

**Membership and Terms of Reference of Scrutiny
Board and Policy Development Panels
2017/18**

Scrutiny Terms of Reference

Title: Scrutiny Board

Membership: Councillor Gary Hughes
Councillor Malc Carpenter
Councillor Jackie Branson
Councillor Beryl Francis
Councillor Diana Patrick
Councillor David Smith
Councillor Lulu Bowerman
Councillor Michael Fairhurst
Councillor Lance Quantrill
Councillor Gerald Shimbart

Chairman: Councillor Paul Buckley

Functions:

Scrutiny

Monitor the portfolio of the Leader of the Council

Monitor the work and performance of the panels

Consider the reports of its panels and sub committees.

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. The scrutiny reviews to be undertaken by the Communities and Housing Scrutiny and Policy Development Panel

Holding Cabinet to Account/Policy Development

To liaise and hold the Leader of the Council to account on agreed actions arising from previous scrutiny reviews relating to his/her specific

responsibilities except for his/her responsibilities for finance which is a function of the Budget Scrutiny Panel .

Where the responsibilities of the Cabinet Lead for Cabinet Lead for Corporate Strategy, Finance and Devolution

Relevant Cabinet Lead(s):

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

Relevant Officers:

Head of Legal – Abe Ezekiel

Head of Customer Services – Brian Wood

Head of Finance and Assets – Craig Smith

Head of Housing – Tracey Wood

Head of Communications and Community Engagement – Claire Hughes

Head of Neighbourhood Support – Natalie Meagher

Head of Environmental Services – Vacant

Head of Organisational Development – Caroline Tickner

Head of Planning – Andrew Biltcliffe

Head of Coastal Partnership – Lyall Cairns

Business, Economy and Town Services Manager – Dan Grindey

Head of Development – Julia Potter

Head of Research & Marketing – Vacant

Head of Programmes Redesign and Quality – Susan Parker

Effective Working Manager – Jon Sanders

Scrutiny Board Scheduled Meeting Dates*

Tuesday 27 June, 5pm

Tuesday 18 July, 5pm

Tuesday 12 September, 5pm

Tuesday 31 October, 5pm

Tuesday 30 January (budget), 5pm

Tuesday 27 February, 5pm

Tuesday 3 April. 5pm

* These dates are likely to change as they are dependent upon the Panel's work programmes.

Title: **Scrutiny Leads Panel**

Membership: Councillor Paul Buckley
Councillor Lulu Bowerman
Councillor Jackie Branson
Councillor Gary Hughes
Councillor Diana Patrick
Councillor Lance Quantrill

Functions:

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

TBC

Title: Budget Scrutiny Panel

Membership*: Councillor Gary Hughes
Councillor Malc Carpenter
Councillor Edward Rees
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

Functions:

Scrutiny

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

To monitor spending and budget plans to make sure resources are used in the most efficient way.

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 .

To liaise and hold to account the Cabinet Lead for Finance on the financial performance of the Council and the Council's financial strategy.

Where the Cabinet Lead Responsibilities are:

Governance and Organisation Development

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

Leader of the Council

Cabinet Lead for Corporate Strategy, Finance and Devolution

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

Head of Finance and Assets – Craig Smith

Head of Housing – Tracey Wood

Head of Communications and Community Engagement – Claire Hughes

Head of Neighbourhood Support – Natalie Meagher

Head of Environmental Services – Vacant

Head of Organisational Development – Caroline Tickner

Head of Planning – Andrew Biltcliffe

Head of Coastal Partnership – Lyall Cairns

Business, Economy and Town Services Manager – Dan Grindey

Head of Development – Julia Potter

Head of Research & Marketing – Vacant

Head of Programmes Redesign and Quality – Susan Parker

Effective Working Manager – Jon Sanders

Quarterly Panel Meeting Dates

Thursday 6 July, 5pm

Monday 4 September, 5pm

Monday 4 December, 5pm

Tuesday 6 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 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

Functions:

Scrutiny

To 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 the scrutiny of the Safer Havant Partnership under Section 19 of the Police and Justice Act 2006 on behalf of the Scrutiny Board.

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
Head of Neighbourhood Support – Natalie Meagher

Quarterly Panel Meeting Dates

Monday 17 July, 5pm

Monday 25 June, 5pm

Wednesday 24 January, 5pm

Monday 26 March, 5pm

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

Membership: Councillor Jackie Branson
Councillor Beryl Francis
Councillor Mike Sceal
Councillor Caren Howard
Councillor Yvonne Weeks
Councillor Gary Kerrin

Scrutiny Lead: Councillor Jackie Branson

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

Functions:

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

To liaise with the Cabinet Lead for Strategic Innovation, Infrastructure and Projects 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 Leads:

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

Cabinet Lead for Strategic Innovation, Infrastructure and Projects – Cllr Tim
Pike

Relevant Officers:

Head of Neighbourhood Support – Natalie Meagher

Head of Environmental Services – Andrew Pritchard

Head of Planning – Andrew Biltcliffe

Head of Communications and Community Engagement – Clare Hughes

Quarterly Panel Meeting Dates

Monday 10 July, 5pm

Monday 11 September, 5pm

Tuesday 12 December, 5pm

Monday 12 March, 5pm

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

Membership: Councillor Mike Fairhurst
Councillor Peter Wade
Councillor Lulu Bowerman
Councillor Faith Ponsonby
Councillor Andrew Lenaghan
Councillor John Davis

Scrutiny Lead: Councillor Lulu Bowerman

Board Member: Councillor Michael Fairhurst

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

Functions:

Scrutiny

To 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

To liaise with the Cabinet Lead for Strategic Innovation, Infrastructure and Projects 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 Leads:

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

Cabinet Lead for Strategic Innovation, Infrastructure and Projects – Cllr Tim
Pike

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

Head of Finance and Assets – Craig Smith

Sustainability Officer – Penny Brown

Quarterly Panel Meeting Dates

Tuesday 11 July, 5pm

Thursday 14 September, 5pm

Thursday 14 December, 5pm

Tuesday 20 March, 5pm

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

Membership: Councillor Clare Satchwell
 Councillor Gerald Shimbart
 Councillor Elaine Shimbart
 Councillor Richard Kennett
 Councillor Lance Quantrill
 Councillor Gwen Blackett

Scrutiny Lead: Councillor Lance Quantrill

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

Functions:

Scrutiny

To 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

To liaise with the Cabinet Lead for Strategic Innovation, Infrastructure and Projects 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

Cabinet Lead for Strategic Innovation, Infrastructure and Projects – Cllr Tim Pike

Relevant Officers:

5 Councils Partnership and Transformation Manager – Dawn Adey

Head of Programmes Redesign and Quality – Susan Parker

Effective Working Manager – Jon Sanders

Head of Customer Services – Brian Woods

Head of Communication and Community Engagement – Clare Hughes

5 Councils IT Manager and IT Lead – Craig Richards

Quarterly Panel Meeting Dates

Wednesday 12 July, 5pm

Thursday 19 September, 5pm

Tuesday 16 January, 5pm

Thursday 22 March, 5pm