

**Notes of the Scrutiny and Overview Committee**  
**Finance and Performance Working Group**  
**3<sup>rd</sup> July 2014**

**Present:** Councillors: Leonard Crosbie (Chairman), John Bailey, George Cockman, Brian Donnelly, Frances Haigh, Diana van der Klugt

**Apologies:** Councillors: John Chidlow, Brian O'Connell, Jim Rae, Stuart Ritchie

**Also present:** Councillor Roger Arthur

**Officers:** Mark Pritchard, Commissioning and Performance Manager

**1. TO APPROVE AS CORRECT THE RECORD OF THE FINANCE AND PERFORMANCE WORKING GROUP MEETING ON 19<sup>TH</sup> JUNE 2014**

The notes of the Finance and Performance Working Group meeting held on 19<sup>th</sup> June 2014 were approved as a correct record of the meeting.

**2. TO RECEIVE ANY DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. ANNOUNCEMENTS FROM CHAIRMAN OR CHIEF EXECUTIVE**

The Chairman invited the Commissioning and Performance Manager to outline his previous work experience. Members noted that the manager was preparing a commissioning framework for the Council and reviewing the range of performance management criteria.

**4. PRESENTATION OF THE COUNCIL'S BUDGET INFORMATION**

The Working Group, at its meeting on 5<sup>th</sup> February 2014, had asked for an alternative approach to the presentation of the Council's budget information which it received. It had been agreed that an income and expenditure presentation together with a breakdown for each department and a comparison against the past years would be appropriate.

Members noted this would be the format of the budget information when it was produced for future meetings. The Working Group additionally requested that, when appropriate, the budget information show a cost comparison between the new and old forms of presentation.

The Commissioning and Performance Manager stated that, in future, the information on the performance of the District Plan Priorities would report positive outcomes or the reasons why there was no significant progress. Members suggested that the District Plan Priorities be linked to the service plans.

**5. BUDGETS FOR WEST STREET, HORSHAM PROJECT, PHASE 2**

Members noted the breakdown of the budget for Phase 2 of the West Street, Horsham project: £152,500 for wayfinding town centre and town entry signs, £70,000 for lighting, £40,000 for planters and street greening, £40,000 for shop frontages upgrade, £27,000 for town-wide Wi-Fi, and £2,500 as a contingency fund.

The Working Group requested a more detailed breakdown of all the budgets listed and suggested that the Cabinet Member for Communication, Special Projects and Horsham Town, be invited to attend a Working Group meeting, along with the Town Centres Manager, to discuss this project. Members wished to receive information about the timescales for each of the elements of the scheme.

**6. PIRIES PLACE CAR PARK, HORSHAM – UPDATE REPORT**

The Working Group noted the report detailing progress on improvement works to the Piries Place multi-storey car park in Horsham. Members welcomed the works that had been completed to date.

Members asked if the replacement lifts could be installed sooner than 2015/16 and queried why the report stated that this work was subject to budget approval of £125,000 when it was thought there was a capital budget for the work.

Members recalled being informed that the new Automatic Number Plate Recognition equipment might be used for marketing purposes, and they requested details of any marketing plan and costings.

Members noted that the car park was owned by the Piries Place Management Company and queried the extent of the Council's responsibilities as leaseholder and operator.

The Chairman of the Scrutiny & Overview Committee suggested that car parking be referred to the Committee as a topic for its consideration and for all Councillors to be invited to the Committee meetings when that matter was discussed. The Working Group agreed to that.

**7. PLANNING ENFORCEMENT CASES**

The Chairman announced that, in relation to Key Performance Indicators DM02a&b for the number of planning enforcement cases received and closed, it had been agreed that the Business Improvement Working Group would receive that information and monitor it henceforth.

**8. COMMUNITY INFRASTRUCTURE LEVY**

The Chairman had previously suggested the need for Members to understand the workings of CIL and had proposed the establishment of a sub-group to analyse it in detail before final acceptances for CIL in September 2014.

It was agreed that all Members of the Working Group, along with Councillor Arthur who would be co-opted, would consider CIL and report to the Scrutiny and Overview Committee and Council.

**9. SUB-GROUPS REVIEWS INTO THE COUNCIL'S KEY AREAS OF ACTIVITIES**

The Chairman of the Working Group agreed to circulate the proposed terms of reference for the sub-groups that would review the Council's key areas of activities in relation to planning, parking, and operational services.

He suggested terms of reference that would consider budgets, the structure and staffing of relevant departments, complaints, compliments, the delivery of customer service and performance, and management structure. The members of the sub-groups would be invited to comment on the terms of reference and asked to suggest names of any other Councillors who may be able to assist with the reviews.

The meeting ended at 6.50 p.m. having commenced at 5.30 p.m.

CHAIRMAN