

**Havant Borough Council
Overview –Scrutiny Board Work Programme 2015/16**

SUBJECT	Objectives of Review	Panel	LEAD PORTFOLIO HOLDER/	Date For Consideration	Outcome	Progress Update
CCTV - Final Report	<p>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.</p> <p>(Interim Report considered by Scrutiny Board on 19 November 2013)</p>	Environment and Neighbourhood Panel	Portfolio Holder for Environment and Neighbourhood Quality	<p>Scrutiny Board 2 Jun 2015</p> <p>Cabinet 13 Jul 2015</p>	Scrutiny Board: RECOMMENDED to Cabinet that the current CCTV system be retained in the budget for 2016/17.	Cabinet RESOLVED that a decision on the future of CCTV provision in the Borough be deferred for consideration as part of the 2016/17 budget setting process.
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 3 Jun 2015		
Mail Services and Document Management System	To review the role of mail services and assess what work was being undertaken to ensure that the Council moved towards paperless working.	Governance and Logistics and HR Scrutiny and Policy Development Panel	Cabinet Lead for Governance and Logistics	<p>Scrutiny Board 21 Jul 2015</p> <p>Cabinet 7 Oct 2015</p>	<p>Scrutiny Board: RECOMMENDED to Cabinet that the findings of the review be noted.</p> <p>Cabinet: RESOLVED that the findings of the review be noted.</p>	An update on the progress of the project be brought to the Scrutiny Board in April 2016.
Review of CIL Spending Allocations	To review Community Infrastructure Levy (CIL) Allocations.	Economy, Planning and Built Environment Scrutiny and Policy Development Panel	Cabinet Lead for Economy, Planning and Built Environment	<p>Scrutiny Board 21 Jul 2015</p> <p>Cabinet 7 Oct 2015</p>	<p>Scrutiny Board: RECOMMENDED to Cabinet that the findings on the allocation of CIL funds be noted.</p> <p>Cabinet: RESOLVED that the findings on the allocation of CIL funds be noted.</p>	
Tourism in the Borough	To review and improve tourism within the borough.	Economy and Communities Panel	Cabinet Lead for Communities	<p>Scrutiny Board 21 Jul 2015</p> <p>Cabinet 7 Oct 2015</p>	<p>Scrutiny Board: RECOMMENDED to Cabinet that:</p> <p>1) There needed to be increased coordination between the Public Service Plaza and</p>	An update on the recommendations come to the Scrutiny Board in October 2017.

SUBJECT	Objectives of the Review	Panel	LEAD PORTFOLIO HOLDER/ OFFICER	Date For Consideration	Outcome	Progress Update
					<p>Beachlands regarding tourist information to ensure visitors to the borough could access relevant information all year round;</p> <p>2) Continued progress be made on raising the profile of the borough attractions online;</p> <p>3) An investigation in to the introduction of the slogan “Havant: Where the Downs Meet the Sea” online and on road signs leading into the borough be conducted to help create a new brand;</p> <p>4) The review would be an ongoing piece of work with another review scheduled in two years time to assess whether the current and proposed tourism initiatives had been successful;</p> <p>5) The need to develop tourism links with Chichester District Council and West Sussex County Council; and</p> <p>6) To investigate the possibility of introducing a Tourism Marketing Strategy for the borough.</p> <p>Cabinet RESOLVED to approve the Scrutiny Board’s recommendations.</p>	
Councillor Lone Working	To produce an informative but accessible guide to managing risks when working alone with the procedure especially relevant to Councillors new to the role.	Governance and Logistics Panel	Cabinet Lead for Governance and Logistics and Human Resources	<p>Scrutiny Board 10 Nov 2015</p> <p>Cabinet 3 Feb 2016</p>	<p>Scrutiny Board RECOMMENDED to Cabinet that:</p> <p>1. The draft Councillor Lone Working Procedure be circulated to all members and included in the Councillor Induction Pack, subject to the following amendments:</p>	

SUBJECT	Objectives of the Review	Panel	LEAD PORTFOLIO HOLDER/ OFFICER	Date For Consideration	Outcome	Progress Update
					<p>2. Under Part 4 of the procedure, add 'report inappropriate behaviour'</p> <p>3. Under Part 4 of the procedure, add 'where possible meet at a neutral venue'</p> <p>4. Under Part 4 of the procedure, add 'share information with ward Councillors.'</p> <p>Cabinet RESOLVED that the draft Councillor Lone Working Procedure be circulated to all members and be included in the Councillor Induction Pack.</p>	
Delivering Differently - Future Service Delivery of Operational Services	To review the future delivery of Operational Services and the various options detailed in the report.	Scrutiny Board	Deputy Leader of the Council and Cabinet Lead for Environment and Neighbourhood Quality	<p>Scrutiny Board 10 Nov 2015</p> <p>Scrutiny Board 12 Jan 2016</p> <p>Cabinet 20 Jan 2016</p> <p>Council 20 Jan 2016</p>	<p>Scrutiny Board RECOMMENDED to Cabinet that the following be approved:</p> <p>a) The Business Case for the JVC, and authority for the Officer Negotiation Team to hold strategic discussions with representatives of Norse Commercial Services to ensure the integrity and best interests of Havant Borough Council are protected, and gets the best value from a Joint Venture Partnership with Norse Commercial Services with a start up date of 1st April 2016;</p> <p>b) The development of an Overheads Savings Plan, to identify where further HBC staff savings could be made following mobilisation to ensure opportunities for savings are maximised;</p> <p>c) The development of an accommodation strategy for Southmoor Offices and implementation of initial phase;</p>	

SUBJECT	Objectives of the Review	Panel	LEAD PORTFOLIO HOLDER/ OFFICER	Date For Consideration	Outcome	Progress Update
					<p>d) The mobilisation of the JVC; and</p> <p>e) Development of links to other strategic objectives and opportunities.</p> <p>The Cabinet recommended Full Council to adopt the Scrutiny Board's recommendations</p> <p>Full Council adopted the recommendations of the Cabinet and the Scrutiny Board.</p>	
5 Councils' Contract	To scrutinise the 5 Councils' procurement contract procedures	5 Councils' Procurement Panel	Cabinet Lead for Marketing and Development	<p>Scrutiny Board 26 Jan 2016</p> <p>Five Council's Procurement Scrutiny Panel 2 Feb 2016</p> <p>Cabinet 3 Feb 2016</p>	<p>The Scrutiny Board agreed in principle with the recommendations set out in the report, it was considered that a final recommendation should not be made until the 5 Council's Procurement Scrutiny Panel had concluded its scrutiny into the soundness of the contract's procedures. It was also considered that due to the short timescale within which the scrutiny of the Contract had to be made, it would be impracticable for the Panel's reports to be submitted to the Board before a decision was made by the Cabinet or Council.</p> <p>The Board noted that the Panel was due to complete its scrutiny of the procedures at its meeting on 2 February 2016. It was therefore,</p> <p>RESOLVED that authority be delegated to the 5 Councils' Procurement Scrutiny Panel to make a report and recommendations to the Cabinet and or Council on the scrutiny of the 5 Council's procurement Contract</p> <p>The Five Councils' Procurement Scrutiny Panel RESOLVED to adopt the recommendations set out</p>	

SUBJECT	Objectives of the Review	Panel	LEAD PORTFOLIO HOLDER/ OFFICER	Date For Consideration	Outcome	Progress Update
					<p>in the exempt report.</p> <p>The Cabinet RESOLVED as set out in the restricted minute.</p>	
Revenue Budget 2016/17	The Board is to consider the proposed budget strategy for 2105/16	Scrutiny Board	<p>Leader and Cabinet Lead for Corporate Strategy, Finance, and Partnerships</p> <p>Councillor Anthony Briggs</p> <p>Councillor Michael Cheshire MBE</p>	<p>Scrutiny Board 26 Jan 2016</p> <p>Five Council's Procurement Scrutiny Panel 2 Feb 2016</p> <p>Cabinet 3 Feb 2016</p>	<p>The Scrutiny Board considered that, in view of the delay in issuing the budget papers, it was impracticable for the Board give proper consideration to the Budget. It was therefore</p> <p>RESOLVED that</p> <p>(i) authority be delegated to the 5 Councils' Procurement Scrutiny Panel to complete the scrutiny of the budget and make recommendations, on behalf of the Scrutiny Board, to Cabinet: and</p> <p>(ii) that members of the Scrutiny Board be appointed as members of the 5 Council's Scrutiny Panel to be held on 2 February 2016.</p> <p>The Council's Five Councils' Procurement Scrutiny Panel RESOLVED that Cabinet be recommended that:</p> <p>(i) The proposed Revenue & Capital budgets for 2016/17.(The proposed revenue budget will maintain the Council tax Band D charge at the current rate of £192.78); and</p> <p>(ii) The Treasury Management Strategy & Prudential Indicators, movements in specific reserves and the General Fund, and the Prices for Services</p>	

SUBJECT	Objectives of the Review	Panel	LEAD PORTFOLIO HOLDER/ OFFICER	Date For Consideration	Outcome	Progress Update
					<p>as submitted be recommended to Council for approval subject to:</p> <p>(a) CCTV being retained until all alternative options for providing this service have been fully explored; and</p> <p>(b) The Deputy Leader providing answers to the following matters he has agreed to investigate matters set out in the minutes of the Panel .</p> <p>The Cabinet:</p> <p>(A) RECOMMENDED to Full Council:</p> <p>(1) The proposed Revenue & Capital budgets for 2016/17. The proposed revenue budget will maintain the Council tax Band D charge at the current rate of £192.78;</p> <p>(2) The Treasury Management Strategy & Prudential Indicators, movements in specific reserves and the General Fund, and the Prices for Services; and</p> <p>(B) RESOLVED that, on the basis that the current contract for CCTV shall not expire until 1 June 2016, Cabinet invites Scrutiny to consider the alternative options available, for both provision and funding, and report back to Cabinet by 1 April 2016.</p>	
Safeguarding	With a review of the Safeguarding Policy scheduled this work will allow the Panel to	Communities Panel	Cabinet Lead for Communities	Scrutiny Board 23 Feb 2016		

SUBJECT	Objectives of the Review	Panel	LEAD PORTFOLIO HOLDER/ OFFICER	Date For Consideration	Outcome	Progress Update
	have input and influence over its formulation especially with regard to training for councillors.					
Review of Cemeteries and Crematorium	To review Havant Borough Council's role in running cemeteries throughout the borough.	Environmental Services Panel	Cabinet Lead for Economy, Planning and Built Environment	Scrutiny Board		
Review of Development Management Committee Agenda Papers	To review the Development Management Committee.	Economy, Planning and Built Environment Panel	Cabinet Lead for Economy, Planning and Built Environment	Scrutiny Board		
Havant Borough Council Website Review	To review the functionality and ease of access of the website for members of the public.	Marketing and Development Panel	Cabinet Lead for Marketing and Development	Scrutiny Board		
CCTV - Alternative Options	To consider alternative options available for both provision and funding of CCTV	CCTV Scrutiny Panel	Councillor Anthony Briggs	Scrutiny Board		
Traffic Congestion in the Borough	To review traffic congestion within the Borough	Economy and Planning Scrutiny and Policy Development Panel	Deputy Leader of the Council and Cabinet Lead for Environment and Neighbourhood Quality	Scrutiny Board		
Fee and Charges Review	To examine which fees for council services are set by HBC and understand how they are arrived at.	Governance and Logistics Scrutiny and Policy Development Panel	Cabinet Lead for Governance and Logistics	Scrutiny Board		
Review of Independent Supported Housing for Older People by Registered Providers	To scrutinise the organisations proving independent supported housing and ensure that the highest possible standards are maintained in order to help residents achieve a decent quality of life.	Community Scrutiny and Policy Development Panel	Cabinet Lead for Communities	Scrutiny Board		