

## **HAVANT BOROUGH COUNCIL**

At a meeting of the Overview and Scrutiny Committee held on 24 August 2022

Present

Councillor Keast (Chairman)

Councillors Munday (Vice-Chairman), Raines, Richardson, Sceal, Tindall and Wilson

### **1 Apologies for Absence**

Apologies for absence were received from Councillors Bowdell, Kennett, and Weeks.

### **2 Declarations of Interest**

There were no declarations of interests relating to matters on the agenda.

### **3 Minutes of the Previous Meeting**

The Minutes of the meeting of the Overview and Scrutiny Committee held on 12 April 2022 were agreed as a correct record and signed by the Chairman.

### **4 Overview and Scrutiny Work Programme 2022/23**

The Committee considered its Work Programme for 2022/23.

The Committee endorsed the submitted draft work programme subject to the inclusion of an additional task and finish group to review the performance of the Council's sponsorship of roundabouts scheme.

RESOLVED that:

- (1) the work programme attached as Appendix A to these minutes be approved
- (2) a task and finish group of at least three Councillors to review the future income and direction of the Meridian Centre following the outcome of the Council's bid for Levelling Up Fund (LUF). ("review project") be appointed. The Task and Finish Group not to commence the review project until the Council is advised of the outcome of its bid for the Levelling Up Fund;
- (3) Councillors Munday, Wilson and Tindall be appointed to the task and finish group referred to in (2) above
- (4) Councillor Munday be appointed Lead Member of the task and finish group ("the group") created at (2) above with the following duties:

- (a) to be the visible lead of the group, driving forward the review project;
  - (b) to be responsible for the completion of a scoping plan for the review project in a format prescribed by the Democratic Services Team after consultation with the other members of the group;
  - (c) to Chair and organise informal meetings of the group and ensure that the review project is undertaken in an orderly fashion and completed in accordance with the scoping plan;
  - (d) to manage the review project and the other members of group;
  - (e) to ensure that all members of the group are given an opportunity to participate in the review project;
  - (f) to be the key point of liaison between the Cabinet Lead, officers, external witnesses and the group;
  - (g) to be responsible for collating evidence gathered by the group which supports the review project;
  - (h) to be active in undertaking independent research for the group and encourage other members of the group to undertake their own independent research to support the findings of the review project;
  - (i) to work with the relevant Cabinet Lead(s) and officers assisting the Cabinet Lead to achieve a positive report;
  - (j) to monitor the progress of the review and make regular verbal updates on the work of the group to the Overview and Scrutiny Committee;
  - (k) to prepare and present a report on the findings of the group and a cover report in a format prescribed by the Democratic Services Team; and
  - (l) to be responsible for forwarding copies of the agreed scoping plan, final and cover reports of the group and all supporting evidence/research to the Democratic Services Team at least seven working days before the final report is to be submitted to the Overview and Scrutiny Committee.
- (5) a task and finish group of at least three Councillors to review the performance of the sponsorship of roundabouts scheme and the condition of roundabouts in the Borough be appointed.
- (6) Councillors Stone, Richardson, Raines be appointed to the task and finish group referred to in (5) above
- (7) To appoint Councillor Raines as Lead Member of the task and finish group (“the group”) created at (5) above with the following duties:
- (a) to be the visible lead of the group, driving forward the review project;
  - (b) to be responsible for the completion of a scoping plan for the review project in a format prescribed by the Democratic Services Team after consultation with the other members of the group;

- (c) to Chair and organise informal meetings of the group and ensure that the review project is undertaken in an orderly fashion and completed in accordance with the scoping plan;
  - (d) to manage the review project and the other members of group;
  - (e) to ensure that all members of the group are given an opportunity to participate in the review project;
  - (f) to be the key point of liaison between the Cabinet Lead, officers, external witnesses and the group;
  - (g) to be responsible for collating evidence gathered by the group which supports the review project;
  - (h) to be active in undertaking independent research for the group and encourage other members of the group to undertake their own independent research to support the findings of the review project;
  - (i) to work with the relevant Cabinet Lead(s) and officers assisting the Cabinet Lead to achieve a positive report;
  - (j) to monitor the progress of the review and make regular verbal updates on the work of the group to the Overview and Scrutiny Committee;
  - (k) to prepare and present a report on the findings of the group and a cover report in a format prescribed by the Democratic Services Team; and
  - (l) to be responsible for forwarding copies of the agreed scoping plan, final and cover reports of the group and all supporting evidence/research to the Democratic Services Team at least seven working days before the final report is to be submitted to the Overview and Scrutiny Committee.
- (8) the potential projects not included in the work plan as set out in Appendix B of the agenda be noted.

**The meeting commenced at 5.00 pm and concluded at 5.19 pm**

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**Chairman**