

## **HAVANT BOROUGH COUNCIL**

At a meeting of the Scrutiny Board held on 7 June 2016

Present

Councillor Buckley (Chairman)

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

### **65 Apologies**

Apologies for absence were received from Councillor Wade

### **66 Minutes**

The minutes of the meetings of the Scrutiny Board held on 22 March 2016, 29 March 2016 and 26 April 2016 were agreed as a correct record.

### **67 Matters Arising**

There were no matters arising.

### **68 Declarations of Interests**

There were no declarations of interest.

### **69 Chairman's Report**

The Chairman outlined the new scrutiny process for the coming year, with an emphasis on tighter timescales, prioritisation of important topics and flexibility with topics and membership to Panels.

### **70 Appointment of Scrutiny Leads and Panels**

The Scrutiny Board was requested to appoint Scrutiny Leads and make appointments to the Scrutiny Panels.

It was RESOLVED that;

- a) Scrutiny Leads be appointed as set out in Appendix A to these minutes;
- b) Scrutiny and Policy Development Panels and the Scrutiny Leads Panel be appointed as set out in Appendix A to these minutes;

- c) Members of the Panels be appointed as set out in Appendix A to these minutes;
- d) The Board be responsible for the liaising with the Leader of the Council on future policies and work relating to his specific responsibilities and hold him to account on agreed action arising from previous scrutiny reviews relating to his specific responsibilities;
- e) For the purposes of Section 19 of the Police and Justice Act 2006 a sub-committee be appointed and called the “Crime and Disorder Panel” with responsibility to scrutinise the way in which persons and bodies responsible for tackling crime and disorder discharge their functions, with membership as set out in Appendix A to these minutes; and
- f) 5 Councils Scrutiny Panel be appointed with membership as set out in Appendix A to these minutes.

## **71 Scrutiny Board Work Programme**

The Scrutiny Board received a list of suggested scrutiny topics as identified by members. The Board held a detailed discussion on the suggested topics and gave an indication of the topics that would be a priority for the scrutiny work programme.

It was AGREED that;

- a) Scrutiny Leads complete the Scrutiny Topics Priority Matrix with their Panels at the first meeting of the Panel; and
- b) Scrutiny Panels discuss the suggested success criteria for 2016/17 to be set at the next meeting of the Scrutiny Board.

**The meeting commenced at 5.00 pm and concluded at 6.36 pm**

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**Chairman**

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

Scrutiny Lead: Councillor Diana Patrick

Board Member: Councillor David Smith

\* 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 Yvonne Weeks

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 Elaine Shimbart  
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

Title: Five Councils Scrutiny Panel

Membership: Councillor Paul Buckley (Chairman)  
Councillor Jackie Branson  
Councillor Beryl Francis  
Councillor Colin Mackey  
Councillor Tim Pike  
Councillor Faith Ponsonby  
Councillor Peter Wade

\* Membership of the panels undertaking reviews on behalf of the 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 the 5 Councils Project as and when needed

Relevant Cabinet Lead:

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

Relevant Officers:

Head of Research & Marketing – Dawn Adey  
Strategic Procurement Project Manager - Carl Mathias  
Legal Services Team Leader - Sara Bryan

**MEMBERSHIP AND TERMS OF REFERENCE FOR**  
**SUB-COMMITTEES OF THE SCRUTINY**  
**BOARD 2016/17**

Title: Crime and Disorder Panel

Membership: Councillor Diana Patrick (Chairman)  
Councillor David Smith  
Councillor David Keast  
Councillor Terry Hart  
Councillor Joanne Thomas  
Councillor John Perry  
Councillor Gerald Shimbart

Function: To discharge the functions of the Council as set out in  
Section 19 of the Police and Justice Act 2006.

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