crate
It's a Knockout - Wecock	£100	£118	7	Laura Bevis	
Family Games - Waterlooville	£200	£118	7	Laura Bevis	
WACA Community Day	£0	£34	2	Laura Bevis	
Waterlooville Summer Fete	£200	£68	4	Laura Bevis	Sarah Flamson
Waterlooville Christmas event	£150	£85	5	Laura Bevis	
Billys Lane project events	£0	£51	3	Laura Bevis	Jaime Bridges
Waterlooville Christmas Grotto	£200	£169	10	Laura Bevis	

The Acorn centre Summer Fair	£100	£51	3	Laura Bevis	
Waterlooville Arts Trail	£0	£34	2	Laura Bevis	
Linnet Close play area opening	£0	£34	2	Laura Bevis	
Leigh Park christmas lights	£0	£46	3	Andy Wheeler	
Havant Schools swimming gala	£300	£37	2	Richard Wood	
Hampshire Sports Awards	£0	£184	10	Richard Wood	
StreetSport	£4,000	£184	10	Richard Wood	
Fitbeat	£200	£37	2	Richard Wood	
Round Harbours Bike Ride	£0	£277	15	Richard Wood	
National Watersports Festival	£500	£1,106	60	Richard Wood	Sarah Flamson,
Rememberance Sunday		£508	30	Anne Thurlow	
Easter Event MDA				Jaime Bridges	Externally funded activities
Play Safe event MDA				Jaime Bridges	Externally funded activities
Arts event MDA				Jaime Bridges	Externally funded activities
Litter pick event MDA				Jaime Bridges	Externally funded activities
Halloween event MDA				Jaime Bridges	Externally funded activities
Christmas carols MDA				Jaime Bridges	Externally funded activities
TOTAL	£20,250	£10,033	495		

* Staff costs based on lead officer hourly rate + personal on-costs

Appendix C

Events Run by HBC

Event	Budget	Staff costs*	Staff time	Lead officer	Other staff/teams involved
Holocaust memorial day	£250	£288	17	Sarah Flamson	Caren Ransom, Operational Services
Waterlooville Pancake Race	£0	£203	12	Sarah Flamson	Jeff Crate, Operational Services
Waterlooville Classic car show	£2,000	£609	36	Sarah Flamson	Jeff Crate, Debbie Mottishead, Dominic Damerell, Operational Services
HBC Bonfire & Firework Display	£5,500	£254	15	Sarah Flamson	Operational Services
Skills Employability Conference	£0	£636	26	David Harris	Jeff Crate
Havant into Business	£0	£587	24	David Harris	
Hampshire Youth Games	£1,800	£1,794	106	Richard Wood	Dominic Damerell
BILL Events	£0	£1,070	58	Jaime Bridges	Georgina Rogers, Laura Bevis
Borough in Bloom	£0	£677	40	Sarah Flamson	Operational Services
Junior Citizen/Think Safe	£3,500	£1,092	40	Tim Pointer	
Annual Skills Conference	£2,000	£367	15	David Harris	Jeff Crate
Havant Goes Greener	£1,000	£1,692	100	Penny Brown	
Community Advice Day	£2,000	£2,030	120	Laura Bevis	Iris Gunton, Andy Wheeler
CLP outreach days at ASDA	£0	£153	10	Andy Wheeler	
Havant Sports Awards	£700	£1,475	80	Richard Wood	Dominic Damerell
National Watersports Festival Taster Sessions	£3,500	£1,844	100	Richard Wood	Dominic Damerell
Inspire a Generation Havant & East Hampshire	£200	£738	40	Richard Wood	EHDC staff
Sports Clubs engagement evening	£100	£645	35	Richard Wood	
Get Active at the Staunton Festival	£950	£369	20	Richard Wood	Dominic Damerell
Mayor Making (Civic Event)	£3,200	£931	55	Anne Thurlow	Neill Payne + FM Staff
Mayor Making banquet(funded from ticket sales)	£0	£508	30	Anne Thurlow	Neill Payne + FM Staff
Civic Sunday	£200	£305	18	Anne Thurlow	Neill Payne + FM Staff
Honorary Alderman ceremonies	£1,200	£338	20	Anne Thurlow	Neill Payne + FM Staff
Veterans event	£1,000	£254	15	Anne Thurlow	Neill Payne + FM Staff
Freedom Parade	£300	£389	23	Anne Thurlow	Neill Payne + FM Staff
Volunteers thank you event	£600	£169	10	Anne Thurlow	Neill Payne + FM Staff
The Charity Ball (funded by ticket sales)	£200	£761	45	Anne Thurlow	Neill Payne + FM Staff
Classic Car Rally (costs met Mayor's Allowance)	£900	£761	45	Anne Thurlow	Neill Payne + FM Staff
Coffee mornings (usually 3 a year)	£50	£254	15	Anne Thurlow	Neill Payne + FM Staff
Quiz nights (usually 2 a year)	£300	£389	23	Anne Thurlow	Neill Payne + FM Staff
TOTAL	£31,450	£21,579	1,193		

* Staff costs based on lead officer hourly rate + personal on-costs

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HAVANT BOROUGH COUNCIL

SCRUTINY BOARD

REVIEW OF GRASSCUTTING

Report by the Environment and Neighbourhood
Quality Panel

Environment and Neighbourhood Quality Cabinet Lead

Key Decision: NA

1.0 Introduction

- 1.1 Grass cutting in the Borough is very much the public face of the Council. It contributes greatly to a pleasant and attractive environment for our residents to live in and through our parks and open spaces contributes to a feeling of wellbeing for our residents.

2.0 Recommendations

The Scrutiny Board recommends to Cabinet:

- 2.1 that the Operational Services Manager and the Executive Head work together to ensure they have correct trained staffing levels before the cutting season starts;
- 2.2 that the Workshop Manager, Operational Services Manager and Executive Head introduce a satisfactory servicing and repair regime; and
- 2.3 an update be provided to the Board in February 2015 on the Council's readiness for the 2015 grass cutting season.

3.0 Background

- 3.1 This report is the result of concerns expressed by both residents and Councillors in May and June this year that something had gone radically wrong with our grass cutting service throughout the Borough.
- 3.2 Hampshire County Council provide funding to each district in Hampshire for 6 highway verge cuts per annum. The districts can increase the number of highway verge cuts at its own cost. Until 2013 HBC decided to provide additional funding up to a maximum of 12 cuts per annum. In reality because of weather and ground conditions we have not achieved more than 10 or 11 cuts in any year. In 2013 the number of cuts were reduced to 9 and this proved successful.

4.0 How the Work Was Done

- 4.1 We interviewed the Cabinet Lead (Cllr A Briggs), the Executive Head for Environment and Neighbourhood Quality and the Operational Services Manager to discover the reasons for so many complaints.

5.0 Key Issues

- 5.1 We looked at the following:

The weather over the period involved, the staffing levels, and the grass cutting equipment. We wanted to find out how much the weather had effected the cutting rotas. If cuts in the labour force was causing problems and if the cutting equipment was up to the job. Quite simply, had we made too many cuts?

6.0 Conclusions

- 6.1 Reference to the Met Office shows that April was the 3rd warmest on record and rain fall was 5% above average in the South. In May there was some heavy rain in Central Southern England towards the end of the month giving above average rainfall an exceptional growing period for grass.
- 6.2 The Panel has been assured by the Operational Services Manager that the staff reduction, from three teams to two, was not the reason for delays. He told the panel that the reduced number of cuts per annum (9) was totally feasible with just two teams. In 2013 9 cuts were achieved.
- 6.3 There were however problems with staffing levels at the start of the 2014 cutting season and this meant that new operatives had to be trained. We would recommend that the Operational Services Manager and the Executive Head work together to ensure they have correct trained staffing levels before the cutting season starts.
- 6.4 As a Council with its own workshops, we were dismayed to discover that grass cutting equipment, that had lain idle over the winter, was not ready for use at the start of the season, and that major defects had not been rectified on at least two "sit on" machines. We would urge the Workshop Manager, Operational Services Manager and Executive Head to introduce a satisfactory servicing and repair regime to prevent this ever happening again.
- 6.5 In conclusion, we believe that the weather conditions and exceptional growth period in May were the major factors in grass not being cut and this led to a number of customer complaints. We wish to express our concern however that there was a shortage of trained staff, and equipment was not fit for purpose when needed. We feel that this probably did not help to keep grass cutting on track although we acknowledge that the major cause was the weather.
- 6.6 The Panel would appreciate an update in February 2015 on the Council's readiness for the 2015 grass cutting season.

7.0 Implications

- 7.1 **Resources:** There are no financial implications arising from this report.
- 7.2 **Legal:** A fully trained workforce should reduce accidents in the workplace and reduce potential insurance claims against the Council.
- 7.3 **Strategy:** The provision of clean and tidy open spaces and highway verges will fully support the corporate strategy
- 7.4 **Risks:** Uncut verges and open spaces could affect the reputation of the council and have an adverse impact on our residents, visitors and businesses.
- 7.5 **For the Community:** Continue to provide a clean and tidy environment with the support from residents, businesses and partner agencies.
- 7.6 **The Integrated Impact Assessment (IIA) has been completed and concluded the following: NA**

Agreed and signed off by:

Legal Services: 02/09/14

Executive Head of Governance & Logistics: 01/09/14

Relevant Executive Head: 01/09/14

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HAVANT BOROUGH COUNCIL

Scrutiny Board

Scrutiny Board Work Programme - 2014/15

Report by Democratic Services Assistant

Cabinet Lead: 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

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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	Cabinet Lead 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	Cabinet Lead for Economy and Communities	Scrutiny Board Tuesday, 22 Jul 2014
Events	To understand and evaluate Havant	Economy and	Cabinet Lead 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
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
Grants to Voluntary Organisations - Progress Review	To receive an update on the Grants scrutiny which originally went to the Scrutiny Board on 22 November 2011.	Economy and Communities Panel	Cabinet Lead for Economy and Communities	Scrutiny Board Tuesday, 18 Nov 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	Cabinet Lead for Marketing and Development	Scrutiny Board Tuesday, 18 Nov 2014
Revenue Budget 2015/16	The Board is to consider the proposed budget strategy for 2105/16		Leader and Cabinet Lead for Corporate Strategy,	Scrutiny Board Tuesday, 27 Jan 2015

SUBJECT	Objectives of the Review	Panel	LEAD PORTFOLIO HOLDER/ OFFICER	Date For Consideration by Scrutiny Board
			Finance, Partnerships	
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 - 2014/15 - 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.	Scrutiny Leads Panel	Cabinet Lead for Marketing and Development	Scrutiny Leads Panel Date to be confirmed
Corporate Performance	Scrutiny Lead Councillors quarterly meeting to review the Corporate	Scrutiny Leads Panel	Cabinet Lead for Marketing and	Scrutiny Leads Panel Date to be confirmed

SUBJECT	Objectives of the Review	Panel	LEAD PORTFOLIO HOLDER/ OFFICER	Date For Consideration by Scrutiny Board
Healthcheck - 2014/15 - Q4	Performance Healthcheck Reports. Any issues of concern to be referred to the appropriate Scrutiny Panel for investigation and report back.		Development	
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 (Date to be Confirmed)
Review of Outside Bodies	To undertake a review of the Council's arrangements with outside bodies.	Governance and Logistics Panel	Cabinet Lead for Governance and Logistics and Human Resources	Scrutiny Board (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	Cabinet Lead 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	Cabinet Lead for Planning & Built Environment	Scrutiny Board (Date to be confirmed)
Quarterly Budget	The Panel to review the quarterly budget reports to monitor in-year	Governance and Logistics Panel	Cabinet Lead for Governance and	Scrutiny Board (Date to be confirmed)

SUBJECT	Objectives of the Review	Panel	LEAD PORTFOLIO HOLDER/ OFFICER	Date For Consideration by Scrutiny Board
Scrutiny	overspends and underspends in relation to the original budget estimates - Ongoing		Logistics	
Discharges into Local Harbours - Southern Water Update	To receive an update from Southern Water on progress made to reduce discharges into local harbours.	Environment and Neighbourhood Quality Panel	Deputy Leader of the Council and Cabinet Lead For Environment and neighbourhood Quality and Cabinet Advice	Scrutiny Board (Date to be Confirmed)

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