



Scrutiny & Overview Committee
MONDAY 9TH SEPTEMBER 2013 AT 5.30 P.M.
COUNCIL CHAMBER, PARK NORTH, NORTH STREET, HORSHAM

Councillors:	John Chidlow	Jim Goddard
	Philip Circus	Brian O'Connell
	Roger Clarke	Kate Rowbottom
	George Cockman	David Sheldon
	Leonard Crosbie	David Skipp
	Laurence Deakins	Diana van der Klugt
	Brian Donnelly	Tricia Youtan
	Duncan England	

You are summoned to the meeting to transact the following business

Tom Crowley
Chief Executive

AGENDA

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1. Apologies for absence	
2. To approve as correct the record of the meeting of the Scrutiny & Overview Committee held on 8 th July 2013	1
3. To receive any declarations of interest from Members of the Committee	
4. To receive any announcements from the Chairman of the Committee or the Chief Executive	
5. To receive any replies from Cabinet/Council regarding Scrutiny and Overview Recommendations	
<ul style="list-style-type: none">Cabinet decision on the recommendation to review the methods and criteria for appointing Members to represent the Council on outside bodies, and for a system of regular reporting back to Council	
6. Business Improvement Working Group – To receive an update from the Chairman. Notes of the meeting held on 9 th July 2013 attached	9

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| 7. | Crime and Disorder Working Group - To receive an update from the Chairman and proposed changes to the Working Group's schedule of meetings | |
| 8. | Finance and Performance Working Group – To receive an update from the Chairman. Notes of the meeting held on 7 th August 2013 attached | 12 |
| | <ul style="list-style-type: none">• Proposed changes to the Working Group's schedule of meetings – proposed meeting dates attached | 17 |
| 9. | Social Inclusion Working Group – To receive an update from the Chairman. | |
| | <ul style="list-style-type: none">• Report back on the visit on 11th July to the Information Shop / FindItOut at the Y Centre, Horsham | |
| 10. | Health Provision Working Group – To receive an update from the Chairman. Notes of the meeting held on 6 th June 2013 attached | 18 |
| 11. | Proposal to establish a Trade Waste Working Group – draft scope and terms of reference attached | 22 |
| 12. | Work Programme 2013/14 attached | 23 |
| 13. | To receive suggestions for the Scrutiny & Overview Work Programme | |
| 14. | Items not on the agenda which the Chairman of the meeting is of the opinion should be considered as urgent because of the special circumstances. | |

SCRUTINY & OVERVIEW COMMITTEE

8TH JULY 2013

Present: Councillors: John Chidlow, Philip Circus, Roger Clarke, George Cockman Leonard Crosbie, Laurence Deakins, Brian Donnelly, Duncan England, Brian O'Connell, Kate Rowbottom, David Sheldon, Diana van der Klugt, Tricia Youtan

Apologies: Councillors: Laurence Deakins, Jim Goddard, David Skipp

Also present: Councillor Roy Cornell

Officer: Katharine Eberhart, Director of Corporate Resources

SO/1 **ELECTION OF CHAIRMAN**

RESOLVED

That Councillor George Cockman 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 5.30 p.m. for the ensuing Council year.

SO/4 **MINUTES**

The minutes of the meeting of the Committee held on 13th May 2013 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 welcomed Councillors Clarke and van der Klugt as new Members of the Committee.

The Chairman announced that the Scrutiny and Overview Annual Report 2012/13 had been posted on the Council's website. A hard copy of the report was tabled.

SO/7 **REPLIES FROM CABINET/COUNCIL REGARDING SCRUTINY AND OVERVIEW RECOMMENDATIONS**

The Committee noted that the Council had adopted the revised Regulation of Investigatory Powers Act (RIPA) Corporate Policy and Procedures Document.

SO/8 **APPOINTMENT OF MEMBERS TO THE STANDING WORKING GROUPS**

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

(a) Business Improvement Working Group

The following Members were appointed by the Committee to the Business Improvement Working Group:
Councillors Peter Burgess, John Chidlow, Malcolm Curnock, Frances Haigh, David Jenkins, Brian O'Connell

The Committee noted that there was a vacancy which was being filled in consultation with the relevant Group Leader.

The Committee noted that the following Members had been co-opted for the purpose of assisting with the review of Development Management and Planning Services:
Councillors Philip Circus, Leonard Crosbie, Duncan England, Jim Goddard

(b) Crime and Disorder Working Group

The following Members were appointed by the Committee to the Crime and Disorder Working Group:
Councillors David Coldwell, Christine Costin, Duncan England, Jim Goddard, Frances Haigh, Kate Rowbottom, Jim Sanson

SO/8 Appointment of the Standing Working Groups (continued)

(c) Finance and Performance Working Group

The following Members were appointed by the Committee to the Finance and Performance Working Group:
Councillors John Bailey, John Chidlow, George Cockman, Leonard Crosbie, Brian Donnelly, Jim Goddard, Frances Haigh, Brian O'Connell, Stuart Ritchie

(d) Social Inclusion Working Group

The following Members were appointed by the Committee to the Social Inclusion Working Group:
Councillors Peter Burgess, George Cockman, Duncan England, Christian Mitchell, Godfrey Newman, Kate Rowbottom, David Skipp, Tricia Youtan

SO/9 **BUSINESS IMPROVEMENT WORKING GROUP - TO RECEIVE AN UPDATE FROM THE CHAIRMAN**

The Chairman of the Business Improvement Working Group presented the notes of the meeting held on 28th May 2013.

The Working Group had noted the organisational structure of Development Management and had received details that outlined the planning application process. Members of the Working Group had completed the first phase of the review of Development Management by speaking to certain planning officers in the Development teams. The next phases would be meetings with staff members in the Planning Support and Compliance teams, and a meeting with relevant agents and planning professionals in August 2013 to ask for their experiences of the Council's planning application process. The public who used the planning service would also be surveyed. All of the comments from these exercises would be collated and reported to the Working Group meeting on 12th September 2013.

RESOLVED

That the notes of the Business Improvement Working Group meeting, held on 28th May 2013, be received

REASON

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

SO/10

**CRIME AND DISORDER WORKING GROUP – TO RECEIVE AN UPDATE
FROM THE CHAIRMAN**

The Chairman of the Crime and Disorder Working Group presented the notes of the meeting held on 19th June 2013; the notes had been emailed to Members of the Committee and were tabled at the meeting.

The Working Group had been reassured that the level of analytical support provided by the County Council to the Horsham District Community Safety Partnership would be sufficient despite a reduction in the provision of wide range in-depth analysis.

The Head of Planning and Environmental Services had informed the Working Group that Sussex Police were automatically consulted in respect of planning applications submitted for developments of ten residential units or more with a view to trying to design out potential crime implications within such developments. The Working Group suggested that the Community Safety Partnership should be a consultee, and an automatic consultee on major applications, to enable all of its partners to have an input and comment on possible ways to achieve crime reduction.

The Working Group would discuss a key priority from the Community Safety Partnership Plan 2013/14 at each meeting and monitor progress on the relevant action plans. Sussex Safer Roads Partnership representatives would be invited to attend its next meeting. The Working Group would invite the Council's representative on the Sussex Police and Crime Panel to attend one of its meetings to discuss current policing resources and for the Working Group to suggest issues that could be raised at the Panel meeting.

Members of the Committee suggested that the Sussex Police and Crime Commissioner, or her deputy, could be invited to attend a meeting with all Horsham District Councillors to discuss resources for policing in the District and other relevant matters.

The Chairman of the Committee stated that he would raise the issue of resources for policing and the recording of crime statistics at the next meeting of the West Sussex Joint Scrutiny Steering Group.

The Committee welcomed the appointment of five community youth workers who were engaging with young people in the District and asking what services and support they required. It was hoped that investment in youth services by others would not be cut and that the Community Safety Partnership could encourage such funding because it might contribute to reducing potential anti-social behaviour.

SO/10 Crime and Disorder Working Group – to receive an update from the Chairman (continued)

RECOMMENDATION TO THE CABINET MEMBER FOR A SAFER AND HEALTHIER DISTRICT

To request that the Sussex Police and Crime Commissioner be invited to a meeting with Horsham District Councillors to discuss her vision for policing for the District, resources, recruitment and any other relevant matters.

RESOLVED

That the notes of the Crime and Disorder Working Group meeting, held on 19th June 2013, be received

REASON

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

SO/11 **FINANCE AND PERFORMANCE WORKING GROUP – TO RECEIVE AN UPDATE FROM THE CHAIRMAN**

The Chairman of the Finance and Performance Working Group presented the notes of the meeting held on 15th May 2013.

RESOLVED

That the notes of the Finance and Performance Working Group meeting, held on 15th May 2013, be received

REASON

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

SO/12 **SOCIAL INCLUSION WORKING GROUP – TO RECEIVE AN UPDATE FROM THE CHAIRMAN**

The Chairman of the Social Inclusion Working Group presented the notes of the meeting held on 17th June 2013.

Members of the Working Group had been invited to visit the Horsham Information Shop for Young People on 11th July 2013, along with the students from Tanbridge House School who had recommended changes to the centre and how its services were delivered to young people.

SO/12 Social Inclusion Working Group – To receive an update from the Chairman (cont.)

A sub-group would meet the Senior Youth and Older Persons Officer prior to the visit to coordinate the approach to the visit and devise questions to ask on the day.

The Working Group was concerned at the relatively narrow representation in the Council's representation on outside bodies and recommended that the Committee request the Cabinet to review this matter.

RECOMMENDED TO THE CABINET

- (1) That the Cabinet consider reviewing the methods and criteria for appointing Members to represent the Council on other bodies, and
- (2) That a system of regular reporting back to Council by Member representatives on other bodies be re-established.

RESOLVED

That the notes of the Social Inclusion Working Group meeting, held on 17th June 2013, be received

REASON

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

SO/13 HEALTH PROVISION WORKING GROUP

The Health Provision Working Group had met on 6th June 2013. The Chairman could not attend the Committee meeting but would provide an update at the next meeting.

RESOLVED

That an update be given in respect of the Health Provision Working Group

REASON

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

SO/14 **SOUTHERN RAIL'S PERFORMANCE IN SEVERE WEATHER WORKING GROUP – TO RECEIVE AN UPDATE FROM THE CHAIRMAN**

The Chairman of the Southern Rail's Performance in Severe Weather Working Group presented the notes of the meeting held on 30th May 2013.

The Working Group had reconvened to hear from representatives of Southern Rail and Network Rail about their performance during the winter of 2012/13. There had, when compared to the disruption to rail services in December 2010, been a significant improvement in the provision of train services during recent spells of severe weather. A new control centre for Southern Rail and Network Rail had been built at Three Bridges and it would be operational around August/September 2013. The Chairman of the Working Group hoped to visit the new centre and would report back.

The Working Group had requested Southern Rail and Network Rail to continue to keep the Council informed on a regular basis of their actions to maintain services during times of severe weather. The Committee agreed that a further meeting being planned for May 2014 to assess the ongoing improvements would be beneficial.

The Working Group had welcomed Southern Rail and Network Rail's engagement in the review process, and their openness and willingness to answer questions and provide detailed information.

RESOLVED

That the notes of the Southern Rail's Performance in Severe Weather Working Group meeting, held on 30th May 2013, be received

REASON

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

SO/15 **WORK PROGRAMME 2013/14**

The Committee noted the Scrutiny and Overview work programme for 2013/14.

The Cabinet Member for the Environment had asked that the review of trade waste be deferred because the lead manager was on extended sick leave. The Committee felt that it would be best if the review was commenced and a start date set; the Cabinet Member would be informed and consideration given to the timing of the review to ensure relevant officers could participate without any adverse impact on delivering the trade waste service.

The Committee agreed to defer for a short time the planned review of the Communications Policy.

SO/15 Work Programme 2013/14 (continued)

The Committee noted that proposals would emerge from the Business Transformation Programme and that the Committee might be involved in scrutinising proposals.

The Committee noted the reviews which its working groups would undertake and that there were some outstanding reviews from 2012/13 that the Business Improvement Working Group was completing.

SO/16 **TO RECEIVE ANY SUGGESTIONS FOR THE SCRUTINY AND OVERVIEW WORK PROGRAMME**

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

Parish and Neighbourhood Councils would be asked if they had any suggestions.

SO/17 **ITEMS NOT ON THE AGENDA BUT CONSIDERED URGENT**

There were no urgent items.

The meeting finished at 6.49 p.m. having commenced at 5.30 p.m.

CHAIRMAN

Notes of the Scrutiny and Overview Committee
Business Improvement Working Group
9th July 2013

Present: Councillors: John Chidlow, Philip Circus, Leonard Crosbie,
Malcolm Curnock, Duncan England, Jim Goddard, Frances Haigh,
David Jenkins, Brian O'Connell

Apologies: Councillor Peter Burgess

Also present: Councillors: Roger Arthur, George Cockman, Brian Donnelly,
Claire Vickers

Officers: Hilary Coplestone, Planning Services Manager
Katharine Eberhart, Director of Corporate Resources
Simeon Manley, Interim Planning Manager

1. ELECTION OF A CHAIRMAN

Councillor Brian O'Connell was elected as Chairman of the Working Group.

2. RECORD OF THE MEETING HELD ON 28th MAY 2013

The notes of the meeting held on 28th May 2013 were approved as a correct record.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. ANNOUNCEMENTS FROM THE CHAIRMAN OR CHIEF EXECUTIVE

There were no announcements.

5. SECTION 106 GRANT PROCESS AND PLANNING OBLIGATIONS PANEL

Members had previously queried how local authorities accessed and used S106 monies and had requested that it receive the terms of reference of the Planning Obligations Panel and details of the current S106 monies it was considering.

The Chairman stated that this matter would be deferred to the meeting on 12th September 2013.

6. WORK PROGRAMME

The Working Group noted that, in relation to the Regulation of Investigatory Powers Act 2000, the Council had decided to adopt the revised Corporate Policy and Procedures Document.

The Working Group noted that its work programme for 2013/14 included a review of the Council's policy in relation to the use of consultants.

7. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED

That under Section 100A of the Local Government Act 1972 as amended, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act 1972 by virtue of the paragraphs specified against the item and in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

8. REVIEW OF DEVELOPMENT MANAGEMENT AND THE PERFORMANCE AND PRODUCTIVITY OF PLANNING SERVICES

The Working Group noted the information requested by and produced for the Finance and Performance Working Group which detailed the annual levels of processing major, minor and other planning applications between 2008/09 to 2012/13, and the monthly processing levels between April 2011 and March 2013.

The Working Group received information about staff numbers and costs in Development Management between 2010/11 and 2012/13.

The Working Group had completed the first phase of its review of Development Management. Members had met planning officers in the Development teams. General feedback from that exercise was discussed but conclusions would not be reached until the entire review had been completed.

Agenda item 6

Business Improvement Working Group
9th July 2013

Working Group Members were asked to arrange, during July and August 2013, meetings with staff members in the Planning Support and Compliance teams.

The Chairman would write to relevant agents, architects and planning professionals to invite them to attend a meeting around the end of August 2013 to hear about their experiences of the Council's planning application process and ask what issues they would like to raise and discuss.

The final phase of the review would be engagement with the public and stakeholders who used the planning service; the format of a customer survey would be discussed at the Working Group meeting on 12th September 2013. Horsham District Councillors and Parish Councillors would also be invited to comment.

The meeting finished at 7.42 p.m. having commenced at 5.30 p.m.

CHAIRMAN

Notes of the Scrutiny and Overview Committee
Finance and Performance Working Group
7th August 2013

Present: Councillors: John Bailey, John Chidlow, George Cockman, Leonard Crosbie, Brian Donnelly, Jim Goddard, Frances Haigh, Brian O'Connell, Stuart Ritchie

Officers: Katharine Eberhart, Director of Corporate Resources
Ian Henderson, Interim Head of CenSus ICT
Julie McKenzie, Performance Manager
Sue McMillan, Head of Financial and Legal Services

1. ELECTION OF A CHAIRMAN

Councillor Leonard Crosbie was elected as Chairman of the Working Group for the ensuing year.

2. TO APPROVE AS CORRECT THE RECORD OF THE FINANCE AND PERFORMANCE WORKING GROUP MEETING ON 15TH MAY 2013

The notes of the Finance and Performance Working Group meeting held on 15th May 2013 were approved as a correct record of the meeting.

3. TO RECEIVE ANY DECLARATIONS OF INTEREST

There were no declarations of interest.

4. ANNOUNCEMENTS FROM CHAIRMAN OR CHIEF EXECUTIVE

There were no announcements.

5. CENSUS JOINT COMMITTEE

The Interim Head of CenSus ICT reported on the progress of CenSus ICT projects and the meeting of the CenSus Joint Committee held on 21st June 2013.

The CenSus ICT Service had met its operational SLA call closure performance targets in one of the two months within the first quarter of 2013/14 and, during 2012/13, had achieved that target for ten of the twelve months. The monthly target for call closures was set at 85%; Members suggested a higher target would be preferable and will be considered when the SLA is updated later in the year. Additional resources had been added to the Help Desk to improve the performance of answering public telephone calls to CenSus.

The telephony contract had been awarded and the new equipment would be installed before the end of 2013. The refresh of desktop PCs and laptops for Horsham District Council was planned to be completed by the end of the financial year.

The Fibre Switch Action Plan, following an ICT failure at Worthing Borough Council, was being implemented and corrective measures were being undertaken which would reduce the risk of further disruption.

The Working Group requested to receive the minutes of the CenSus Joint Committee meetings. A HDC Cabinet Member on the CenSus Joint Committee could be invited to attend the Working Group meetings when those minutes were to be discussed.

**6. COMPLAINTS, COMPLIMENTS AND SUGGESTIONS –
MONITORING AND LEARNING REPORT**

The Working Group noted the report which provided details of the complaints, compliments and suggestions for the period from 1st April to 30th June 2013.

There had been 46 complaints for that period; that compared to a total of 41 complaints for the previous quarter. Most were Stage 1 complaints. Two complaints had advanced to Stage 3; Members suggested that future reports include a note to explain the nature of any Stage 3 complaints.

The Working Group noted that 35 compliments had been received for the period. Members particularly welcomed the compliment from the Victoria and Albert Museum who had worked with Horsham Museum and Art Gallery to display the Japanese Treasures exhibition. The Working Group suggested that the Chairman and the Leader of the Council be made aware of this compliment and requested that they congratulate the staff and volunteers at the museum and also convey the appreciation of the Working Group.

**7. MEMBER OVERVIEW OF THE COUNCIL'S USE OF THE
REGULATION OF INVESTIGATORY POWERS ACT 2000**

The Working Group noted that the Council had not used the powers under the Regulation of Investigatory Powers Act 2000 in the past quarter. Those powers had last been authorised by the Council on 11th August 2007, which was then cancelled on 1st September 2007.

**8. BUDGET 2013/14 – PROGRESS REPORT TO END OF JUNE 2013
AND OUTTURN FORECAST**

The Working Group noted the report which provided details of the budget for the period from 1st April to 30th June 2013 and the forecast for the full year outturn.

The original budget for 2013/14 had been increased by £423,000 due to budgets being carried forward from 2012/13, making a total budget of £13,101,000.

Supplementary estimates had been made under delegated authority to the capital budget since the start of the year for an air conditioning chiller for the Capitol, a fuel tank at Hop Oast depot, and drainage and treatment works at Hop Oast depot. Members discussed the accuracy of budgeting and how capital budgets included a carry forward of £1.67 million from 2012/13 and a carry forward of £329,290 for repairs and renewals. Members wished to encourage the delivery of projects within the allotted timeframe for which budgets had been allocated rather than the carrying forward of the significant amounts from 2012/13 to 2013/14.

The Director of Corporate Resources reported that progress was being made on improving the accuracy of budget estimates and ensuring budgets were comprehensive. Meetings with Heads of Service and Cabinet Members were planned for September/October 2013 as part of the budget setting process and that process would include capital budgets. The Working Group requested details of the capital and repairs and renewals budgets for consideration at its meeting on 13th November 2013, and that the Cabinet Member with responsibility for property and assets should be invited to attend.

Members noted that the Council had 44 vacant posts of which 5 posts were long-term vacancies not being covered by agency or other arrangements. Members discussed the merit or otherwise of the Council's temporary contracts and asked whether the most appropriate media and journals were being used to advertise specialist vacancies.

The Working Group agreed to wait for the outcome of the Business Improvement Working Group's review of Development Management and Planning Services to consider its comments on staffing and recruitment issues. The Working Group requested details of the number of employees by department who were employed on temporary and on part-time contracts.

9. TRANSPORT SERVICES BUDGET

The Head of Operational Services was unable to attend the meeting. The item of business on the transport services budget would be deferred. If the departmental Head was unavailable to attend a future

meeting, the Working Group requested that his Deputy or a relevant senior manager attend.

10. REPORT ON THE DISTRICT PLAN PRIORITIES PROGRESS, PROJECTS AND PERFORMANCE INDICATORS FOR QUARTER 1 IN 2013/14

The Working Group noted the report on the Council's District Plan Priorities Progress, Projects and Performance Indicators for Quarter 1 in 2013/14.

The District Plan Priorities for 2013/14, agreed after input from the Cabinet and Corporate Management Team, were being further considered to sharpen their focus.

The end of year Key Performance Indicators (KPIs) monitoring report for 2012/13 had been published on the Council's website; that information had been circulated to the Cabinet and Members of the Working Group.

The Working Group noted positive performance in the following areas: the number of households in bed and breakfast accommodation had remained low at 19, and total staff sickness levels at 7.75 days and the short term sickness level (for periods of sickness under 11 days) was at 1.71 days per employee per year.

The Working Group also noted that the percentage of planning appeals that had been allowed by the Planning Inspectorate was 39% against a target of 30%.

The Working Group commented on the KPIs as follows:

- DM19, DM20, DM21, major planning applications – there was no symbol shown on the table to indicate their status and whether they were on target, close to target, or outside of the target.
- DM20, the number of major planning applications subject to voluntary extension – the actual number was listed but Members requested that it should also be shown as a percentage of the major applications determined under 13 weeks or subject to voluntary extension.
- LS01a & b, attendance at sports centres and swimming attendances – requested that the revised targets be obtained.
- OP13, waste and recycling collections - requested that the targets be obtained.
- TS02, car parking total income – noted that the April figure should be £128,904, the May figure should be £129,875, and the Q1 figure should be £385,892.

- OP13(v), blue topped bin recycling rejects – noted that the level of rejects was higher than target. Members welcomed the news that the Head of Operational Services had received Government funding for an education programme to address this issue.

The Working Group noted the update on the key CMT-tracked projects and commented as follows:

- Nos.7a and 7b, develop a master plan for the Broadbridge Heath site and build a new leisure centre – discussed the importance of the development appraisal work currently commissioned.
- No. 11, Community Infrastructure Levy Scheme – expressed concern at the CIL consultation timetable and suggested that managers provide appropriate levels of staffing throughout the process to deal with the consultation.
- No. 14b, Implementing the Horsham Town car parking strategy - expressed concern at the apparent slowness in its implementation and lack of discernible improvements to or replacements of the car parking machines.
- No.15, Online parking improvements – noted that this was on hold. It was a WSCC function and it was not funding the software at the currently quoted price. WSCC would negotiate with the supplier but, as yet, there was no agreement.
- No.17, Green waste collection charges – welcomed that over 27,000 householders had signed up to the scheme but requested details of what was included in the £166,000 expenditure to date.

11. SCHEDULING OF MEETINGS

Members wished to ensure that adequate time was given at its meetings to consider both performance and budget information.

The Working Group agreed to request approval from the Scrutiny and Overview Committee to schedule its meetings by retaining the current quarterly meetings but adding a further meeting in each consecutive week. One meeting would focus on finance and budget matters, and the following meeting would focus on performance information and issues.

The meeting ended at 9.12 p.m. having commenced at 5.30 p.m.

Councillor Leonard Crosbie
CHAIRMAN

Finance and Performance Working Group proposed meeting dates 2013/14

Key: * proposed additional meeting

2013

7th August

13th November

20th November *

4th December

12th December (informal meeting with the Cabinet)

2014

6th January

9th January (informal meeting with the Cabinet)

5th February

12th February *

9th April *

14th May

19th May *

Notes of the Scrutiny and Overview Committee
Health Provision Working Group
6th June 2013

Present: Councillors: David Skipp (Chairman), John Chidlow,
Frances Haigh, Liz Kitchen, Kate Rowbottom

Also present: Councillors: George Cockman, Leonard Crosbie,
Duncan England, Godfrey Newman, Sue Rogers

Apologies: Councillor Tricia Youtan

By invitation: Representatives of the Horsham and Mid Sussex Clinical
Commissioning Group

Dr. Simon Dean, Horsham Locality Chairman
Alison Hempstead, Head of Planning and Governance
Steve Williams, External Consultant

**1. TO APPROVE AS CORRECT THE RECORD OF THE MEETING HELD
ON 30TH APRIL 2013**

The notes of the meeting held on 30th April 2013 were approved as a
correct record.

2. TO RECEIVE ANY DECLARATIONS OF INTEREST

There were no declarations of interest.

3. ANNOUNCEMENTS FROM THE CHAIRMAN OR CHIEF EXECUTIVE

There were no announcements.

**4. TO HEAR FROM THE REPRESENTATIVES OF THE LOCAL CLINICAL
COMMISSIONING GROUP**

The Chairman welcomed the representatives of the Horsham and Mid
Sussex Clinical Commissioning Group (CCG) to the meeting.

Dr. Simon Dean explained the role of the CCG and how the
commissioning of the majority of NHS services was via the clinically-led
local CCGs. The CCG would evaluate the public need and consult with the
County Council, the Health and Wellbeing Board and seek engagement
with patients and stakeholders when planning its priorities.

The CCG would also consider a longer term strategy for Horsham and the infrastructure of its hospital. The CCG wanted to provide the best pathways to health provision and would negotiate contracts to provide value for money, reduce unnecessary costs, and direct its resources to where they would be most effective.

The integration of services would be developed to provide a multi-disciplinary care team with input from Adult Social Care, mental health and nursing teams, the Health and Wellbeing hub and others; it was hoped that result in some health issues being addressed before they arose or became serious. West Sussex had, in the past several years, been at the forefront of such joint commissioning with social care. A single team was based at County Hall which dealt with all three CCGs in the county and Social Services. The intention was to extend and improve that work. The needs of elderly residents and those with long term conditions were dealt with on a multi-disciplinary team basis, resulting in a coherent care package being prepared and reducing the need for the recipient to meet several staff members from different teams and agencies.

The Chairman asked whether the CCG representatives were satisfied with the integration of social care and adult social care services for patients based at Horsham Hospital. Dr. Simon Dean explained that sometimes this did not happen as smoothly or as quickly as it could; additional resources and staffing might assist.

Steve Williams outlined his brief. He was preparing a strategic blueprint for the CCG to consider. It had three elements: to devise a health and wellbeing plan and look at potential partnership with the District Council and voluntary groups; to examine local services and what could be commissioned and delivered locally to reduce the need for local residents to travel to other hospitals and health providers; and to consider the estate and infrastructure and the impact on that of providing additional or increased services.

The interrelationship with health services at Crawley Hospital was being considered, and services at the Horsham and Crawley hospitals would be examined to ensure no unnecessary duplication. There would be discussions about possible 'hub and spoke' arrangements between the hospitals for various services. Some key services were already based at Horsham Hospital – audiology, dermatology and urology. There was further scope for consultants to come to Horsham Hospital rather than patients having to travel to them; the consultant for the community care for the elderly service was based at the hospital one day a week and this was an example of what could be achieved in other service areas.

Mr Williams was having discussions with the seven GP practices in Horsham to discover what they would need over the next decade and how that might complement the provision of health services at Horsham Hospital. He was carrying out a similar review for Mid Sussex. His report would be available by the end of July 2013. The Crawley CCG and the Horsham and Mid Sussex CCG would then meet to discuss the report, plan the next steps, and decide how to engage with the local communities and consult widely and brief the three district councils and the County Council. The CCG Programme Board would then debate the matter. The Working Group requested that it be informed of the exact timetable for when the District Council and the public would be informed of the outcome of the review; the CCG agreed to provide that information.

Interim findings had emerged which indicated that the quality of the Horsham Hospital estate was generally very good. It had developed over a number of years with buildings being added; some elements of the site did not work as well as they could. Three potential roles for Horsham Hospital were identified – to host a wide range of outpatient services, to act as a rehabilitation centre for patients being transferred from acute hospitals, and to develop its diagnostics and provide therapeutic care.

The Working Group suggested that the CCG should emphasise, when engaging with local residents, the wish to have a modern community hospital at Horsham and the move towards integration of services to provide care packages.

Data about the use of the Minor Injuries Unit (MIU) was awaited. Discussions could then take place about whether its opening hours and days could be extended. Those discussions would acknowledge the current provision of services at the Urgent Treatment Centre (UTC) at Crawley Hospital which was open 24 hours a day and at weekends and Bank Holidays. A Member of the Working Group pointed out that the data about the utilisation of the MIU would only show demand during daytime and week days rather than showing potential demand at other times. It was suggested that the MIU could open for a trial period in the evenings and at weekends and data be collected about that period of usage. The CCG might consider extending the MIU operating times but would have to take into consideration the number of patients that used the UTC at Crawley Hospital and A&E at the Princess Royal Hospital, Haywards Heath.

Data showed significantly large numbers of people using A&E at East Surrey Hospital. It was suggested that some were likely to be Horsham town and District residents. Greater use of Horsham Hospital by some of those people would be more convenient. The CCG representatives stated that they were considering the level of use of at Horsham Hospital and

also the demand for the Horizon Unit (a 38 bed ward that received patients from three acute units) given the increasing demands from an ageing population.

The Chairman asked whether Horsham Hospital might provide some minor surgery. The CCG representatives stated that there would have to be a sufficient volume of work to justify such surgery, an upgrade of theatre facilities would be required, and a provider that wished to undertake such work would have to submit a convincing business case.

The Chairman reported on how there was not a hospital manager or administrator at Horsham Hospital but that Heads of Department did meet to discuss matters of common interest. Mr Williams suggested that situation could be improved and he would consider the issue.

Increasingly health services were being provided outside of acute hospitals. Long term health conditions, dementia, mental health, children and families would be the focus of the CCG's work. The CCG would also act to enhance the public's awareness of where to access health services rather than at acute hospitals if that was not appropriate.

The Chairman noted that Dr. Dean was the only local CCG Clinical Director representing Horsham; the other six Clinical Directors represented Mid Sussex. Dr. Dean reassured the Working Group that the CCG Delivery Group made collective decisions based on the needs of the population across Horsham and Mid Sussex. Further, the Mid Sussex area had three separate centres (Burgess Hill, Haywards Heath, and East Grinstead) in addition to Horsham; no one area had dominance over another.

The CCG would have difficult decisions to make about where to allocate resources and to consider what were priorities and what were aspirations. CCGs did not possess any capital money; sources of capital would have to be determined whether it be publicly financed by HM Treasury, a Private Finance Initiative, a third party developer, or NHS Property Services in partnership with a developer.

The Chairman thanked the CCG representatives for their attendance and for the productive discussion.

5. FUTURE MEETING DATE

Proposed dates for the next Working Group meeting would be circulated.

The meeting finished at 7.20 p.m. having commenced at 5.35 p.m.

CHAIRMAN

**Drafts for the Scope and Terms of Reference for the
Scrutiny Trade Waste Working Group**

Scope of the review

To examine the Council's trade waste collection and recycling service and consider how it might be able to increase its commercial market share

Terms of Reference

To consider and make recommendations to the Scrutiny and Overview Committee on the following:

1. To review the current situation and Horsham District Council's commercial market share of trade waste collection and recycling
2. To explore what the Council could do to increase its trade waste service and how it is being promoted to potential customers
3. To consider how best to work with the West Sussex Sustainable Business Partnership, other partners and councils to increase awareness of the legal requirements for businesses and encourage trade waste recycling

Membership

Councillors:

Philip Circus
George Cockman
David Coldwell
Duncan England
Godfrey Newman
Jim Sanson

SCRUTINY AND OVERVIEW WORK PROGRAMME 2013-2014 (as at September 2013)

	Business Improvement Working Group	Finance & Performance Working Group	Social Inclusion Working Group	Crime & Disorder Working Group	Health Provision Working Group (Short term WG)	Trade Waste Working Group (Short term WG)	Other Short Term Working Groups
Aug		-Quarterly District Plan Key Performance Indicators (KPIs) & Finance Report -Complaints/ Compliments rept -RIPA investigatory powers report -CenSus Joint Committee: quarterly finance report					
Sept	-Use of Consultants (review of the Council's revised policy) -Performance of Development Management / Performance & productivity of Planning department -S106 Grant Process & Planning Obligations Panel and monies		-Poverty Amongst an Ageing Population -Information Shop for Young People / 'FindItOut' update -Horsham Town Access Audit		Update from Local Clinical Commissioning Group	Working Group established by the Scrutiny & Overview Committee Meeting dates to be confirmed	
Oct	-Use of Consultants -Working Group Final Report on Performance of Development Management / Performance & productivity of Planning dept (to be presented to Scrutiny Committee in November 2013)				Local Clinical Commissioning Group report about Horsham and Mid Sussex health services	Setting the scope and terms of reference of the review	Supporting Local Businesses WG to reconvene
Nov	-Use of Consultants -Community Infrastructure Levy	-Quarterly District Plan KPIs & Finance Report -Complaints & Compliments -RIPA report -FOI report -Capital, and Repairs & Renewals Budgets -Asset Management strategic approach - CenSus Joint Committee: quarterly finance report -Transport Services Budget -Number of employees by dept who are employed on part time or temporary contracts			Meeting with representatives of Surrey & Sussex NHS Trust		
Dec		Agenda to be confirmed (budget issues)	Poverty Amongst an Ageing Population Horsham Town Access Audit		Working Group Final report (to be presented to Scrutiny Committee in January 2014)		

	Business Improvement Working Group	Finance & Performance Working Group	Social Inclusion Working Group	Crime & Disorder Working Group	Health Provision Working Group	Trade Waste Working Group	Other Short Term Working Groups
Jan 2014	Business Transformation update Annual Member Overview of HDC Corporate Policy & Procedures Document on the Regulation of Investigatory Powers Act 2000 (RIPA) Probity in Planning Guide	Agenda to be confirmed (budget issues)					
Feb		-Quarterly District Plan KPIs & Finance Report -Complaints & Compliments report -RIPA report -FOI report -CenSus Joint Committee: quarterly finance report					
Mar			Poverty Amongst an Ageing Population Horsham Town Access Audit			Working Group Final Report (to be presented to the Scrutiny Committee in May 2014)	Business Transformation Programme proposals: Customer access and Digital Horsham
Apr	Business Transformation update	Agenda to be confirmed					Progress on Climate Change WG – annual update
May		-Quarterly District Plan KPIs & Finance Report -Complaints & Compliments report -RIPA report -FOI report -CenSus Joint Committee: quarterly finance report		Annual Review of Community Safety Partnership's (CSP) work CSP Plan 2014/15			Horsham District Council's Communications Policy Southern Rail's Performance in Severe Weather WG to reconvene
June			Working Group Reviews (to be confirmed)				Business Transformation proposals update
July	Business Transformation update			Review performance of CSP & its partners			