

**SCRUTINY & OVERVIEW COMMITTEE**  
**23<sup>RD</sup> MAY 2011**

Present: Councillors: David Sheldon (Chairman), Brian Donnelly (Vice-Chairman) John Chidlow, George Cockman, Leonard Crosbie, Andrew Dunlop, Jim Goddard, Brian O'Connell, Kate Rowbottom, David Skipp, Tricia Youtan

Apologies: Councillors: Philip Circus, Laurence Deakins, Josh Murphy, Jim Rae

Also present: Councillors: Duncan England, Frances Haigh, David Holmes, Gordon Lindsay, Claire Vickers

SO/1 **ELECTION OF CHAIRMAN**

RESOLVED

That Councillor David Sheldon be elected Chairman of the Committee for the ensuing Council year.

SO/2 **APPOINTMENT OF VICE-CHAIRMAN**

RESOLVED

That Councillor Brian Donnelly be appointed Vice-Chairman of the Committee for the ensuing Council year.

SO/3 **TIME OF MEETINGS**

RESOLVED

That meetings of the Committee be held at 5.30pm for the ensuing Council year.

SO/4 **MINUTES**

The minutes of the meeting of the Committee held on 7<sup>th</sup> March 2011 were approved as a correct record and signed by the Chairman.

SO/5 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

SO/6 **ANNOUNCEMENTS FROM THE CHAIRMAN OF THE COMMITTEE OR THE CHIEF EXECUTIVE**

The Chairman of the Scrutiny & Overview Committee announced that the Chairman of each of the Working Groups would not be elected by the

SO/6 Announcements from the Chairman of the Committee or the Chief Executive (cont.)

Committee at the meeting, instead it was agreed that it was more appropriate for each Working Group to elect its own Chairman at its first meeting.

The Committee noted that although the Working Group Chairman were not required to sit as a Member of the Committee, updates from the Working Group Chairman at each Committee meeting would be required.

SO/7 **MATTERS CALLED IN ACCORDANCE WITH RULE 14**

There were no matters called in accordance with Rule 14.

SO/8 **REPORT FROM THE CHAIRMAN OF THE COMMITTEE ON THE USE BY THE EXECUTIVE OR AN OFFICER OF RULE 15 (URGENT POWERS) OR RULE 16 (SPECIAL URGENCY POWERS) OF THE ACCESS TO INFORMATION PROCEDURE RULES**

There were no matters called in accordance with Rule 15 or 16.

SO/9 **MATTERS IN ACCORDANCE WITH CRIME AND DISORDER UNDER THE POLICE & JUSTICE ACT 2006**

There were no matters in accordance with the crime and disorder under the Police & Justice Act 2006.

SO/10 **ITEMS UNDER COUNCILLOR CALL FOR ACTION**

There were no items under Councillor Call for Action.

SO/11 **APPOINTMENT OF THE STANDING WORKING GROUPS**

The Committee appointed the Members of the standing Working Groups for the ensuing Council year

(a) Budget Review Working Group

- (i) The following Members were appointed by the Committee to the Budget Review Working Group:  
Councillors: John Bailey, George Cockman, Leonard Crosbie, Andrew Dunlop, Jim Goddard, David Holmes, Gordon Lindsay, Josh Murphy, Jim Rae, Simon Torn

(b) Business Improvement Working Group

- (i) The following Members were appointed by the Committee to the Business Improvement Working Group:

SO/11 Appointment of the Standing Working Groups (cont.)

Councillors: Peter Burgess, John Chidlow, Malcolm Curnock, Laurence Deakins, Andrew Dunlop, Frances Haigh, David Jenkins, Brian O'Connell

(c) Performance Management Working Group

- (i) The following Members were appointed by the Committee to the Performance Management Working Group:  
Councillors: Leonard Crosbie, Laurence Deakins, Frances Haigh, Gordon Lindsay, Josh Murphy, Brian O'Connell, Jim Rae

(d) Social Inclusion Working Group

- (i) The following Members were appointed by the Committee to the Social inclusion Working Group:  
Councillors: Peter Burgess, George Cockman, Helena Croft, Christian Mitchell, Godfrey Newman, Kate Rowbottom, David Skipp, Claire Vickers, Tricia Youtan

SO/12 **APPOINTMENT OF THE TEMPORARY WORKING GROUPS**

The Committee appointed the Members of the temporary Working Groups for the ensuing Council year

(a) Acorn Plus Working Group

- (i) The following Members were appointed by the Committee to the Acorn Plus Working Group:  
Councillors: John Bailey, Philip Circus, George Cockman, Roy Cornell, Leonard Crosbie, Jim Sanson, David Skipp, Claire Vickers

(b) Progress on Climate Change Working Group

- (i) The following Members were appointed by the Committee to the Progress on Climate Change Working Group:  
Councillors: John Chidlow, Helena Croft, Laurence Deakins, Duncan England, Jim Goddard, Frances Haigh, Godfrey Newman, Kate Rowbottom, Jim Sanson

(c) Traffic in Villages

- (i) The following Members were appointed by the Committee to the Traffic in Villages Working Group:  
Councillors: Philip Circus, David Coldwell, Malcolm Curnock, Andrew Dunlop, David Jenkins, Liz Kitchen, Godfrey Newman, Tricia Youtan

SO/13 **BUDGET REVIEW WORKING GROUP – TO RECEIVE THE NOTES OF THE MEETING HELD 28<sup>TH</sup> APRIL 2011**

The Committee received the notes of the Budget Review Working Group held 28<sup>th</sup> April 2011.

At the last meeting the Members had put together a list of suggested items for the Group's future work programme.

There would be an additional meeting of the Working Group on 28<sup>th</sup> June 2011 at 3.00pm at which the Group's business for the forth coming year would be agreed by the new Members.

The Committee discussed the interface between the Budget Review Working Group and its review of the Acorn Plus project in comparison to that of the Acorn Plus Working Group.

The Chairman of the Committee explained that the Budget Review Working Group specifically reviewed the budget aspect of the project and the overspend. Whereas the Acorn Plus Working Group was established to review the role of the Cabinet Members' responsibility for this project and generic projects in relation to that of the Head of Service.

RESOLVED

That the notes of the Budget Review Working Group meeting held 28<sup>th</sup> April 2011 be received

REASON

All notes of Working Group meetings are to be received by the Committee.

SO/14 **BUSINESS IMPROVEMENT WORKING GROUP - TO RECEIVE THE NOTES OF THE MEETING HELD 12<sup>TH</sup> APRIL 2011**

The Committee received the notes of the Business Improvement Working Group meeting held 12<sup>th</sup> April 2011.

The Committee noted that the Business Improvement Working Group would take on responsibility for the monitoring of the Council's performance against the Acorn Plus project action plan.

At the last meeting Members had discussed the lean review and the proposed changes to the Development Control committee system. The Group noted that Members would be informed and consulted at the early stages if any ideas or proposals were being considered.

The Committee also noted the discussions on the S106 money and, how the money was spent and procedures involved. Members noted that a paper on this information and proposed changes, as a result of the Community

SO/14 Business Improvement Working Group - To receive the notes of the meeting held 12<sup>th</sup> April 2011 (cont.)

Infrastructure Levy 2014, would be prepared by the Chief Executive. This review was ongoing.

RESOLVED

That the notes of the Business Improvement Working Group meeting held 12<sup>th</sup> April 2011 be received

REASON

All notes of Working Group meetings are to be received by the Committee.

SO/15 **SOCIAL INCLUSION WORKING GROUP – TO RECEIVE THE NOTES OF THE MEETING HELD 21<sup>ST</sup> MARCH 2011**

The Committee received the notes of the Social Inclusion Working Group held 21<sup>st</sup> March 2011.

Members noted that the Annual Review of the Horsham District Community Partnership was ongoing. Interviews would take place with the Chairman of the Partnership and the Goal Group chairmen at a future meeting.

At the last meeting of the Working Group Members received a report on Consulting, Engaging and Involving Children and Young People in the District, this item would be revisited by the Group in the future.

The Committee also noted the health update; the issues in relation to the extended opening hours of Horsham Hospital Minor Injuries Unit were ongoing, the Working Group was keen issue a press release to ensure that the Council kept pursuing this.

The Working Group had also considered a consultation document: Service Redesign for Quality in West Sussex 'Our Proposals for Better Care' from Western Sussex Hospitals NHS Trust. Councillor Skipp would be sending a letter in response to this consultation.

RESOLVED

That the notes of the Social Inclusion Working Group meeting held 21<sup>st</sup> March 2011 be received

REASON

All notes of Working Group meetings are to be received by the Committee.

SO/16 **PROGRESS ON CLIMATE CHANGE WORKING GROUP – TO RECEIVE THE NOTES OF THE MEETING HELD 14<sup>TH</sup> MARCH 2011**

The Committee received the notes of the Progress on Climate Change Working Group held 14<sup>th</sup> March 2011.

The review was in its early stages and was ongoing; at the next meeting the Group would receive a presentation from the Climate Change Team Leader at West Sussex County Council on the Environment and Climate Change Board.

RESOLVED

That the notes of the Progress on Climate Change Working Group meeting held 14<sup>th</sup> March 2011 be received

REASON

All notes of Working Group meetings are to be received by the Committee.

SO/17 **SEVERE WEATHER WORKING GROUP – CHAIRMAN'S UPDATE AND NOTES OF THE MEETING HELD 30<sup>TH</sup> MARCH 2011**

The Committee received the notes of the Severe Weather Working Group held 30<sup>th</sup> March 2011.

The Working Group had met almost one year after the initial review to revisit the report and recommendations. There continued to be a number of actions outstanding.

The Committee suggested that training for the use of snow chains could be considered for times of severe snow fall.

The Committee agreed that the following recommendations be made to the relevant Cabinet Member following the meeting the outcome of the last meeting of the Working Group.

RECOMMENDED TO CABINET

- (i) Work to encourage and increase parish emergency plans, including a list of vulnerable people
- (ii) Check with West Sussex County Council the status and urge the continued provision of grit and grit bins
- (iii) Organise an additional workshop for the parish councils in order to share experiences and hold up good practice

SO/17 Severe Weather Working Group – Chairman’s update and notes of the meeting held 30<sup>th</sup> March 2011

(iv) Address the issue of funding for machinery to deal with severe weather

(v) Consider the issue of partnership working, especially with local volunteers

SO/18 **TO RECEIVE THE SCRUTINY AND OVERVIEW WORK PROGRAMME**

The Committee noted the work programme for 2011.

Any additional items for the work programme were encouraged.

Members noted that the final report of the Billingshurst Rail Service Working Group would be presented at the next meeting of the Committee.

The meeting finished at 7.04pm having commenced at 5.30pm.

CHAIRMAN