



Scrutiny & Overview Committee
MONDAY 8TH SEPTEMBER 2014 AT 5.30 P.M
COUNCIL CHAMBER, PARK NORTH, NORTH STREET, HORSHAM

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

You are summoned to the meeting to transact the following business

Tom Crowley
Chief Executive

AGENDA

	Page No.
1. Apologies for absence	
2. To approve as correct the record of the meeting of the Scrutiny & Overview Committee held on 7 th July 2014	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	
6. Business Improvement Working Group – To receive an update from the Chairman; Notes of the meeting held on 8 th July 2014 and agenda for the meeting to be held on 9 th September 2014	11
7. Crime & Disorder Working Group - To receive an update from the Chairman	
8. Finance & Performance Working Group - To receive an update from the Chairman; Notes of the meetings held on 3 rd July and 13 th August 2014	17

9. Social Inclusion Working Group - To receive an update from the Chairman
10. Health Provision Working Group - To receive an update from the Chairman; Notes of the meeting held on 4th August 2014 **25**
11. Trade Waste Working Group – To receive an update from the Chairman
12. Joint Scrutiny Task and Finish Group for the Community Legal Advice Service contract – update
13. To receive suggestions for the Scrutiny & Overview Work Programme: Proposed review of HDC's Heritage policy **29**
14. Proposed Work Programme 2014/15 **31**
15. 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

Terms of reference

- To assist in the strategic development of policy
- Review issues of local concern
- Review the policy of others within and outside the Council
- Call in Cabinet decisions
- Scrutinise the Council's decision-making processes
- Monitor the internal and external delivery of services
- Review specific services
- Monitor and scrutinise the activities of outside bodies.

SCRUTINY & OVERVIEW COMMITTEE

7TH JULY 2014

Present: Councillors: George Cockman (Chairman), Brian Donnelly (Vice Chairman) John Chidlow, Philip Circus, Roger Clarke, David Coldwell, Leonard Crosbie, Duncan England, Brian O'Connell, Kate Rowbottom, David Sheldon, David Skipp, Diana van der Klugt, Tricia Youtan

Apologies: Councillor Laurence Deakins

Also present: Councillors: Roger Arthur, Sue Rogers (Cabinet Member for a Safer and Healthier District)

Officer: Katharine Eberhart, Director of Corporate Resources

SO/12 **MINUTES**

The minutes of the meeting of the Committee held on 2nd June 2014 were approved as a correct record and signed by the Chairman.

SO/13 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

SO/14 **ANNOUNCEMENTS FROM THE CHAIRMAN OF THE COMMITTEE OR THE CHIEF EXECUTIVE**

The Chairman announced that the Scrutiny and Overview Annual Report 2013/14 had been published; Committee Members had received a hard copy version. The Annual Report had been posted on the Council website. HDC Councillors and the Parish and Neighbourhood Councils had been informed. Hard copies were available on request.

Councillor Donnelly was invited to report back on the Joint Scrutiny Task and Finish Group for the Community Legal Advice Service. He had attended its meeting on 12th June and would attend the meeting on 21st July 2014. The group had been reconvened to consider the process whereby West Sussex councils awarded a contract for the provision of generalist legal advice to the public. The contract had previously been awarded to the Citizens Advice Bureau for three years and then extended for two years. Horsham District Council contributed £93,000 a year. A survey of CAB's performance had shown it had provided a very good service. The Task and Finish Group would consider how to proceed once advice about the tendering process had been received. Committee Members were asked to comment if they had any knowledge about CAB's performance.

SO/15 **REPLIES FROM CABINET/COUNCIL REGARDING SCRUTINY AND OVERVIEW RECOMMENDATIONS**

The Cabinet Member for a Safer and Healthier District referred to her response to the further questions asked by the Committee at its meeting on 12th May 2014, arising from the recommendations of the Health Provision Working Group Interim Report.

The Committee had requested the Council to continue to encourage the local CCG to provide an overall administrator or manager at Horsham Hospital. The Cabinet Member reported that the CCG was aware of the Council's view which could be discussed at the Members' Briefing on 21st July 2014 when CCG representatives would outline their proposals for improving local community and primary health care for the Horsham and Crawley areas. The CCG was holding three exhibitions including one at the Drill Hall, Horsham on 31st July between 5:30 p.m. and 9:00 p.m. to allow the public to learn about and comment on its '5 Communities Plan'.

The Committee had also requested the Council to continue to support the provision of more health services locally and to react when services are removed, arising from the closure at short notice of the Mill Stream Medical Centre in Storrington. The Cabinet Member's response stated that she took an active role in the provision of local health care across the District and supported, where possible, more health services to be delivered locally. The Cabinet had been involved in the events regarding the closure of Mill Stream Medical Centre and the Council had been proactive in assisting with urgent arrangements to be put in place with alternative GPs, and had recently been successful in acquiring the surgery site with the intention of providing new medical provision. Members welcomed the swift action taken by the Council.

SO/16 **FEEDBACK ON THE SCRUTINY AND OVERVIEW TRAINING SESSION**

Members of the Committee and other Councillors had attended a training session on 30th June 2014 about '*Building on good practice: developing Scrutiny and Overview to get the best value and outcomes.*' The training had been provided by Tim Young, an independent scrutiny and policy consultant and former Head of Scrutiny at the London Borough of Camden.

The Chairman of the Committee reported that the training had been very well received by the attendees. Members commented on the usefulness of the training; the programme had focused on three discussion topics: adding value through 'critical friend' challenge and pre-decision scrutiny, work programming, and effective working methods and techniques.

Members expressed a wish to see the Committee's work archived in a more accessible way so that the annual reports, working groups' review reports, minutes, and the work programme suggestion form could be more easily viewed. Enquiries would be made about how that could be achieved as part of the new Council website.

SO/16 Feedback on the Scrutiny and Overview training session (continued)

The Chairman of the Committee suggested a more systematic way to populate the work programme by requesting Cabinet Members to attend specific meetings to report on their activity and answer any queries from Committee Members. Shorter monthly meetings might also be considered.

Members referred to the training session discussion about pre-decision scrutiny. Members discussed whether the Committee should scrutinise Cabinet policy and contribute to the decision-making process but without causing any significant delay. The Chairman of the Committee reminded Members of the Scrutiny and Overview role which included reviewing and developing policy recommendations for the Cabinet's consideration, providing a means to review the Council's own achievements against its planned targets, setting out to influence Council/ Cabinet decisions and policies, playing a part in the community leadership role of the Council by reviewing services provided by other organisations on issues that affect the public, and contributing to democracy by stimulating public engagement.

The Committee's terms of reference were: to assist in the strategic development of policy, review issues of local concern, review the policy of others within and outside the Council, call in Cabinet decisions, scrutinise the Council's decision-making processes, monitor the internal and external delivery of services, to review specific services, and to monitor and scrutinise the activities of outside bodies.

Members suggested topics that the Committee might wish to consider for pre-decision scrutiny: the proposed office relocation and the proposed Broadbridge Heath medical centre.

The Chairman of the Committee suggested a follow-up discussion in the autumn to consider again the role of Scrutiny and Overview in light of the thoughts provoked by the training session and when progress on the Committee's work programme could be reviewed.

SO/17 **BUSINESS IMPROVEMENT WORKING GROUP - TO RECEIVE THE FINAL REPORT OF THE WORKING GROUP ON DEVELOPMENT CONTROL PRACTICES AND S106 PROCESS**

The Chairman of the Business Improvement Working Group presented a final report which concluded the review of Development Control practices and procedures, and the S106 process. He thanked all Members who had contributed to that work and commended Sim Manley, Interim Director of Planning, who had been responsible for the implementation of the change programme.

SO/17 Business Improvement Working Group - to receive the final report of the Working Group on Development Control practices and S106 process (continued)

Members noted the Development Management Improvement Plan Programme which outlined 46 tasks, the majority of which had been completed and the remainder were on schedule for implementation. The Committee welcomed the turnaround in performance and confirmation that the Council had returned to the top quartile of planning authorities.

The new Director of Planning, Economic Development and Property, Chris Lyons, would take up his post on 11th August 2014. Members noted that he would be tasked with a career grading review of his staff. The Committee agreed to invite relevant Cabinet Members, the new Director and key Service Managers to attend, in turn, future Committee meetings.

Committee Members commented on the charts that showed performance figures. The chart comparing performance figures for 2012/13 and 2013/14 clearly showed a significant improvement in the determination of major applications and marked improvements for minor and other applications.

Members queried why the monthly figures for the period from July 2013 to June 2014 showed a substantial dip in performance in February 2014. The Chairman of the Working Group explained that part of the reason was because of the need to tackle a backlog of legacy cases and resources had been diverted to that task. However, a consultant had recently been engaged whose dedicated task was to clear those cases.

The Chairman of the Working Group reported that there had been, over the last 12 months, a high turnover of staff in the planning department. He thanked those members of staff who remained. There were a number of vacancies that were being filled; a number of consultants would stay in post while new permanent staff members were recruited.

The Committee requested the Working Group to continue to receive performance figures in the format of graphs and also additional information about the number of appeals allowed and whether the decisions had been made by committee or by officers. It was agreed that the Working Group would review planning performance figures at every second meeting to ensure there was no slippage in performance. That information could be shared with the Scrutiny and Overview Committee and the Finance and Performance Working Group. The Working Group would conduct a follow-up review at its January 2015 meeting to ensure changes implemented so far were having the desired effect, performance continued to improve, vacancies were filled, and the backlog of old cases had been cleared.

SO/17 Business Improvement Working Group - to receive the final report of the Working Group on Development Control practices and S106 process (continued)

The Working Group had reviewed the process of producing S106 agreements. A protocol between the planning and legal departments had been implemented which was showing a beneficial impact because the legal team was being notified and instructed at an earlier stage with all of the required information. It was noted that the new Head of Legal and Democratic Services, Paul Cummins, would take up his post on 16th July 2014. The Working Group had concluded that the current procedures in relation to S106 were not ideal but conformed with current regulations; all funds held by the council were distributed fairly in accordance with the regulations when applied for by the parishes.

The Working Group had discussed the imminent introduction of the Community Infrastructure Levy (CIL) charging scheme and was recommending that a new CIL Officer be employed to oversee the implementation of the scheme and work closely with the parishes to advise them about the change and to take responsibility for the distribution of funds to the parishes in accordance with the new regulations. The Committee supported the recommendation that a CIL Officer be employed.

The Committee thanked the Chairman and Members of the Working Group for their hard work in undertaking and completing this review.

SO/18 **CRIME AND DISORDER WORKING GROUP – TO RECEIVE AN UPDATE FROM THE CHAIRMAN**

The Chairman of the Crime and Disorder Working Group reported that the Working Group would arrange two further meetings, the first to receive information about the performance in relation to the Community Safety Partnership action plans and a second meeting to discuss with CSP partners their performance for 2013/14. The Working Group would then feedback its comments and any recommendations to the CSP Board. The Chairman of the Working Group would be attending the CSP Board meeting on 16th July 2014.

RESOLVED

To note the update given in respect of the Crime and Disorder Working Group

REASON

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

SO/19 **FINANCE AND PERFORMANCE WORKING GROUP – TO RECEIVE AN UPDATE FROM THE CHAIRMAN AND NOTES OF THE MEETING HELD ON 19TH JUNE 2014**

The Chairman of the Finance and Performance Working Group presented the notes of the meeting held on 19th June 2014. He requested that, in relation to Key Performance Indicators DM02a&b for the number of planning enforcement cases received and closed, the Business Improvement Working Group receive that information and monitor it henceforth. The Committee agreed to that.

The Chairman of the Working Group also referred to the meeting held on 3rd July 2014. The Working Group had requested further details of the budget for Phase 2 of the West Street, Horsham project. It had decided to consider CIL in detail prior to final acceptances for CIL in September 2014; the Working Group would report back to all Councillors. It also proposed that the consideration of improvements to Piries Place car park and car parking in general would transfer to Scrutiny and Overview Committee to consider, to allow the Working Group to focus on CIL; the Committee agreed to that.

RESOLVED

That the notes of the Finance and Performance Working Group meeting, held on 19th June 2014, be received.

REASON

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

SO/20 **SOCIAL INCLUSION WORKING GROUP – TO RECEIVE AN UPDATE FROM THE CHAIRMAN AND NOTES OF THE MEETING HELD ON 16TH JUNE 2014**

The Chairman of the Social Inclusion Working Group presented the notes of the meeting held on 16th June 2014.

The Working Group had considered the information gathered for its review of poverty amongst an ageing population. Its Members felt that some older people may not want to use computers to access services and information and that some may not be able to afford internet services. The Working Group felt that there should not be an insistence on the public accessing services and information solely via the Council's website and other websites; that information should still be available via telephone contact or by visiting the Council offices.

The Working Group was recommending that relevant information for local older people about services, helplines, organisations and applicable documents be collated and posted on the Council's website. That information

SO/20 Social Inclusion Working Group – to receive an update from the Chairman and notes of the meeting held on 16th June 2014 (continued)

could also be featured in the Horsham District News magazine (Spring 2015 edition) which would be delivered to households. The Older Persons' Directory was being revised and should be clearly accessible on the Council website and also distributed in hard copy throughout the District to appropriate locations. The Head of Community and Culture would be asked to assist with that work.

RESOLVED

That the notes of the Social Inclusion Working Group meeting, held on 16th June 2014, be received.

REASON

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

SO/21 HEALTH PROVISION WORKING GROUP – TO RECEIVE AN UPDATE FROM THE CHAIRMAN

There had been no further meetings of Health Provision Working Group. The Chairman reported back on a tour of Horsham Hospital by some Members of the Working Group on 6th May 2014 to view the health services provided by the Sussex Community Trust. The Working Group would next meet on 4th August 2014.

RESOLVED

To note the update given in respect of the Health Provision Working Group

REASON

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

SO/22 TRADE WASTE WORKING GROUP – TO RECEIVE AN UPDATE FROM THE CHAIRMAN

There had been no further meetings of the Trade Waste Working Group. It had been previously reported that the Cabinet Member for the Environment had accepted all of the recommendations of the Working Group.

The Working Group would reconvene in October 2014 to consider whether the recommendations had been progressed and implemented.

SO/22 Trade Waste Working Group – to receive an update from the Chairman
(continued)

RESOLVED

To note the update given in respect of the Trade Waste Working Group

REASON

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

SO/23 **TO RECEIVE ANY SUGGESTIONS FOR THE SCRUTINY AND OVERVIEW
WORK PROGRAMME**

The Committee discussed additional possible topics for the Scrutiny and Overview work programme for 2014/15, following the receipt of a number of completed suggestion forms.

The Committee agreed the following additional topics for immediate review:

- The induction and training of newly elected Councillors.
- The effectiveness of provision for local residents who are in financial hardship.
- West Sussex County Council's £14 million gap in funding for the infrastructure work west of Horsham. (It was suggested that Councillor Malcolm Curnock be invited to assist.)
- Business Improvement Working Group to review property management procedures.

The Committee agreed the following topics for future consideration in 2015:

- Horsham District Council's lack of a Five Year Land Supply; to understand why this happened and prevent it happening again.
- The Council's heritage strategy.

The Committee agreed to defer one topic: Communication Policy.

The Committee noted that one proposed topic had been withdrawn: to compare the Cabinet system for decision-making against a Committee system. This could be a topic for 2015/16 following the Council elections in May 2015.

The Chairman of the Committee agreed to inform Council about the work programme topics and timetable and to invite Councillors to assist.

SO/24 **ITEMS NOT ON THE AGENDA BUT CONSIDERED URGENT**

There were no urgent items.

The meeting finished at 8.04 p.m. having commenced at 5.30 p.m.

CHAIRMAN

Notes of the Scrutiny and Overview Committee
Business Improvement Working Group
8th July 2014

Present: Councillors: John Chidlow, Leonard Crosbie, Malcolm Curnock, Duncan England, Frances Haigh, David Jenkins, Brian O'Connell, Diana van der Klugt

Apologies: Councillors: Philip Circus, Laurence Deakins

Also present: Councillors: Roger Arthur, George Cockman

Officers: Hilary Coplestone, Planning Services Manager
Sue McMillan, Head of Finance

1. ELECTION OF A CHAIRMAN AND APPOINTMENT OF VICE-CHAIRMAN

Councillor Brian O'Connell was elected Chairman of the Working Group for the ensuing year.

Councillor John Chidlow was appointed Vice-Chairman of the Working Group for the ensuing year.

2. RECORD OF THE MEETING HELD ON 29TH APRIL 2014

The notes of the meeting held on 29th April 2014 were approved as a correct record.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. ANNOUNCEMENTS FROM THE CHAIRMAN OR CHIEF EXECUTIVE

The Chairman welcomed Diana van der Klugt as a new Member of the Working Group to fill a vacancy created by the departure of Councillor Jim Goddard.

5. REVIEW OF DEVELOPMENT CONTROL PRACTICES AND S106 PROCESSES

The Chairman reported back on his presentation of the final report which concluded the review of Development Control practices and procedures,

and the S106 process, to the Scrutiny and Overview Committee on 7th July 2014.

Members of the Working Group noted the Development Management Improvement Plan Programme which outlined 46 tasks, the majority of which had been completed and the remainder were on schedule for implementation. The Planning Department had been re-structured and new IT software, 'Enterprise', had been introduced that would help with processes and the monitoring of performance.

The Scrutiny and Overview Committee had noted the charts that showed the improvement in performance figures; the Council had returned to the top quartile of planning authorities. The Committee had, however, queried why the monthly figures for the period from July 2013 to June 2014 showed a substantial dip in performance in February 2014. The Chairman of the Working Group had explained that part of the reason was because of the need to tackle a backlog of legacy cases and resources had been diverted to that task. However, a consultant had recently been engaged whose dedicated task was to clear those cases.

The Chairman of the Working Group reported that some vacancies remained but these were being filled; a number of consultants would stay in post while new permanent staff members were recruited.

The new Director of Planning, Economic Development and Property, Chris Lyons, would take up his post on 11th August 2014. The Working Group suggested that he attend its meetings when planning performance figures were being considered. Members noted that he was tasked with a career grading review of his staff which would assist with the recruitment and retention of the appropriate calibre of staff.

The Scrutiny and Overview Committee had requested the Working Group to continue to receive performance figures in the format of graphs. It had been agreed that the Working Group would review planning performance figures at every second meeting to ensure there was no slippage in performance. The Working Group requested that the SLT also receive the performance graph figures.

The Planning Services Manager reported that the Government had announced that the threshold for designating planning authorities as being under-performing, based on the speed of determinations, should increase to 40 per cent. Applications that were overturned on appeal should not exceed 20 per cent; the Chairman agreed to bring information about the financial impact of the overturn of decisions on appeal to a future meeting of the Working Group.

The Working Group would conduct a follow-up review at its January 2015 meeting to ensure changes implemented so far were having the desired effect, performance continued to improve, vacancies were filled, the backlog of old cases had been cleared, to consider the levels of salaries compared to the private sector and to examine the validation process.

The Working Group had reviewed the process of producing S106 agreements. A protocol between the planning and legal departments had been implemented which was showing a beneficial impact because the legal team was being notified and instructed at an earlier stage with all of the required information. The S106 database recorded all such agreements and details of the trigger dates when money was due. The Working Group had concluded that the current procedures in relation to S106 were not ideal but conformed with current regulations; all funds held by the council were distributed fairly in accordance with the regulations when applied for by the parishes.

The Working Group had discussed the imminent introduction of the Community Infrastructure Levy (CIL) charging scheme and had recommended that a new CIL Officer be employed to oversee the implementation of the scheme and work closely with the parishes to advise them about the change and to take responsibility for the distribution of funds to the parishes in accordance with the new regulations. The Scrutiny and Overview Committee had supported the recommendation that a CIL Officer be employed.

6. S106/CIL – RESPONSE TO THE PARISH CLERK FOR SLINFOLD AND BROADBRIDGE HEATH

The Scrutiny and Overview Committee had received a request from the Parish Clerk for Slinfold and Broadbridge Heath Parish Councils requesting a guidance note outlining the S106 and CIL processes to assist parish councils and inform them about how to claim relevant S106 monies.

The Chairman and the Planning Services Manager would prepare a response, detailing the existing S106 process and the changes that would be introduced for CIL; the response would be sent to all parish clerks in the District.

7. DRAFT PREFERRED STRATEGY

The Working Group noted that this item of business had arisen from term of reference No. 5 of the Working Group's review of Development Management but it would not appear on its work programme for 2014/15. The Scrutiny and Overview Committee had decided that its work programme for 2014/15 would include a consideration, by an ad hoc

working group, of Horsham District Council's lack of a Five Year Land Supply; to understand why this happened and prevent it happening again.

8. COMMUNICATION OF PLANNING POLICIES

The Working Group noted that this item had arisen from term of reference No. 8 of the Working Group's review of Development Management and would appear on its work programme for 2014/15, but for consideration in 2015.

9. PLANNING ENFORCEMENT POLICY

The Working Group noted that this item had arisen from term of reference No. 10 of the Working Group's review of Development Management and would appear on its work programme for 2014/15.

The Planning Enforcement Team Leader would be invited to attend the next Working Group meeting and requested to provide details of the team structure and the process for planning enforcement.

10. BUSINESS TRANSFORMATION

The Working Group noted the 18 month progress report that had been presented to the Cabinet meeting on 5th June 2014. A number of projects had been delivered and others were close to completion.

11. ANNUAL MEMBER OVERVIEW OF HDC'S CORPORATE POLICY AND PROCEDURES DOCUMENT ON THE REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA)

The Head of Finance presented a report that requested Members to consider whether the Council's Corporate Policy and Procedures Document on RIPA was fit for purpose. The Council had not used the RIPA powers for several years.

The Office of Surveillance Commissioners (OSC) had inspected the Council on 20th May 2014 and its report made a single recommendation for the RIPA Policy and Procedure document to be revised to reflect changes in responsibilities following the management restructure.

The Working Group noted the report of the OSC report and approved the Council's RIPA Policy subject to the delegation to the Senior Responsible Officer to make minor amendments to reflect changes in responsibilities as a result of the management restructure and to give effect to the recommendation in paragraphs 14 to 16 of the OSC report.

The Working Group requested a training session for Members on RIPA.

12. WORK PROGRAMME 2014/15

The Working Group agreed the following topics for its work programme for 2014/15:

- Planning Enforcement policy (for review in 2014)
- Property and asset management (for review in 2014)
- Review of the changes implemented by Development Control, its performance levels, a more detailed consideration of pay grading and the recruitment of appropriately qualified and experienced planning staff (for review in January 2015)
- Communication of planning policies (for review in 2015)
- Business Transformation (for review in 2014 and 2015)

Additional Working Group meetings would be scheduled and Members would be notified of the dates. Other Councillors might be co-opted to assist with the reviews.

The meeting finished at 6.56 p.m. having commenced at 5.30 p.m.

CHAIRMAN



SCRUTINY & OVERVIEW COMMITTEE **BUSINESS IMPROVEMENT WORKING GROUP**

TUESDAY 9TH SEPTEMBER 2014 AT 5.30 P.M.
COUNCIL CHAMBER, PARK NORTH, NORTH STREET, HORSHAM

Councillors: Brian O'Connell (Chairman)
John Chidlow
Philip Circus
Leonard Crosbie
Malcolm Curnock
Laurence Deakins
Duncan England
Frances Haigh
David Jenkins
Diana van der Klugt

You are summoned to the meeting to transact the following business.

Tom Crowley
Chief Executive

AGENDA

1. Apologies for absence
2. To approve as correct the record of the meeting held on 8th July 2014
3. To receive any declarations of interest
4. Announcements from the Chairman or Chief Executive
5. Presentation in relation to HDC's lack of a Five Year Land Supply
6. Planning Enforcement Policy
7. Planning Enforcement performance report for Quarter 1, 2014/15
8. Property and asset management review (scope and terms of reference)
9. Working Group's work programme for 2014/15

Notes of the Scrutiny and Overview Committee
Finance and Performance Working Group
3rd 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 19TH JUNE 2014

The notes of the Finance and Performance Working Group meeting held on 19th 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 5th 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

Notes of the Scrutiny and Overview Committee
Finance and Performance Working Group
13th August 2014

Present: Councillors: Leonard Crosbie (Chairman), John Bailey, George Cockman, Brian Donnelly, Frances Haigh, Jim Rae, Stuart Ritchie

Apologies: Councillors: John Chidlow, Brian O'Connell, Diana van der Klugt

Also present: Councillors: Roger Arthur, Helena Croft

Officers: Natalie Brahma-Pearl, Director of Community Services
Barbara Childs, Head of Strategic Planning and Sustainability
Katharine Eberhart, Director of Resources
Julie McKenzie, Performance Manager
Sue McMillan, Head of Finance
Garry Mortimer-Cook, Town Centres Manager
Mark Pritchard, Commissioning and Performance Manager
Helen Sissons, Senior Planning Policy Officer

1. TO APPROVE AS CORRECT THE RECORD OF THE FINANCE AND PERFORMANCE WORKING GROUP MEETING ON 3RD JULY 2014

The notes of the Finance and Performance Working Group meeting held on 3rd July 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 stated that there would be two presentations at the meeting, one dealing with the Community Infrastructure Levy and the other to explain a proposed new format for a combined finance and performance report.

The Chairman announced that the quarterly report on Complaints, Compliments and Suggestions was not available for this meeting but a report covering the period from April to September would be presented at the Working Group meeting on 19th November 2014.

The Chairman reported that Chris Lyons, the new Director of Planning, Economic Development and Property, had taken up his post on 11th August 2014.

4. WEST STREET PROJECT, HORSHAM, PHASE 2, BUDGET AND TIMESCALES

Councillor Helena Croft, the Cabinet Member for Communication, Special Projects and Horsham Town, and Garry Mortimer-Cook, the Town Centres Manager, attended for this item.

Members noted the breakdown of the budget for Phase 2 of the West Street Project, Horsham. The £152,500 for wayfinding would include spending on blue monoliths costing around £3,000 each including installation, and fingerposts. It was anticipated that installation work would commence in early October 2014 and would include locations beyond West Street.

The £70,000 for lighting would be spent on the following: £22,500 to upgrade infrastructure, £22,500 to install uplighters and with matching funding from businesses to highlight buildings of historical value or interest, and £25,000 for event lighting. It was anticipated that work would commence in autumn 2014.

The £40,000 for shop frontages upgrade would target specific buildings. It was anticipated that work would commence in autumn 2014 and that schemes would be submitted by businesses in early 2015 to qualify for matching funding. It was hoped that around 10 schemes would be identified and progressed.

The £40,000 for planters and street greening would be spent on planters which had to be robust and able to withstand potential vandalism. Plants in addition to the existing bamboo would be trialled; locations for the planters were also being trialled.

The £27,000 for town-wide Wi-Fi would enable provision of enhanced access to 4G technology in addition to existing Wi-Fi facilities provided by certain businesses. This element of the project was still being researched and it was understood that private business will have to fund this as time progresses. The Council's initial investment would be a catalyst to encourage investment from others.

There would be £2,500 as a contingency fund.

The Chairman requested a specific breakdown of the lighting and planting costs when those were finalised.

5. BUDGET MONITORING REPORT FOR QUARTER 1, 2014/15 AND OUTTURN FORECAST

The Working Group noted the report detailing expenditure and income for the period from 1st April to 30th June 2014 compared to the budget for 2014/15 and detailing the forecast for the full year outturn.

The Chairman referred to the information in relation to salaries and wages which showed an underspend of £78,000 in overall staffing

costs by the end of June 2014. He highlighted the £297,617 spent on casual and agency staff for the first quarter in 2014/15 which compared with £163,000 for the same period in 2013/14 and a budget for the quarter of £75,000. The Head of Finance explained that ICT and Planning had employed a significant number of casual/agency staff.

6. DISTRICT KEY PROJECTS AND PERFORMANCE INDICATORS FOR QUARTER 1, 2014/15

The Chairman reminded Members 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. That information would be presented to the Business Improvement Working Group meeting on 9th September and copied to the Finance & Performance Working Group.

The Working Group noted the key performance indicators for Quarter 1, 2014/15. There were no major items of concern. Positive performances included the determination of major planning applications at 92.31% and a decrease in the number of households in bed and breakfast accommodation.

The Performance Manager tabled a proposed new format for a report that combined a summary of the financial information along with performance data. The report indicated an overview of performance and provided information for each department to show the gross spend, the gross spend as a percentage of the annual spend budget, gross income, gross income as a percentage of annual income budget, net spend, a comparison with the previous year's net spend for that quarter, and a forecast of whether there would be an overspend or underspend. The accompanying text in relation to departmental data would be provided by the relevant service manager.

The Working Group noted the revised list of KPIs sorted by District Plan Priorities.

The Performance Manager demonstrated how officers use Covalent, the Council's performance management system, and proposed that at future meetings this would be available on the meeting room screen to enable Members to look at specific data where there are concerns. This could be viewed in chart format and as monthly, quarterly or annual figures, and compared to previous quarters or years.

The Head of Finance referred to the proposed layout of financial information for each department. The new report format would present key information but more data could be accessed online and the Working Group could request specific information for a future meeting.

The Working Group agreed to receive the financial and performance data in the revised format.

7. COMMUNITY INFRASTRUCTURE LEVY (CIL)

The Working Group received a presentation about CIL and the Preliminary Draft Charging Schedule and Infrastructure Delivery Plan.

CIL would provide the mechanism for developer contributions; it would be a charge per square metre of floor space; CIL would be adopted in April 2015. CIL would capture contributions towards infrastructure by charging for nearly all new development and developers would have certainty about the amount they were required to pay up front.

The Infrastructure Delivery Plan set out what infrastructure was required to support new growth across the District. HDC as the charging authority, in consultation with key stakeholders, would identify the total cost of infrastructure it wished to fund, review existing plans and projects, and identify the funding gap. Items on the list which were identified to be delivered by CIL could not be subject to S106 contributions.

The Preliminary Draft Charging Schedule proposed a charge of £125 per square metre for District wide residential development and £100 for retail development; and £50 per square metre for proposed residential development on land at North Horsham and £100 for retail development.

Members commented that consideration of what the funding gap might be required an understanding of what the infrastructure costs could be, and that might be a challenge given that some infrastructure work might not be delivered for a number of years.

Members questioned what might happen if elements of a development were not delivered and the potential impact on the calculations for CIL. Officers reassured Members that there would be an alternative plan to provide other infrastructure for the benefit of the community, subject to negotiation. The Chairman suggested that planning officers be supported by an appropriate level of expert financial and legal advice when robustly negotiating a S106 agreement to deal with the non-delivery of site specific infrastructure.

The Chairman commented on how house prices had risen between July 2013 and July 2014 for the outer South East region which meant that the baseline for CIL had moved in favour of developers. The Working Group noted that CIL would be reviewed every five years but not any earlier. The S106 process, however, could be used, if required, by the Council to negotiate a review mechanism to allow it to negotiate a beneficial agreement to take account of potential changes in the housing market.

The Chairman suggested that the public be invited to attend a future meeting to contribute to the discussion on this issue. A number of developers had already provided comments and some did not favour the Council charging CIL.

Members of the Working Group, along with Councillor Arthur who had been co-opted, would comment on the arrangements for CIL by the end of September 2014. Those comments would be reported to the Scrutiny and Overview Committee and Council.

The Draft Charging Schedule would be presented to the Council meeting on 22nd October 2014.

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

The Chairman of the Working Group tabled 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.

Members were invited to email their comments on the terms of reference to the Chairman. The Chairman would then circulate the finalised terms of reference to the members of the sub-groups. The sub-groups, when undertaking the reviews, would liaise with the Chief Executive, and the relevant Directors and Cabinet Members.

9. 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.

10. CENSUS JOINT COMMITTEE MINUTES AND 2013/14 OUTTURN RPEORT

The Working Group noted the minutes of the CenSus Joint Committee held on 20th June 2014 and the 2013/14 outturn report.

The meeting ended at 8.05 p.m. having commenced at 5.30 p.m.

CHAIRMAN

Notes of the Scrutiny and Overview Committee
Health Provision Working Group
4th August 2014

Present: Councillors: David Skipp (Chairman), Frances Haigh,
Liz Kitchen, Kate Rowbottom, Tricia Youtan

Also present: Councillors: George Cockman, Christian Mitchell

**1. TO APPROVE AS CORRECT THE RECORD OF THE MEETING HELD
ON 29TH JANUARY 2014**

The notes of the meeting held on 29th January 2014 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. FEEDBACK ON THE TOUR OF HORSHAM HOSPITAL

Four members of the Working Group, on 6th May 2014, had attended a tour of Horsham Hospital as guests of the Sussex Community NHS Trust to meet its community, nursing and therapy teams. They visited the Admission Avoidance Team, the Intermediate Care Team, the Time to Talk Service, the Horizon Unit, and the Minor Injuries Unit.

Members had found the visit useful and recognised the excellent services provided there. However, they felt that the hospital was underutilised and that the available health services could be better promoted.

The Chairman reported that he would meet, on 6th August, Dr Simon Dean, the CCG Horsham Chair of the Locality Group. The Chairman said he would raise the issue of the underutilisation of Horsham Hospital and encourage the CCG to commission services that would make use of Horsham Hospital.

The Chairman reminded the Working Group of the CCG's focus on community care provision. Members felt that Horsham Hospital could be used more in the provision of that care with use of its health services such

as physiotherapy, X-rays and MRI scans, blood tests and the Minor Injuries Unit. The Working Group had recommended to the Cabinet Member for a Safer and Healthier District to press for more Outpatient Department services at Horsham Hospital.

There were other providers of health services at Horsham Hospital; the Working Group might consider requesting a visit of their services at a later date.

The Chairman would attend the Sussex Community NHS Trust AGM on 25th September, at 08:50 a.m., The Hawth, Hawth Avenue, Crawley.

5. SCRUTINY & OVERVIEW COMMITTEE MINUTE EXTRACTS AND RESPONSES FROM THE CABINET MEMBER FOR A SAFER AND HEALTHIER DISTRICT

The Working Group noted the relevant minutes from the Scrutiny and Overview Committee meetings on 3rd March, 12th May and 7th July 2014.

The Committee had received the Working Group's interim report and had supported its recommendations and had stated that the role of a hospital manager was essential.

The Cabinet Member for a Safer and Healthier District had responded to the Committee to say HDC was an active partner in helping the CCG to position its commissioning alongside that of WSCC Social Care and that the Council's WSCC-funded Health and Wellbeing Service supported the CCG through a referral route from GPs. The response also stated that HDC had been influential in shaping proposals for the future of Horsham Hospital through its involvement in the Strategic Outline Case and that the CCG was keen to provide as many services locally as possible.

The Committee had asked the Cabinet Member to continue to encourage the CCG to provide an overall manager at Horsham Hospital. The Cabinet Member further responded to say that it was recognised that a manager / administrator would be welcomed and she would lobby and influence the CCG to take action.

The Working Group agreed to invite the Cabinet Member for a Safer and Healthier District to attend its next meeting to discuss relevant issues and enquire about the work of the Cabinet Member's Health Advisory Group.

6. FEEDBACK ON THE MEMBERS' BRIEFING MEETING WITH CCG REPRESENTATIVES

HDC Councillors, including some Members of the Working Group, had attended a Members' briefing on 21st July 2014 at which CCG representatives had outlined its Five Communities Plan (also see Note No. 7 below). The CCG had been encouraging about the future use of Horsham Hospital.

7. CCG LAUNCH OF THE FIVE COMMUNITIES PLAN

Horsham and Mid Sussex CCG and Crawley CCG had launched a Five Communities Plan and were seeking public and patient views about the future of health services in the local area. The five communities were Crawley, Burgess Hill, East Grinstead, Haywards Heath, Horsham and the surrounding areas. The CCGs were leading a plan to address the challenges of an ageing population, and increasing demands on health and social care services. The plan would analyse current and future needs of the population as it ages and grows, and review current GP services and community care (including both Horsham and Crawley hospitals) but not acute services. This would help the CCGs to design the future of health care across the five communities.

The Chairman reported that Horsham and Mid Sussex CCG liaised with District and Borough Councils via HASC (WSCC Health and Adult Social Care Select Committee) as the formal arena for health scrutiny matters in West Sussex, rather than wishing to attend various working groups to answer similar questions. A HASC meeting had been arranged for 3rd September 2014 at County Hall, Chichester with District and Borough Council HASC Members and their support officers to discuss ways of working, HASC roles/responsibilities, how District and Borough councils feed into HASC and the work programme. The Chairman, as HDC's representative on HASC, would be invited to attend that meeting.

The Chairman would also be meeting CCG representatives and Steve Williams, Project Director at the Horsham and Mid Sussex CCG.

The Chairman would attend the CCG Governing Body meeting on 2nd September at 14:30 p.m. at the Holbrook Club, North Heath Lane, Horsham.

8. BBC NEWS ARTICLE: NEW NHS CHIEF BACKS MORE LOCAL HOSPITALS

The Working Group noted a BBC News website article which referred to comments made by Simon Stevens, the new Chief Executive of NHS England. He had stated that there needed to be new models of care built around smaller local hospitals, especially for the growing number of older patients who could be treated closer to home.

Working Group Members suggested that the Chairman might write to the Chief Executive of NHS England and the Health Secretary, Jeremy Hunt MP, to highlight issues in relation to Horsham Hospital.

The Working Group had previously stated that there was a need to address issues arising from the increasing ageing population in the District and had suggested inviting a representative(s) from local care homes to discuss whether there was sufficient provision in the District. A spokesperson for or representative of local care homes would be invited to attend a future Working Group meeting. WSCC Social Services would be asked to provide information about the number of care home beds in the District, a breakdown for each area and costings. This issue could also be discussed with the Cabinet Member for a Safer and Healthier District.

The meeting finished at 6.42 p.m. having commenced at 5.30 p.m.

CHAIRMAN

SCRUTINY AND OVERVIEW
WORK PROGRAMME SUGGESTION FORM

Agenda item 13

Please return this form to:

**Scrutiny & Committee Support Officer
Horsham District Council
Park North
North Street
Horsham
West Sussex RH12 1RL**

or email to scrutiny@horsham.gov.uk

Name Councillor Jonathan Chowen, Cabinet Member for Arts, Heritage and Leisure

Proposed scope / focus of review:

To advise the Cabinet Member of the areas that should be identified as needing action, further investigation and resources.

To advise on how far his brief should encompass the wide description of Heritage.

Your rationale for selection:

We have no agreed policy on Heritage and how deeply we want to be involved at Horsham District Council. Is it buildings, landscape, visitor economy, education and planning?

Evidence:

It should come from English Heritage, Horsham Society, Friends of the Museum, officers, Members and the public.

Desired outcomes / objectives, and possible terms of reference:

A clear policy in what Heritage means to Horsham District Council and guidance for the Cabinet Member.

Other comments:

While I cannot be a member of Scrutiny I would welcome the chance to participate as much as the Committee feels that I can contribute.

What time scale do you perceive to be necessary for this review?

..... Urgent

..... Within 6 months

..... Within 6 to 12 months

SCRUTINY AND OVERVIEW WORK PROGRAMME 2014-2015 (as at September 2014)

	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
Sept 2014	Review of HDC's lack of a Five Year Land Supply Planning Enforcement Policy Review of property and asset management		Progress on recommendations: Poverty Amongst an Ageing Population Village Agent Proposed new reviews 2014/15		Chairman's report on his meetings with local Clinical Commissioning Group (CCG) reps Public feedback on 5 Communities Plan		
Oct	Planning Enforcement Policy Review of property and asset management Performance data for Planning / Development Control			Review of the performance on delivering the Community Safety Partnership action plans for 2013/14	Progress report on recommendations of the WG seeking promotion and extension of health services at Horsham Hospital Local care home provision data		Induction & training of new Councillors Southern Rail's Performance in Severe Weather WG to reconvene to review progress on recommendations
Nov	Review of HDC's lack of a Five Year Land Supply Planning Enforcement Policy Review of property and asset management	Finance & Performance report Complaints, compliments & suggestions report Overview of the Council's use of the Regulation of Investigatory Powers Act 2000 CenSus Joint Committee minutes/quarterly finance rept Community Infrastructure Levy					Provision for local residents who are in financial hardship Car parking review
Dec		Freedom of Information report Issues arising	Progress on reviews	Discussion with CSP partners about performances 2013/14 and any issues arising CSP Plan for 2014/15	<i>Further meetings to be arranged</i>		Funding gap for infrastructure work west of Horsham

Jan 2015	<ul style="list-style-type: none"> -Review of progress and changes implemented by Planning / Development Control -Review of HDC's lack of a Five Year Land Supply -Communication of Planning policies -Performance data for Planning / Development Control -Business Transformation update 						Review of Horsham District Council's heritage strategy Progress on Climate Change WG: annual update
Feb		Finance & Performance report Complaints, compliments & suggestions report Overview of the Council's use of the Regulation of Investigatory Powers Act 2000 CenSus Joint Committee minutes/quarterly finance rept Latest revised projections for Budget 2015/16 to 2017/18				Review progress on recommendations about the Council's trade waste collection & recycling service	
March		Issues arising	Progress on reviews				
April	<ul style="list-style-type: none"> -Communication of Planning policies -Business Transformation update 						
May		<i>Further meetings to be arranged</i>		Annual Review of CSP partners' performance in delivering the action plans for 2014/15			Review of HDC' s Communications Policy
June			Progress on reviews				
July	Annual Member Overview of HDC Corporate Policy & Procedures Document on the Regulation of Investigatory Powers Act 2000 Performance data for Planning / Development Control			Discussion with CSP partners about performance 2014/15 and any issues arising CSP Plan 2015/16			Comparison of the Cabinet system for decision making versus a Committee system
	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 Working Groups