

## **HAVANT BOROUGH COUNCIL**

At a meeting of the Scrutiny Board held on 19 July 2016

Present

Councillor Buckley (Chairman)

Councillors Carpenter, Fairhurst, Mackey, Patrick, Shimbart, Wade, Ponsonby and Hart (Standing Deputy)

### **72 Apologies**

Apologies for absence were received from Councillor Pike, Francis, D Smith and Hughes.

### **73 Minutes**

The minutes of the meeting of the Scrutiny Board held on 23 February 2016 were agreed as a correct record and signed by the Chairman subject to the following amendment:

Minute 48

7<sup>th</sup> line to read:

“Appendix G should read £70 and not £7.”

The minutes of the meeting of the Scrutiny Board held on 7 June 2016 were agreed as a correct record and signed by the Chairman.

### **74 Matters Arising**

In response to a question, members were advised that a progress report on the recommendations set out in the Safeguarding report (Minute 52/02/2016) would be submitted to the next quarterly meeting of the Communities and Housing Scrutiny and Policy Development Panel.

### **75 Declarations of Interests**

There were no declarations of interest.

### **76 Chairman's Report**

The Chairman reported to the Board that the feedback received from the Scrutiny Leads Panel meeting of 12 June 2016 and the first quarterly meetings of the Scrutiny Panels had been positive.

## **77 Success Criteria**

The Scrutiny Board were requested to agree the success criteria for the scrutiny function for 2016/17. The Chairman informed members that the baseline provided had been based on the previous year's performance and there was scope to meet and exceed the targets.

It was RESOLVED that the Scrutiny Board agree the success criteria for 2016-2017 as set out in Appendix A to these minutes.

## **78 Scrutiny Board Business Plan**

The Chairman invited the Leader of the Council to address the Scrutiny Board. The Leader of the Council thanked the Board for their work in aiding policy development and reminded those present that all Panel members should contribute to the Panel's work.

The Chairman and the Leader of the Council reminded Scrutiny Leads to highlight any issues with member involvement at the earliest opportunity.

The Scrutiny Board were requested to consider the Scrutiny Board Business Plan, which set out the current and future reviews being undertaken by the Scrutiny Panels.

The Chairman informed the Board that the provisional dates for Scrutiny Board meetings were likely to change in order to fit in with the report timescales.

It was RESOLVED that the Scrutiny Board Business Plan be agreed.

**The meeting commenced at 5.00 pm and concluded at 5.40 pm**

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**Chairman**

## Measuring success - performance indicators for the Scrutiny Board 2016/2017

<b>Target 1 – Critical Friend Challenge – to provide a constructive, robust and purposeful challenge to those responsible for policy development and decision-making</b>		
<b>Performance Indicator</b>	<b>Target 2016/17</b>	<b>How Monitored</b>
% of items on the Work Programme taken from the Forward Plan / Cabinet Business Plans	33%	Quarterly
No. of reviews undertaken as a result of discussions with Cabinet Lead	2	Quarterly

<b>Target 2 – To challenge Council policies and undertake reviews as appropriate</b>		
<b>Performance Indicator</b>	<b>Target 2016/17</b>	<b>How Monitored</b>
No. of Policy / Service Reviews undertaken annually by each Panel / Board	1 by each Panel	Quarterly
% of recommendations accepted by Cabinet or Council	70%	Quarterly

<b>Target 3 - To Complete Each Review Within Timescale and Monitor the Outcomes</b>		
<b>Performance Indicator</b>	<b>Target 2016/17</b>	<b>How Monitored</b>
No. of reviews to be undertaken each year	5	Quarterly
% of reviews completed within the timescale of the project	80%	Quarterly
No. of meetings a Panel should hold for each review	4	Quarterly
% of reviews followed up	100%	Quarterly
% of recommendations accepted by Council or Cabinet which are implemented	100%	Quarterly

<b>Target 4 - Reflecting the voice and concerns of the public and its communities</b>		
<b>Performance Indicator</b>	<b>Target 2016/17</b>	<b>How Monitored</b>
% of reviews on the Work Programme suggested by the public or undertaken in response to issues raised through surveys, comments or complaints from the public	2%	Quarterly
No. of external people involved in the Scrutiny	2	Quarterly

process		
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<b>Target 5 - Taking the lead and owning the Scrutiny process</b>		
% of meetings attended by members (for which they were required to attend)	70%	Quarterly
% of members involved in training on scrutiny	60%	Quarterly
% of members that have a good awareness of the role of scrutiny and their role in the scrutiny process	50%	Annual Survey

<b>Target 6 – To increase awareness and participation of Overview and Scrutiny by other stakeholders and the public</b>		
No. of visits to the authority's Scrutiny web pages	200	Annual
No. of external reviews of outside organisations	1	Annual