

**SCRUTINY & OVERVIEW COMMITTEE**  
**5<sup>TH</sup> SEPTEMBER 2011**

Present: Councillors: David Sheldon (Chairman), Brian Donnelly (Vice-Chairman) John Chidlow, Leonard Crosbie, Laurence Deakins, Andrew Dunlop, Jim Goddard, Josh Murphy, Brian O'Connell, David Skipp, Tricia Youtan

Apologies: Councillor: Philip Circus, George Cockman, Jim Rae, Kate Rowbottom,

Also present: Councillors: Roger Arthur, Duncan England, David Holmes, Liz Kitchen, Gordon Lindsay, Claire Vickers

SO/34 **MINUTES**

The minutes of the meeting of the Committee held on 4<sup>th</sup> July 2011 were approved as a correct record and signed by the Chairman.

SO/35 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

SO/36 **ANNOUNCEMENTS FROM THE CHAIRMAN OF THE COMMITTEE OR THE CHIEF EXECUTIVE**

There were no announcements.

SO/37 **MATTERS CALLED IN ACCORDANCE WITH RULE 14**

There were no matters called in accordance with Rule 14.

SO/38 **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/39 **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/40 **ITEMS UNDER COUNCILLOR CALL FOR ACTION**

There were no items under Councillor Call for Action.

SO/41 **BUDGET REVIEW WORKING GROUP – CHAIRMAN’S UPDATE AND NOTES OF THE MEETING HELD 25<sup>TH</sup> JULY 2011**

The Chairman of the Budget Review Working Group presented the notes of the meeting held 25<sup>th</sup> July 2011.

The Working Group had requested a detailed breakdown on the project costs for the Business Services department; this was provided at the meeting by the Head of Corporate Support Services.

The Chairman highlighted the Group’s support for the need to provide a business case when variations on the ICT budget were required.

At the meeting the Working Group also received the Outturn for 2010/11. The Members discussed the information which was presented, and had requested that a more detailed breakdown of the figures be provided, including details of the original budget, variance and total adjusted budget for the year. The Group would then consider which format it preferred for future reports.

RESOLVED

That the notes of the Budget Review Working Group meeting held 25<sup>th</sup> July 2011 be received

REASON

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

SO/42 **BUSINESS IMPROVEMENT WORKING GROUP – CHAIRMAN’S UPDATE AND NOTES OF THE MEETING HELD 12<sup>TH</sup> JULY 2011**

The Chairman of the Business Improvement Working Group presented the notes of the meeting held 12<sup>th</sup> July 2011.

At the meeting the Members had discussed the functions of the Business Improvement Working Group and although it had a different role to that of the Budget Review and Performance Management working groups there was an element of overlap between the three.

The Committee noted that the Chairmen of all three Working Groups would be meeting with the Chief Executive and the Head of Strategic Planning & Performance consider the overlap, and how to avoid duplication of information presented to the Groups.

The Working Group had also picked up the outstanding issues from the previous Council year; the Chief Executive provided an update on the actions which had been taken to address the organisational issues in connection with the Operational Services/Acorn Plus overspend.

Further information was requested by the Group to continue this review.

SO/42 Business Improvement Working Group – Chairman’s update and notes of the meeting held 12<sup>th</sup> July 2011 (cont.)

The Working Group had scheduled an informal planning meeting for Wednesday 14<sup>th</sup> September 2011 to discuss the forward plan and any areas it may wish to review, such as S106 and Redesign.

RESOLVED

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

REASON

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

SO/42 **PERFORMANCE MANAGEMENT WORKING GROUP –CHAIRMAN’S UPDATE AND NOTES OF THE MEETING HELD 3<sup>RD</sup> AUGUST 2011**

The Chairman of the Performance Management Working Group presented the notes of the meeting held 3<sup>rd</sup> August 2011.

The Committee noted the quarterly reports which were presented to the Group on Complaints, Compliments and Suggestions – Monitoring & Learning Report for 1<sup>st</sup> April to 30<sup>th</sup> June 2011, as well as the Report on the Use of Regulation of Investigatory Powers Act 2000 and the District Plan Priorities Progress and Performance Indicators for Quarter 1 2011/12.

The Working Group had also discussed the overlap between this Group and the role of the Budget Review and Business Improvement working groups. This would be discussed in more detail at the joint meeting between the Chairmen of the Working Groups.

RESOLVED

That the notes of the Performance Management Working Group meeting held 3<sup>rd</sup> August 2011 be received

REASON

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

SO/43 **SOCIAL INCLUSION WORKING GROUP – CHAIRMAN’S UPDATE**

The Committee received an update from the Chairman of the Social Inclusion Working Group.

The Working Group had not met since the last meeting of the Committee; however Members noted that at the next meeting the Working Group would be interviewing the Chairmen of the Horsham District Community Partnership Goal Groups as part of its review of the Partnership.

The Committee noted that Disability Access and An Ageing Population, were the next areas of review by the Working Group.

RESOLVED

That an update be given in respect of the Social Inclusion Working Group

REASON

All Working Group updates are to be received by the Committee.

SO/44 **PROGRESS ON CLIMATE CHANGE WORKING GROUP – CHAIRMAN’S UPDATE AND NOTES OF THE MEETING HELD 27<sup>TH</sup> JULY 2011**

The Chairman of the Progress on Climate Change Working Group presented the notes of the meeting held 27<sup>th</sup> July 2011.

The Committee were informed that as part of the review the Working Group had set up three sub groups, each of which had been tasked with analysing a number of subject areas from the Horsham District Climate Change Strategy Action Plan.

The findings of the sub-groups would be reported back to the next meeting of the Working Group, for consideration.

RESOLVED

That the notes of the Progress on Climate Change Working Group meeting held 27<sup>th</sup> July 2011 be received

REASON

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

SO/45 **ACORN PLUS WORKING GROUP - CHAIRMAN'S UPDATE AND NOTES OF THE MEETINGS HELD 14<sup>TH</sup> JULY AND 17<sup>TH</sup> AUGUST 2011**

The Chairman of the Acorn Plus Working Group presented the notes of the meetings held 14<sup>th</sup> July and 17<sup>th</sup> August 2011.

The Working Group had met twice since the last meeting of the Committee. At the first meeting Members were provided with information including comparative role profiles for Cabinet Members, from various Councils across the country, along with an extract from the Horsham District Council's Constitution, legislation and national guidance.

For the second meeting Members had been asked to consider the information provided and identify the most preferable role profile for a Cabinet Member, out of the selection of Councils which had been provided.

Following the meeting the Chairman had been asked to produce draft terms of reference for the Cabinet Members, based on elements of the information which the Group had been considered, this would be presented for discussion at the next meeting of the Working Group. Members would also consider the relationship between the Cabinet Members and the Chief Executive, Directors and Heads of Service.

The Group had also touched on the relationship between the Cabinet Member and their deputies. Although the Committee noted that deputy Cabinet Members had no constitutional status at the Council, they were in existence in an unofficial capacity. The Committee supported the Group in reviewing the deputies' role and relationship to the Cabinet Member.

RESOLVED

That the notes of the Acorn Plus Working Group meetings held 14<sup>th</sup> July and 17<sup>th</sup> August 2011 be received

REASON

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

SO/46 **TRAFFIC IN VILLAGES WORKING GROUP – CHAIRMAN'S UPDATE AND NOTES OF THE MEETINGS HELD 20<sup>TH</sup> JULY AND 17<sup>TH</sup> AUGUST 2011 AND TO APPROVE THE AMENDED TERMS OF REFERENCE**

The Chairman of the Traffic in Villages Working Group presented the notes of the meetings held 20<sup>th</sup> July and 17<sup>th</sup> August 2011.

At the first meeting of the Working Group Members established that the District Council had limited powers in respect many of the issues which would be covered by this review and that most of the issues would fall within the

SO/46 Traffic in Villages Working Group – Chairman’s update and notes of the meetings held 20<sup>th</sup> July and 17<sup>th</sup> August 2011 and to approve the amended Terms of Reference (cont.)

remit of the County Council. Therefore a representative from West Sussex County Council was invited to the following meeting.

The Group had also agreed to write to the parish councils in the District asking them to submit their views and comments in respect to the traffic problems faced in the villages.

At the second meeting Members heard from the Principal Community Highways Officer from the County Council who addressed many of the issues raised by the Group and who also agreed to attend future meetings to support the review.

The Working Group also considered the responses from the parish councils and highlighted the most common areas of concern.

The Group was awaiting information from West Sussex County Council which would be considered at the next meeting.

The Committee suggested that the Working Group pursue further the option of parishes funding Traffic Regulation Orders (TROs) by using S106 funding or through joint applications from a number of parishes, as possible solutions to implementing extra TROs in villages and for quicker implementation.

It was anticipated that the review would be completed within six months.

**RESOLVED**

- (i) That the notes of the Traffic in Villages Working Group meetings held 20<sup>th</sup> July and 17<sup>th</sup> August 2011 be received
- (ii) That the Terms of Reference of the Working Group be approved

**REASON**

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

SO/47 **TO RECEIVE ANY SUGGESTIONS FOR THE SCRUTINY & OVERVIEW  
WORK PROGRAMME**

There were no suggestions for the Scrutiny & Overview work programme.

SO/48 **REPLIES FROM CABINET/COUNCIL REGARDING SCRUTINY AND  
OVERVIEW RECOMMENDATIONS**

- (a) The Cabinet Member for a Safer & Healthier District and the Community Safety Officer presented an update report on the live trial to combine enforcement services at the Council, following the review of the Enforcement Working Group. Also included in the report was a project timeline.

The live trial was in process and the Committee would receive feedback on the results at its next meeting on 7<sup>th</sup> November 2011.

The Committee noted that there was ongoing dialogue with the staff involved in trial and overall feedback had been positive. There would be a formal staff consultation period in November. At this stage it was not possible to identify whether there would be a loss of staff.

The Committee questioned the income as a result of combining services, especially the income from parking services as a result of the car parks being visited less frequently and whether the contribution from West Sussex County Council would be reduced.

The Director of Corporate Resources explained that the car park income figures to date were available and this would be emailed to Members, however the Cabinet Member would report back to the Committee on 7<sup>th</sup> November 2011 regarding the financial impact and on loss of staff as a result of the project.

A formal proposal and decision whether to proceed would be made in December 2011.

- (b) The Cabinet Member for a Safer & Healthier District presented the response from Cabinet to the recommendations made by the Scrutiny & Overview Committee, following the review by the Severe Weather Working Group. Each of the recommendations had been addressed and a comprehensive response was provided.

The Committee noted that a workshop would be held for all the parish councils on 16<sup>th</sup> November 2011, the aim of the workshop would be to enhance community resilience and cooperation.

A meeting had also been scheduled to discuss the purchasing of new machinery and equipment in order for the Council to be better equipped to deal with the severe weather. The Emergency Planning Officer would report back to the Committee after this meeting.

SO/48 Replies from Cabinet/Council regarding Scrutiny and Overview  
Recommendations (cont.)

The Committee welcomed the progress since the review by the Severe Weather Working Group.

- (c) The Committee received the response from Cabinet to the recommendations made following the review of the Use of Consultants, by the Business Improvement Working Group. The Committee was disappointed to see that a more effective framework for recruiting consultants was not considered necessary.

The Cabinet Member for Efficiency & Taxation would be invited to a future meeting of the Business Improvement Working Group to discuss the framework which was used for the recruitment of consultants, in order for the Group to consider whether it was appropriate

- (d) The Committee received the response from the Cabinet Member for Living & Working Communities, following the recommendations which arose from the review by the Billingshurst Rail Service Working Group. The Committee was pleased with the positive response.

The meeting finished at 6.47pm having commenced at 5.30pm.

CHAIRMAN