

HAVANT BOROUGH COUNCIL
PUBLIC SERVICE PLAZA
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Havant
BOROUGH COUNCIL

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SCRUTINY BOARD AGENDA

Membership: Councillor Buckley (Chairman)

Councillors Carpenter, Fairhurst, Francis, Hughes, Mackey, Patrick, Pike, Rees, Shimbart and Smith D

Meeting: Scrutiny Board

Date: Tuesday 7 June 2016

Time: 5.00 pm

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

The business to be transacted is set out below:

Nick Leach
Monitoring Officer

30 May 2016

Contact Officer: Mark Gregory and Nicholas Rogers 02392 446232
Email: mark.gregory@havant.gov.uk or nicholas.rogers@havant.gov.uk

PART 1 (Items open for public attendance)

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1 Apologies	
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3 Matters Arising	
4 Declarations of Interests	
5 Chairman's Report	
6 Appointment of Scrutiny Leads and Panels	13 - 30

PART 2 (confidential items - closed to the public)

GENERAL INFORMATION

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BOROUGH COUNCIL

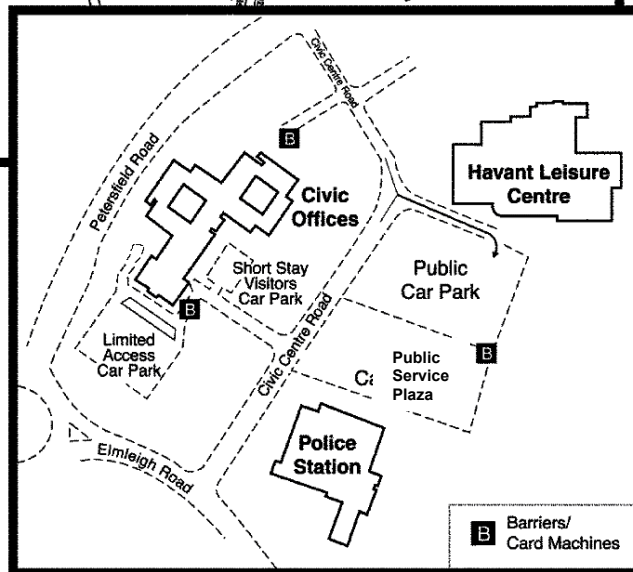
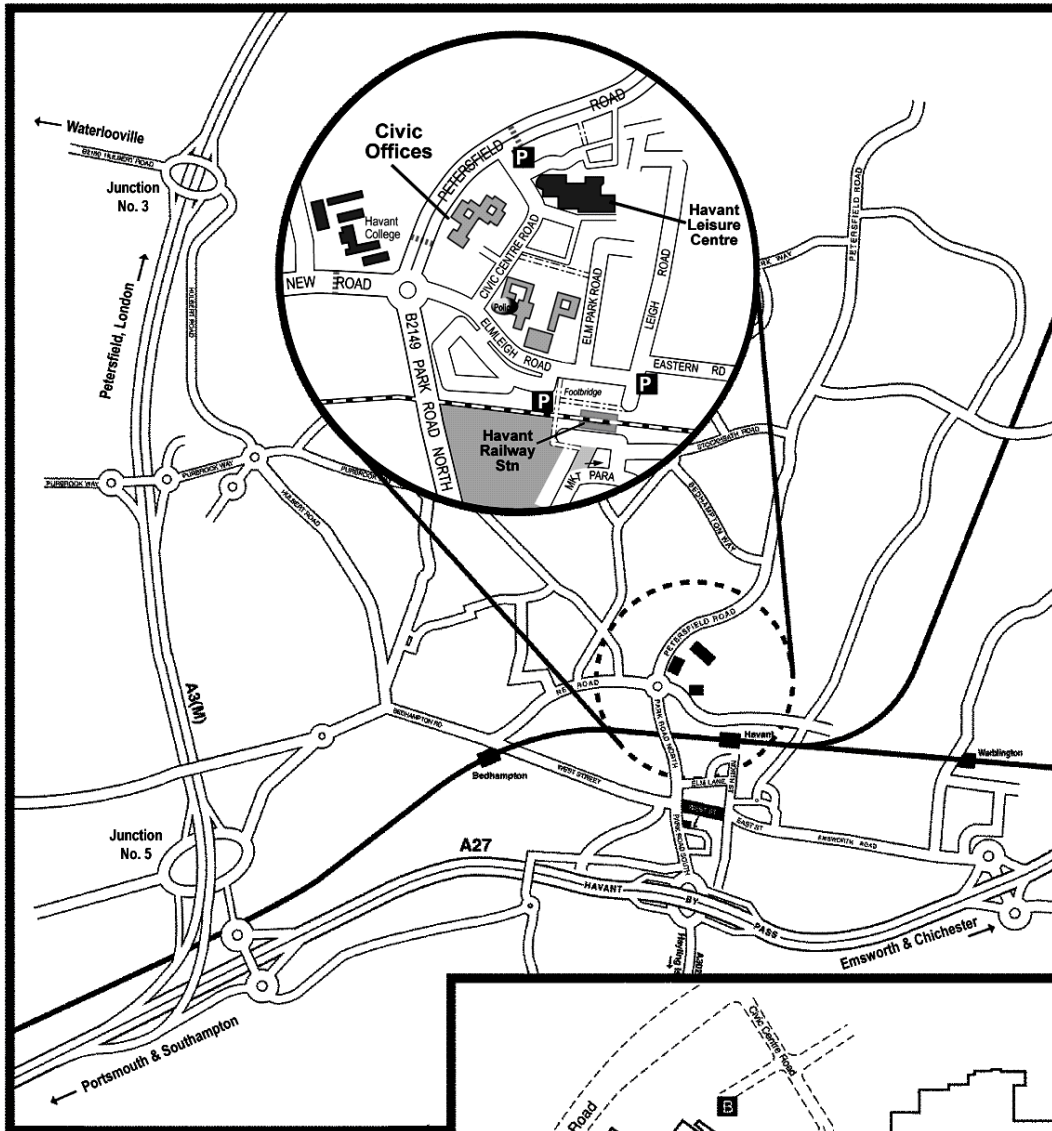
PROTOCOL AT MEETINGS – RULES OF DEBATE

Rules of Debate

- Councillors must always address each other as “Councillor ...” and must always address the meeting through the Chairman;
- A motion must relate to the business included on the agenda or accepted by the meeting as urgent business
- A motion must be proposed and seconded before it is debated until it is either accepted or rejected by a vote;
- An amendment can be proposed to the original motion and this must be seconded before it is debated;
- An amendment cannot be considered if it is inconsistent with an amendment previously adopted or repeats an amendment previously rejected;
- The mover of an original motion may, with the consent of the mover of an amendment, incorporate an amendment into the motion;
- Only one amendment may be moved at a time. No further amendments can be moved until the previous amendment has been dealt with;
- Each amendment must be voted on separately;
- If an amendment is carried, the amended motion becomes the substantive motion to which further amendments may be moved;
- If an amendment is lost, other amendments may be moved to the original motion.
- The mover may withdraw an amendment at any time
- After an amendment has been carried, the Chairman will read out the amended (substantive) motion, before accepting any further amendment, or if there are none, put it to the vote.

Voting

- Voting may be by a show of hands or by a ballot at the discretion of the Chairman;
- Councillors may not vote unless they are present for the full duration of the item;
- Where there is an equality of votes, the Chairman may exercise a second (casting) vote;
- Two Councillors may request, before a vote is taken, that the names of those voting be recorded in the minutes
- A recorded vote will always be taken in respect of approval of the Annual Budget
- Councillors may not vote unless they are in the meeting for the full debate on any particular item
- A Councillor may request that his/her vote be recorded in the minutes



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BOROUGH COUNCIL
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HAVANT BOROUGH COUNCIL

At a meeting of the Scrutiny Board held on 26 April 2016

Present

Councillor Branson (Chairman)

Councillors Cousins, Heard, Keast (Vice-Chairman), Lenaghan, Mackey, Perry, Shimbart, Wade and Ponsonby

62 Apologies

Apologies for absence were received from Councillor K Smith.

63 Declarations of Interests

There were no declarations of interest.

64 Annual Report

The Chairman presented the Annual Scrutiny Report to the Board and invited discussion from members. The report outlined the work that had been carried out by the Scrutiny Board and each Panel in the past year, including details on number of topics, number of meetings and breakdown of workload.

The Chairman highlighted the increase in workload and number of meetings from previous years, and the successful work that had been carried out by task and finish panels. Scrutiny Panel Leads were also given the opportunity to discuss the work that their panels had undertaken in the previous year and received questions from members.

Members also discussed potential topics to be included in the work programme for the coming year.

It was RESOLVED that

- a) Council be recommended to approve the Annual Scrutiny Report 2015/16.

The meeting commenced at 5.00 pm and concluded at 5.39 pm

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Chairman

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HAVANT BOROUGH COUNCIL

At a meeting of the Scrutiny Board held on 22 March 2016

Present

Councillor Branson (Chairman)

Councillors Cousins, Heard, Keast (Vice-Chairman), Mackey, Perry, Shimbart, Smith K, Wade, Hughes (Standing Deputy) and Ponsonby

Councillor Mrs Blackett attended during Minute 57

54 Apologies

Apologies for absence were received from Councillor Howard and Councillor Lenaghan.

55 Declarations of Interests

There was no declarations of interest.

56 Chairman's Report

There were no matters that the Chairman wished to report to the Board.

57 Review of the Development Management Committee

The Board were given an opportunity to consider and comment upon the Review of the Development Management Committee Report. The Scrutiny Panel for Planning and Economy introduced the recommendations and answered member's questions in connection with the report.

The main areas covered in the discussion were:

1. The red card procedure and members' awareness of the procedure.
2. The costs to the Council of red-carding applications.

3. The appeals procedure and the costs to the Council and applicant.

It was RESOLVED that the Scrutiny Board recommend to Cabinet that;

- (i) The Development Management Committee be retained in its current form;
- (ii) The red card procedure be retained in its current form;
- (iii) Planning reports for major and minor developments have an executive summary at the beginning of the report; and
- (iv) Shorter planning reports be produced for applications that have been previously considered by the Development Management Committee. Such reports to only contain details relevant to the decision to be made by the Committee.

The meeting commenced at 5.30 pm and concluded at 5.53 pm

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Chairman

HAVANT BOROUGH COUNCIL

At a meeting of the Scrutiny Board held on 29 March 2016

Present

Councillor Branson (Chairman)

Councillors Cousins, Keast (Vice-Chairman), Lenaghan, Mackey, Perry, Shimbart, Howard, Wade, Hughes (Standing Deputy) and Ponsonby

58 Apologies

Apologies for absence were received from Councillors Heard and K Smith

59 Declarations of Interests

There were no declarations of interest.

60 Review of Councillors Allowances

The Board was given the opportunity to consider and comment upon the Review of Councillor Allowances Report, following the Governance and Logistics Scrutiny and Policy Development's Panel review of the 2016-2020 Councillor Allowances Scheme.

The Scrutiny Panel Lead (Governance and Logistics) introduced the report and answered member's questions on the recommendations detailed. The Leader of the Council, Deputy Leader of the Council and Councillor Patrick were invited to take part in the debate.

The following key points were raised during the course of the discussion:

1. The proposed Special Responsibility Allowance for the Development Management Committee (DMC) Chairman had been calculated using the previous allowance per meeting and the predicted average number of meetings per year for the next four years.
2. The Scrutiny Board wished to scrutinise and debate future allowance schemes prior to presentation at Full Council.
3. The Panel had considered the proposed rotating of DMC Chairman as an opportunity to train all DMC members to chair the meeting, but felt that as the Committee in particular attracts public attention and the Chair has a high responsibility role, DMC should have a static Chairman.

4. The Board discussed other options instead of a rotating Chairman for DMC, such as a 6-month appointment of DMC Chairman or giving other DMC members the opportunity to chair meetings with less contentious applications.
5. The Board suggested rotating the Chairman for Scrutiny, or giving Panel members the chance to chair Scrutiny Panel meetings which would enable Councillors to develop their chairing skills.

The recommendations set out in the report equated to an £80 rise in the Basic Allowance compared to the 2012-2016 Allowances Scheme.

It was RESOLVED that;

- a) the Council be recommended to amend the Councillor Allowances Scheme as follows;

“Havant Borough Council
 Councillor Allowances 2016-2020

Position	Allowance
Basic Allowance (x38) (Incorporating a modernisation allowance of £461)	£5891
Leader (x1)	£14,800
Deputy Leader (x1)	£8,800
Cabinet Member (x4)	£8,140
Scrutiny Board Chairman (x1)	£5,920
Development Management Committee Chairman (x1)	£3,577
Licensing Committee Chairman (x1)	£2,960
Governance and Audit Committee Chairman (x1)	£1,480
Joint HR Committee Chairman (alternate years, rotating with EHDC) (x1)	£1,973
Scrutiny Leads (x5)	£2,500
Group Leader* (x2)	£600 - £2,400

A Councillor may only receive 1 SRA at a time

No more than 50% of the number of Councillors can receive an SRA

Joint HR Committee Chairman and Vice Chairman rotates annually with EHDC.

*Leaders of any political group, other than the ruling group, compromising two or more members to receive a Special Responsibility Allowance based upon the following formula:

Band A	2-5 members	£600
Band B	6-10 members	£1,200
Band C	11-15 members	£1,800
Band D	16+ members	£2,400

Prior to the next programmed independent review, annual consideration of minor allowance changes will take into account any pay changes applied to staff salaries.

Additional Allowances

Mileage: To be maintained in line with the HMRC rate, currently 45p per mile. Passenger and cycle rates set at 5p per passenger and 20p per mile respectively. Claims to be made within six months of the date of travel. Claims may only be made to cover travelling costs incurred whilst carrying out approved council duties as a councillor. This does not include ward business or political activities, such as attending group meetings.

Taxi/Rail: There is a presumption in the scheme that, where practicable, councillors will pre-book rail journeys for council business via the council. Where this is not practicable, then a valid receipt/train ticket must be presented, along with reason for that journey.

Child care: up to £8.75 per hour.

Dependent relative care: up to the hourly rate for approved care providers within Hampshire County Council (currently £14.20 in 2015).

Claims for carers allowances must be accompanied with a receipt stating the date, hours worked and cost. Claims may only be made to cover the carer costs incurred whilst carrying out approved council duties as a councillor, such as attending council meetings.

Subsistence (meal) allowances: The council does not make subsistence allowances available for approved duties within the district. Maximum claims for meals to be maintained in line with the rates that can be claimed by officers, currently (2015):

- Breakfast = £5.73
- Lunch = £7.92
- Meal = £9.80

There is a presumption in the subsistence scheme that, where practicable, councillors will pre-book meals and accommodation through the council. Where this is not practicable, then the above subsistence rates are the maximum reimbursements, up to a maximum of £43 per day, including incidental subsistence costs.

This scheme was adopted by Havant Borough Council, after considering recommendations from the Independent Remuneration Panel, on 17 February 2016.

Under current legislation a new scheme must be adopted every four years, following a review from an Independent Remuneration Panel. The next scheme must be in place by April 2020.”

- b) that the 2016/17 Work Programme include a review of the Special Responsibility Allowance Scheme (including a 6 month monitoring exercise of the number of meetings attended by Chairman of Committees and Boards).

61 Review of CCTV

The Board was given an opportunity to consider and comment upon the Review of Close Circuit Television (CCTV) Report, following the CCTV Scrutiny Panel's review of the Council's current CCTV system.

The Scrutiny Panel Lead (CCTV) summarised the report and answered member's question on the recommendations presented to the Board. The Leader of the Council, the Deputy Leader, the Neighbourhoods Development Team Leader and Councillor Pike joined the Board for the debate on this item.

The following key points were raised during the course of the discussion:

1. Changes in regulations on surveillance meant that many of the current CCTV cameras would fail a Public Interest Assessment.
2. The Panel's main concern was the CCTV coverage of the Borough's Town Centres, but the current system was not effective at covering this and there had been an increase in private surveillance since the Council's systems were deployed.
3. There was a dissenting view that the current system was still effective and that all alternative systems should be investigated before the current system was decommissioned.
4. There was no provision in the 2016/17 budget for CCTV.
5. The Council had contacted the current Police and Crime Commissioner regarding the continued provision of CCTV and no response had been received. The Council would pursue a response from the in-coming Commissioner following the election.

6. The Council would be liable to legal action if decommissioned CCTV cameras remained in situ, as they give the public the expectation that surveillance is still being carried out.
7. There was the potential to sell equipment to cover some of the decommissioning costs.
8. Discussions had already started with the Meridian Centre regarding the future use of the CCTV cameras attached to the Centre.

The Board discussed both the main and dissenting recommendations given and considered the points raised in the debate.

It was RESOLVED that;

- (a) The Cabinet be advised that the Scrutiny Board reluctantly, after much consideration, accepts that the current CCTV system no longer fulfils a majority of the original objectives, that some existing CCTV cameras may not meet the Surveillance Commissioner's 2013 code of practice and does not represent value for money for the residents of Havant Borough Council and should be discontinued.
- (b) Cabinet be recommended:
 - (i) To request the officers to investigate the feasibility of the Meridian Centre taking control of the Council's CCTV cameras currently attached to the outside of the Meridian Centre;
 - (ii) To seek to ensure that the CCTV system's cameras at the bus station be incorporated into the bus station's CCTV system;
 - (iii) To endorse a campaign to encourage business/shops to provide better coverage of their premises;

- (iv) To endorse a communication campaign to raise awareness of how safe it is to live in the Borough; and
 - (v) That in case crime and anti-social behaviour in the town centres increases to an unacceptable level in the future then alternative modern digital solutions be investigated forthwith.
- (c) That the Cabinet be requested to recommend to Council to:
- (i) Agree to actively consider providing a financial contribution commensurate with other authorities, if in the future a requirement for a modern, digital, fully integrated, centrally monitored CCTV system be generated by a Office of Police and Crime Commissioner/Hampshire Constabulary together with a request for financial support; and
 - (ii) Agree that developers and their architects be encouraged to provide for the security needs of future occupiers when designing a new building or altering a current building in Town Centres.
- (d) The Scrutiny Board be recommended to review the situation in June 2017.

The meeting commenced at 4.30 pm and concluded at 5.42 pm

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Chairman

HAVANT BOROUGH COUNCIL

At a meeting of the Scrutiny Board held on 26 April 2016

Present

Councillor Branson (Chairman)

Councillors Cousins, Heard, Keast (Vice-Chairman), Lenaghan, Mackey, Perry, Shimbart, Wade and Ponsonby

62 Apologies

Apologies for absence were received from Councillor K Smith.

63 Declarations of Interests

There were no declarations of interest.

64 Annual Report

The Chairman presented the Annual Scrutiny Report to the Board and invited discussion from members. The report outlined the work that had been carried out by the Scrutiny Board and each Panel in the past year, including details on number of topics, number of meetings and breakdown of workload.

The Chairman highlighted the increase in workload and number of meetings from previous years, and the successful work that had been carried out by task and finish panels. Scrutiny Panel Leads were also given the opportunity to discuss the work that their panels had undertaken in the previous year and received questions from members.

Members also discussed potential topics to be included in the work programme for the coming year.

It was RESOLVED that

- a) Council be recommended to approve the Annual Scrutiny Report 2015/16.

The meeting commenced at 5.00 pm and concluded at 5.39 pm

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Chairman

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HAVANT BOROUGH COUNCIL

SCRUTINY BOARD

APPOINTMENT OF SCRUTINY AND POLICY DEVELOPMENT PANELS

Report of the Democratic Services Officers

Cabinet Lead for Governance and Organisational Development: Councillor Wilson

Key Decision: N/A

1.0 Purpose of Report

1.1 To give the Board an opportunity to:

- (a) appoint the Scrutiny Leads;
- (b) appoint the five Scrutiny and Policy Development Panels and the Scrutiny Leads Panel and the membership of these Panels, and
- (c) co-opt Councillor Ponsonby onto the Scrutiny Board as a non voting member.

2.0 Recommendation

That the Board:

- 2.1 Appoints the Scrutiny Leads as set out in Appendix B;
- 2.2 Appoints Scrutiny and Policy Development Panels and the Scrutiny Leads Panel as set out in Appendix B;
- 2.3 Appoints members to the Panels as set out in Appendix B
- 2.5 Agrees that the Board be responsible for the liaising with the Leader of the Council on future policies and work relating to his specific responsibilities and holding him to account on agreed action arising from previous scrutiny reviews relating to his specific responsibilities
- 2.6 For the purposes of Section 19 of the Police and Justice Act 2006 the Scrutiny Board be designated as the "Crime and Disorder Committee" with responsibility to scrutinise the way in which persons and bodies responsible for tackling crime and disorder discharge their functions
- 2.7 Co-opts Councillor Faith Ponsonby onto the Scrutiny Board as a non-voting member

3.0 Summary

- 3.1 The Scrutiny Board was appointed to at the Annual Council meeting on 11 May 2016.
- 3.2 The Scrutiny Board is the principal Overview and Scrutiny body with 5 Policy and Development Policy Panels undertaking reviews and reporting their findings and recommendations to the Scrutiny Board. The Board is also assisted by a Scrutiny Leads Panel, which monitors the Council's performance.
- 3.3 The proposed structure as set out in Appendix A is intended to ensure the effectiveness of the Council's overview and scrutiny function and enable it to provide a significant role in assisting the Council in its future development. The terms of reference for the Panels are set out in Appendix B
- 3.4 The roles and duties of the Chairman of the Scrutiny Board, Scrutiny Leads, Panel and Board members are set out in Overview and Scrutiny Toolkit
- 3.5 The Police and Justice Act 2006 requires the Council to designate a committee (the "Crime and Disorder Committee") with powers to scrutinise the way in which persons and bodies responsible for tackling crime and disorder discharge their functions. This Committee must meet at least once a year, must be politically balanced and is subject to the publication and access to information rules applied to standing Committees of the Council. It is therefore recommended that this the Scrutiny Board acts as the "Crime and Disorder Committee".
- 3.6 The Council's Scrutiny Standing Orders enable the Scrutiny Board to appoint up to two people as non voting co-optees, provided that a majority of the members of the Board are elected members.
- 3.7 The Board is requested to continue to co-opt Councillor Ponsonby to this Board

4.0 Implications

4.1 Resources

There are no additional financial costs arising from the recommendations.

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 Structure Diagram

Appendix B – Proposed membership of Scrutiny Panels

Background Papers: Nil

Contact Officers:

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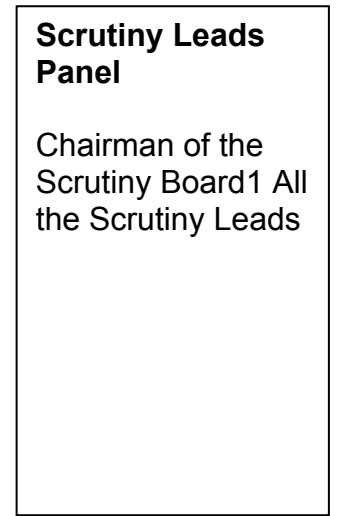
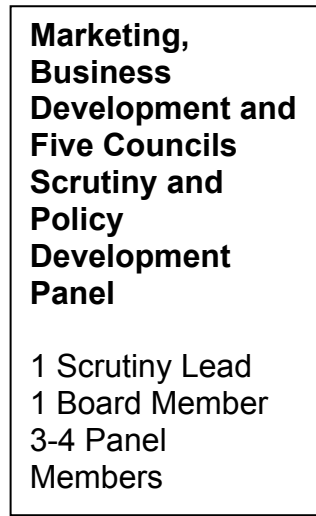
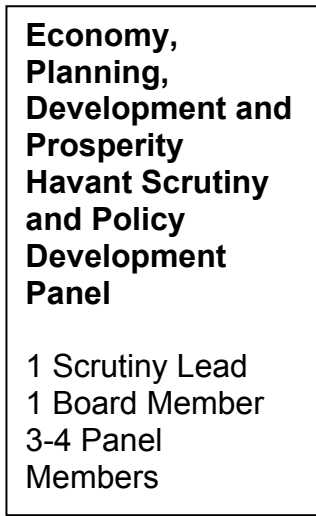
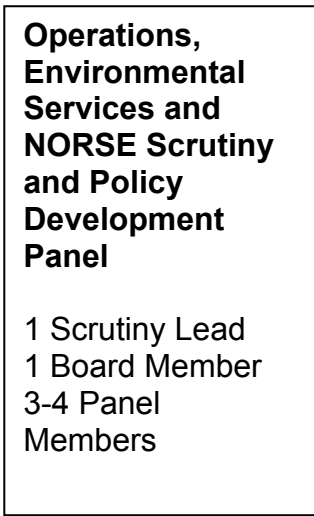
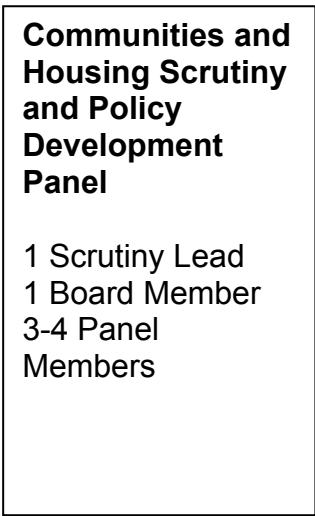
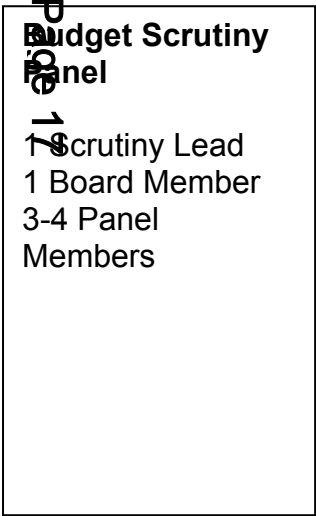
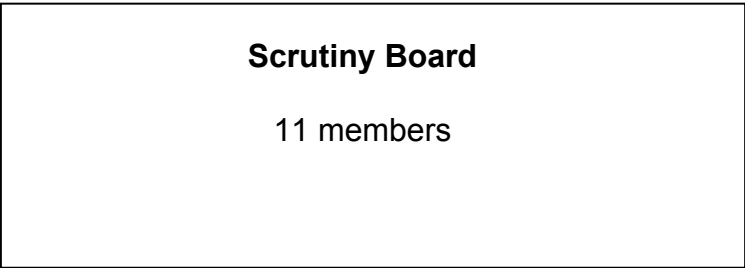
Mark Gregory

Democratic Services Officer

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**Membership and Terms of Reference of Scrutiny
and Policy Development Panels 2016/17**

Scrutiny Terms of Reference

Title: Scrutiny Leads Panel

Membership: Councillor Paul Buckley
Councillor Tim Pike
Councillor Mike Fairhurst
Councillor David Smith
Councillor Gary Hughes
Councillor Colin Mackey

Function: To have quarterly and annual oversight of the
Council's performance, budget management and
customer satisfaction data
To monitor Scrutiny Panel performance

Provisional Quarterly Panel Meeting Dates

Wednesday 31 August, 5pm
Wednesday 23 November, 5pm
Wednesday 15 February, 5pm
Monday 20 March, 5pm

Title: Budget Scrutiny Panel

Membership*: Councillor Gary Hughes
Councillor Malc Carpenter
Councillor Jackie Branson
Councillor Ken Smith
Councillor Dianne Lloyd
Councillor Rivka Cresswell

Scrutiny Lead: Councillor Gary Hughes

Board Member: Councillor Malc Carpenter

* Membership of the panels undertaking reviews on behalf of the Budget Scrutiny Panel (“The Parent Panel”) may include councillors, who are not members of the Parent Panel

Function: Scrutiny

Will scrutinise and assist in the development of the Budget, in liaison with Heads of Service within the Council.

To undertake such other scrutiny reviews as the Scrutiny Board/Scrutiny Leads Panel directs.

Holding Cabinet to Account/Policy Development

To liaise with the Cabinet Lead for Governance and Organisational Development on future policies/work relating to his/her specific responsibilities and to hold this Cabinet Lead to account on agreed actions arising from previous scrutiny reviews relating to his/her specific responsibilities .

Where the responsibilities of the Cabinet Lead for Governance and Organisation Development are:

Legal Services, Democratic Services, Councillor Support, Elections, Audit and Governance, Revenue and Benefits, Facilities Management (including the Cafe), HR, Learning and Development, Access and Equalities, Plaza (operational) .

Relevant Cabinet Lead(s):

Cabinet Lead for Corporate Strategy, Finance and
Devolution – Cllr Mike Cheshire

Cabinet Lead for Governance and Organisational
Development - Cllr Michael Wilson

Relevant Officers:

Head of Legal – Abe Ezekiel
Head of Customer Services – Brian Wood (acting)
Head of Finance – Stuart McGregor (Interim)
Head of Housing – Tracey Wood
Head of Communications and Community Engagement – Claire
Hughes
Community Development Manager – Vacant
Head of Neighbourhood Support – Natalie Meagher
Head of Neighbourhood Support – Natalie Meagher
Head of Environmental Services – Andrew Pritchard
Head of Organisational Development – Tim Slater (covering Caroline
Tickner maternity leave)
Head of Planning – Andrew Biltcliffe
Head of Coastal Services – Lyall Cairns
Business, Economy and Town Services Manager – Dan Grindey
Head of Development – Julia Potter
Head of Research & Marketing – Dawn Adey
Head of Programmes Redesign and Quality – Susan Parker
Effective Working Manager – Jon Sanders

Quarterly Panel Meeting Dates

Monday 27 June, 5pm
Wednesday 14 September, 5pm
Tuesday 13 December, 5pm
Thursday 9 March, 5pm

Title: Communities and Housing Scrutiny and Policy Development Panel

Membership: Councillor David Smith
Councillor Diana Patrick
Councillor David Keast
Councillor Terry Hart
Councillor Joanne Thomas
Councillor John Perry

Scrutiny Lead: Councillor David Smith

Board Member: Councillor Diana Patrick

* Membership of the panels undertaking reviews on behalf of the Communities and Housing Scrutiny and Policy Development Panel ("The Parent Panel") may include councillors, who are not members of the Parent Panel

Function: Scrutiny

Will scrutinise and assist in the development of: Housing Enabling, Arts, Sport, Community Development, Leisure, Leisure Strategy, and Health and Wellbeing Strategy, culture champion, Safer Havant Partnership

To undertake such other scrutiny reviews as the Scrutiny Board/Scrutiny Leads Panel directs.

Holding Cabinet to Account/Policy Development.

To liaise with the Cabinet Lead for Communities and Housing on future policies/work relating to his/her specific responsibilities and to hold this Cabinet Lead to account on agreed actions arising from previous scrutiny reviews relating to his/her specific responsibilities

Relevant Cabinet Lead:

Cabinet Lead for Communities and Housing - Cllr Leah Turner

Relevant Officers:

Head of Housing – Tracey Wood

Head of Communications and Community Engagement – Claire
Hughes
Community Development Manager – Vacant
Head of Neighbourhood Support – Natalie Meagher

Quarterly Panel Meeting Dates

Tuesday 28 June, 5pm
Tuesday 20 September, 5pm
Tuesday 10 January, 5pm
Tuesday 21 March, 5pm

Title: Operations, Environmental Services and NORSE
Scrutiny and Policy Development Panel

Membership: Councillor Colin Mackey
Councillor Beryl Francis
Councillor Mike Sceal
Councillor Caren Howard
Councillor Lulu Bowerman
Councillor Elaine Shimbart

Scrutiny Lead: Councillor Colin Mackey

Board Member: Councillor Beryl Francis

* Membership of the panels undertaking reviews on behalf of the Operations, Environmental Services and NORSE Scrutiny and Policy Development Panel ("The Parent Panel") may include councillors, who are not members of the Parent Panel

Function: Scrutiny

Will scrutinise and assist in the development of: Waste & Recycling Strategy & Management (including Project Integra), Vehicle Workshop and Fleet Management, Environmental Health (Including food safety), Environmental Protection, Health and Safety, Housing Enforcement (Including DFGs), Licensing, Pest Control and Animal Welfare, Parking Strategy/Management & Traffic Management, , shared parking review, All Public Realm Enforcement (Rangers) including dog fouling and litter dropping, Travellers, Sustainable Transport & Implementation (Strategy and Capital Projects), Community Safety (except Safer Havant Partnerships), CCTV, Open Spaces (including Recreation and Cemeteries), Street Care and Beachlands.

To undertake such other scrutiny reviews as the Scrutiny Board/Scrutiny Leads Panel directs.

Holding Cabinet to Account/Policy Development.

To liaise with the Cabinet Lead for Operations, Environmental Services and NORSE on future policies/work relating to his/her specific responsibilities and to hold this Cabinet Lead to account on agreed actions arising from previous

scrutiny reviews relating to his/her specific responsibilities

Relevant Cabinet Lead:

Cabinet Lead for Operations, Environmental Services and NORSE –
Cllr Tony Briggs

Relevant Officers:

Head of Neighbourhood Support – Natalie Meagher
Head of Environmental Services – Andrew Pritchard
Head of Organisational Development – Tim Slater (covering Caroline
Tickner maternity leave)

Quarterly Panel Meeting Dates

Tuesday 21 June, 5pm
Thursday 22 September, 5pm
Tuesday 17 January, 5pm
Thursday 23 March, 5pm

Title: Economy, Planning, Development and Prosperity
Havant Scrutiny and Policy Development Panel

Membership: Councillor Mike Fairhurst
Councillor Peter Wade
Councillor Clare Satchwell
Councillor Edward Rees
Councillor Andrew Lenaghan
Councillor John Davis

Scrutiny Lead: Councillor Mike Fairhurst

Board Member: Councillor Peter Wade

* Membership of the panels undertaking reviews on behalf of the Economy, Planning, Development and Prosperity Havant Scrutiny and Policy Development Panel ("The Parent Panel") may include councillors, who are not members of the Parent Panel

Function: Scrutiny

Will scrutinise and assist in the development of: Development Services, Planning Policy and Urban Design, Local Development Framework, Development Management Committee, Design Champion, Regional & Sub-Regional Planning, Building Control, Planning, Housing Development, Coastal Management, Sustainability & Climate Change, Property Management, Asset Management and External Strategic Contract Negotiation and Management, strategic housing, strategic property advice, investment, Plaza (strategic), Economic Development, Business Support, Tourism and Special Events.

To undertake such other scrutiny reviews as the Scrutiny Board/Scrutiny Leads Panel directs.

Holding Cabinet to Account/Policy Development.

To liaise with the Cabinet Lead for Economy, Planning, Development and Prosperity Havant on future policies/work relating to his/her specific responsibilities and to hold this Cabinet Lead to account on agreed actions arising from previous scrutiny reviews relating to his/her specific responsibilities

Relevant Cabinet Lead:

Cabinet Lead for Economy, Planning, Development and Prosperity
Havant - Cllr David Guest

Relevant Officers:

Head of Planning – Andrew Biltcliffe
Head of Coastal Services – Lyall Cairns
Business, Economy and Town Services Manager – Dan Grindey
Head of Development – Julia Potter

Quarterly Panel Meeting Dates

Wednesday 6 July, 5pm
Tuesday 27 September, 5pm
Thursday 19 January, 5pm
Tuesday 28 March, 5pm

Title: Marketing, Business Development and Five Councils Scrutiny and Policy Development Panel

Membership: Councillor Tim Pike
Councillor Gerald Shimbart
Councillor Yvonne Weeks
Councillor Gwen Blackett
Councillor Lance Quantrill
Councillor Gary Kerrin

Scrutiny Lead: Councillor Tim Pike

Board Member: Councillor Gerald Shimbart

* Membership of the panels undertaking reviews on behalf of the Marketing, Business Development and Five Councils Scrutiny and Policy Development Panel ("The Parent Panel") may include councillors, who are not members of the Parent Panel

Function: Scrutiny

Will scrutinise and assist in the development of: Marketing, Communications, Branding, Customer Insight, Corporate Pulse Check & Quarterly Health Checks, Business Transformation and Change Management (including Agile working), Customer Services and Internal Strategic Contract Negotiation and Management, Website/ICT, Service Futures, Channel Shift.

To undertake such other scrutiny reviews as the Scrutiny Board/Scrutiny Leads Panel directs.

Holding Cabinet to Account/Policy Development.

To liaise with the Cabinet Lead for Marketing, Business Development and Five Councils on future policies/work relating to his/her specific responsibilities and to hold this Cabinet Lead to account on agreed actions arising from previous scrutiny reviews relating to his/her specific responsibilities

Relevant Cabinet Lead:

Cabinet Lead for Marketing, Business Development and Five Councils-
Cllr Narinder Bains

Relevant Officers:

Head of Research & Marketing – Dawn Adey
Head of Programmes Redesign and Quality – Susan Parker
Effective Working Manager – Jon Sanders

Quarterly Panel Meeting Dates

Thursday 30 June, 5pm
Tuesday 6 September, 5pm
Tuesday 6 December, 5pm
Tuesday 7 March, 5pm

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HAVANT BOROUGH COUNCIL

Scrutiny Board

7 June 2016

Scrutiny Board Work Programme - 2016/17

Report by Democratic Services Officer

Cabinet Lead: Councillor Michael Wilson

Key Decision: N/A

1.0 Purpose of Report

- 1.1 To give the Board an opportunity to identify topics to be considered by the Scrutiny and Policy Development Panels for inclusion in the Work Programme and the success criteria for 2016/17.

2.0 Recommendation

- 2.1 That the Board identifies any matters for scrutiny/policy review, to be undertaken by the Scrutiny and Policy Development Panels as part of the Board's work programme.
- 2.2 That the board set success criteria for 2016/17

3.0 Summary

- 3.1 The Board oversees the work of the informal Scrutiny and Policy Development Panels, each linked directly to one of the five Cabinet Leads.
- 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.
- 3.4 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:

NONE

Background Papers: Nil

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