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Overview & Scrutiny Committee Business Improvement Sub-Committee

Tuesday, 12th July, 2016 at 6.00 pm
Hastings & Knepp, Parkside, Chart Way, Horsham

Councillors:

Andrew Baldwin
Paul Clarke
Jonathan Dancer
Nigel Jupp

Tim Lloyd
Brian O'Connell
Michael Willett

You are summoned to the meeting to transact the following business

Agenda

	Page No.
1. Election of Chairman	
2. Apologies for absence	
3. To approve the time of meetings for the ensuing year	
4. Minutes	1 - 4
To approve as correct the minutes of the meeting held on 12 th April 2016	
5. Declarations of Members' Interests	
To receive any declarations of interest from Members of the Working Group	
6. Announcements	
To receive any announcements from the Chairman or the Chief Executive	
7. To approve the Sub-Committee's Terms of Reference	5 - 6
8. Review of the Working Group's work programme for 2016/17	
<ul style="list-style-type: none">• Review of S106 Process – review completed• Property & Asset Management – review completed	
9. Member Overview of the Council's use of the Regulation of Investigatory Powers Act 2000	

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Notes of the Scrutiny and Overview Committee **Business Improvement Working Group** **12th April 2016**

- Present:** Councillors: Brian O'Connell (Chairman), John Chidlow (Vice-Chairman), Paul Clarke, Matthew French, Nigel Jupp, Godfrey Newman, Michael Willett
- Apologies:** Councillors: David Coldwell, Jonathan Dancer, Tony Hogben, David Jenkins
- Also present:** Councillors: Leonard Crosbie (Chairman of Scrutiny & Overview Committee)
- Officers:** Brian Elliot, Property & Facilities Manager
Aidan Thatcher, Development Manager

1. MINUTES

The notes of the meeting held on 8th March were approved as a correct record.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. ANNOUNCEMENTS FROM THE CHAIRMAN OR CHIEF EXECUTIVE

There were no announcements.

4. REVIEW OF THE S106 PROCESS

The Chairman presented his draft report, which summarised the working group's conclusions regarding the Council's current S106 processes and set out its recommendations.

Members of the working group were unanimously supportive and congratulated the Chairman on producing a comprehensive Report which reflected the deliberations and conclusions of the review.

The Chairman advised that there were a few technical adjustments required to ensure the recommendations could be practically applied by the Planning Department and Members agreed that the draft Report should be amended accordingly before being submitted to Scrutiny.

4. Review of the S106 Process (Cont.)

- The Working Group agreed that the amended draft Report be taken to the Scrutiny & Overview Committee on 9th May, with the recommendation that the Report and Recommendations be submitted to Council.

The Chairman thanked Members of the working group for their contribution to the review, including the co-opted Members who had joined the Business Improvement Working Group for the duration of this review. The Chairman also thanked the Development Manager for all his work and support during the review.

5. **PROPERTY & ASSET MANAGEMENT – ASSET LIST**

The Property & Facilities Manager presented a general overview of the Council's Property Portfolio, focusing on the approach to repair and maintenance.

The presentation outlined the different categories of properties and, in cases where they were occupied by a tenant, the extent to which HDC was responsible for their upkeep depending on the terms of the lease and the type of property.

The facilities management contractor SSE had recently finalised an asset survey and submitted a comprehensive planned maintenance schedule for Mechanical and Electrical services for the next five years. This schedule was currently being reviewed and checked.

Maintenance of building fabric was mainly dealt with by reactive maintenance and approved cyclical works that were programmed for the financial year. Major refurbishment works required a business case which would be approached with a view to adding value to the property.

A programme of inspection by technical officers of major Council assets, in particular leisure centres, had also been instigated.

The Property & Facilities Manager advised that major expenditure would be included in the approved Council Budget. The Property and Facilities Manager also advised that acquisitions or disposals are approved by the Cabinet Member.

The Property & Facilities Manager highlighted the differences between the investment portfolio of rented properties and the corporate portfolio. The corporate portfolio, which includes properties used by the community, such as The Drill Hall, had to be considered for their social and community value as well as their commercial value.

5. Property & Asset Management – Asset List (Cont.)

Members discussed the balance between social and commercial responsibilities, and the Chairman suggested that the Property be brought back to the working group as an ancillary item next Council Year, with a view to reviewing further.

The Chairman thanked the Property & Facilities Manager for his achievements since joining the Council in rationalising the Property Portfolio and significantly improving its management.

- The Chairman would write a summary of how the Property Asset List was being managed and bring this to the next Scrutiny & Overview Committee for information.

The meeting finished at 7.15pm having commenced at 6.00pm

CHAIRMAN

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Terms of Reference for Business Improvement Sub-Committee

1. The Chairman of this Sub-Committee will be a Member of the Overview and Scrutiny Committee having been elected by the Sub-Committee
2. Scrutinise business improvement proposals focusing on the most significant in terms of benefit, effect upon services and risk
3. Encourage consideration of best practice
4. Monitor progress including post-implementation review
5. Report findings and recommendations in terms of benefits, effect upon services, risk and progress to Overview and Scrutiny
6. To investigate other matters related to operational effectiveness and business improvement that the Overview and Scrutiny Committee or the Finance and Performance Sub-Committee might request be investigated
7. To liaise with other Sub-Committees to avoid duplication of activity
8. To make recommendations to Overview and Scrutiny Committee and discharge functions externally, where appropriate.

June 2016

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