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Overview and Scrutiny Committee

Monday, 4th June, 2018 at 5.30 pm
Conference Room, Parkside, Chart Way, Horsham

Councillors:

Toni Bradnum	Nigel Jupp
Paul Clarke	Tim Lloyd
David Coldwell	Mike Morgan
Leonard Crosbie	Brian O'Connell
Jonathan Dancer	Ben Staines
Matthew French	Michael Willett
Billy Greening	Kate Rowbottom

You are summoned to the meeting to transact the following business

Glen Chipp
Chief Executive

Agenda

	Page No.
1. Election of Chairman	
2. Apologies for absence	
3. Appointment of Vice Chairman	
4. To approve the time of the meetings of the Committee for the ensuing year	
5. Minutes	3 - 12
<i>To approve as correct the minutes of the meeting held on 26th March 2018 (Note: If any Member wishes to propose an amendment to the minutes they should submit this in writing to committeeservices@horsham.gov.uk at least 24 hours before the meeting. Where applicable, the audio recording of the meeting will be checked to ensure the accuracy of the proposed amendment.)</i>	
6. Declarations of Members' Interests	
To receive any declarations of interest from Members of the Committee	
7. Announcements	
To receive any announcements from the Chairman of the Committee or the Chief Executive	

8. **Crime and Disorder Annual Update - Community Safety Partnership Activity Summary 2017/18** 13 - 16
9. **Task and Finish Group Updates**
 - a) Review of Councillors' Technology Task and Finish Group
 - b) CenSus Revenues and Benefits Task and Finish Group
10. **Proposed Review of Operation and Engagement of the Committee from 2018-19**
Including the Task and Finish review option
11. **Training for Overview and Scrutiny Members**
12. **Community Issues: GP/Health Facilities in Horsham and Impact of the New CCG's Area Responsibilities**
13. **Review of Work Programme 2018/19** 17 - 18
 - a) Suggestion for the Work Programme on Street Cleaning Operations 19 - 20
14. **Urgent Business**
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

Overview and Scrutiny Committee 26 MARCH 2018

Present: Councillors: Leonard Crosbie (Chairman), David Coldwell (Vice-Chairman), Toni Bradnum, Peter Burgess, Jonathan Dancer, Matthew French, Nigel Jupp, Tim Lloyd, Mike Morgan, Ben Staines and Michael Willett

Apologies: Councillors: Alan Britten and Paul Clarke
Absent: Councillors: Billy Greening and Brian O'Connell

SO/37 MINUTES

The minutes of the Committee held 23rd January 2018 were approved as a correct record of the meeting and signed by the Chairman.

SO/38 DECLARATIONS OF MEMBERS' INTERESTS

There were no declarations of interest.

SO/39 ANNOUNCEMENTS

The Chairman announced that this was the last meeting of the Committee for municipal year. The Chairman asked that future Members of Overview and Scrutiny be available to support its new work programme over the course of the coming year.

SO/40 CABINET MEMBER INTERVIEW

The Cabinet Member for Finance and Assets was invited to the meeting of the Overview and Scrutiny Committee to present his portfolio summary and answer any questions arising based on his area of responsibility.

Three questions had been submitted in advance of the meeting and the Cabinet Member provided full responses:

Question 1:

Table 1.	2013/14	2017/18 (five years)	Difference
Gov. Settlement	4,487	2,100	2,387 (decrease)
New Homes Bonus	1,166	4,800	3,634 (increase)
TOTAL: Gov.	5,653	6,900	1,247 (increase)

Funding			
Council Tax	7,581	8,443	862 (increase)

Despite Austerity and Government reduction in Local Government Funding HDC (primarily because the District is a prime target for housing development) remains solvent and effectively untouched by reduced Government Funding. Is this understanding of the above data valid? Councillor Leonard Crosbie

Response from the Cabinet Member:

“The Council has lost also other government funding in the same period that is not included above. For example, Council Tax support funding was linked to RSG in 2013. As RSG is now zero, the Council has effectively lost this funding by having to now fund this Council Tax support directly. This is running at approximately £200k to £250k a year.

More housing over this period means more householders requiring more services from the Council, which has an impact on the costs of the Council.

Note that in this time, cost inflation as measured by RPI has increased by about 10% since April 2013. This means the cost of goods and services in this period have increased.

If the table was extended back to 2010/11 – the year before austerity started after the May 2010 election, then the changes in funding are comparable as shown: i.e. less.

Table 2.	2010/11	2017/18 (7 years)	Difference
Gov. Settlement	6,207	2,100	4,107 (decrease)
New Homes Bonus	0	4,800	4,800 (increase)
TOTAL: Gov. Funding	6,207	6,900	693 (increase)
Council Tax	8,084	8,443	359 (increase)

Over 7 years, inflation as measured by RPI has increased by about 18%.

The Cabinet Member added that the Council has been working over the past years to generate additional income.

Question 2:

In the five years (2013/14 to 2017/18) the New Homes Bonus (NHB) was used to fund Council revenues (Revenue Account) to the total of £5.3 million.

From 2018/19 the NHB funds have been switched to fund capital projects and investment purchases projected at over £10 million.

Why not continue to support the Revenue Account with some of the remaining £4m. of NHB funds, as this decision has directly resulted in forecast deficits on the Revenue Account of some £1m and £2m for 2020 and 2021 respectively?
Councillor Leonard Crosbie

Response from the Cabinet Member:

The NHB cannot be regarded as a permanent source of income, until Government confirms that it is. The sharpening of NHB indicates (payments reduced from six years to 4 years and may reduce further) and the introduction of a baseline that is highly likely to increase in the future indicates that the government is delivering on its 2015/16 settlement to reduce the budget envelope for the NHB pot.

It would be risky to rely on something that could easily be switched off. This may happen as part of the reorganisation of business rates in the early 2020s. The Council needs to be prepared for that eventuality and use the funding as the bonus name suggests.

By directing the funding towards capital expenditure, this could also be more easily switched off, by not spending on something. Not spending on revenue is slower to turn off. The application of NHB reserve against infrastructure assets that would otherwise generate a Minimum Revenue Provision (revenue account) charge means that this approach is contributing to the revenue account. This approach also arguably drives greater efficiencies from the Council.

Question 3:

Can the Cabinet Member kindly a) identify which capital projects over the Medium Term Financial Strategy (MTFS) period are funded from revenues, reserves, NHB, loans/borrowings and S106/CIL funds, and b) confirm the budgeted revenues from the newly introduced charges from rural car parks in the MTFS together with confirmation that those revenues are ring fenced to cover the costs to HDC of maintaining and improving those running car parks.
Councillor Nigel Jupp

Response from the Cabinet Member:

Significant capital projects in 2018/19 and the MTFS:

- *£12.3m – BBH LC funded by NHB*
- *£8m Piries Car park – funded by borrowing*
- *£3m p.a. property investment currently from borrowing. May be funded by NHB in future once BBH has been built*
- *£3m Rowan Drive and Peary Close temporary accommodation funded by S106*
- *£1m Swan Walk redevelopments – funded by borrowing*

N.B. borrowing may be internal borrowing or external borrowing, depending on cashflow. The Head of Finance can provide more detailed analysis against the 2018/19 capital programme if required.

The 2018/19 budget includes £374k income from rural car parks, which is a combination of season tickets, rural parking disks and pay and display tickets. £50k per year is placed into a sinking fund reserve to fund capital expenditure on these car parks. There are other costs, e.g. from general maintenance, enforcement, business rates.

The capital programme in 2018/19 includes capital expenditure funded by the rural car park sinking fund of £161k improving two of busiest car parks in the district at Steyning and Henfield. The works include resurfacing, relining and relocating the bays to maximise the space and improve traffic flow.

All the rural car parks are included over the coming years.

The Chairman invited any supplementary questions.

The Cabinet Member was asked to provide details of all the capital projects that are to be funded from revenues, reserves, NHB, loans/borrowing and S106/CIL funds, as only the significant ones had been identified at the meeting. This more detailed information would be provided following the meeting.

The Committee sought further confirmation that the revenue generated from rural car parks would be ring fenced only for the use of improving and maintaining the car parks. The Cabinet Member confirmed that this was the intended use of the funds.

Members questioned the uptake of the parking discs for the rural car parks along with the revenue generated from the fines issued by enforcement officers in the rural areas. It was agreed that the Director of Community Services would provide a written answer with the details following the meeting.

The Chairman of the Committee thanked the Cabinet Member for attending the meeting and answering the questions presented.

SO/41 **TASK AND FINISH GROUPS UPDATES**

The Chairman of the Traffic Around Primary Schools Task and Finish Group updated the Committee. The final report and recommendations of the Group had been presented and accepted by Cabinet and the following responses to each recommendation had been provided:

1. Recommendation to request that West Sussex County Council implement Regulation 10 of The Civil Enforcement of Parking Contraventions (England) General Regulations (appendix 3).

Cabinet response: This work is already underway and WSCC are in the process of adopting Regulation 10. It has been agreed that we will work with WSCC and then implement Regulation 10 across the district. The start date for the use of Regulation 10 will be confirmed as soon as it is agreed.

2. Recommendation to Cabinet that enforcement officer presence is increased during peak times around schools, with a suggested target of visiting each school once per each half term. It is also suggested that the strength of the enforcement team be examined with a view towards increasing numbers.

Cabinet response: Officers will examine our ability to increase the enforcement presence during peak times at schools. Steps have already been taken to increase the amount of officer time available for enforcement. The council has recruited three new parking attendants. These posts will ensure more enforcement capacity.

3. Recommendation to Cabinet that Waste, Street Scene and Fleet team keep road markings around schools clear and visible, especially schools in rural areas.

Cabinet response: The council already ensures that road markings are swept. This includes around schools. Officers will revisit the schedule for the sweeping of road markings to ensure that they continue to be fit for purpose.

4. That the Communications team to draft a press release/newsletter/magazine article to increase awareness/educate those that drop off and pick up students and place same article on social media sites

Cabinet response: We will ask WSCC and schools to participate in this education and awareness campaign.

5. That it is investigated, and if possible, to empower the neighbourhood wardens where possible to enforce traffic regulations.

Cabinet response: It should be noted that neighbourhood wardens already play an active role in resolving local traffic issues. Experience from existing warden schemes like the one in Pulborough suggests that wardens can achieve significant results through education and awareness raising. The possibility of empowering neighbourhood wardens to enforce traffic regulations will be investigated.

SO/42 **CENSUS REVENUES AND BENEFITS TASK AND FINISH GROUP**

The Chairman of the CenSus Revenues and Benefits Task and Finish Group provided the Committee with an update on the review.

The Chief Executive had attended the last meeting of the Group to provide advice and background information on the CenSus Revenues and Benefits partnership. The Group was due to meet again on 28th March 2018 and at this meeting the Group was anticipating to conclude the review and prepare its final report which would look at the issues raised in relation to the CenSus partnership arrangements, its efficiency, transparency, governance and responsibilities and the Council's liabilities going forward into other partnerships.

It was anticipated that the final report would be available for the next meeting of the Overview and Scrutiny Committee.

SO/43 **TO NOTE THE INFORMATION COMMISSIONERS DECISION ON THE VIABILITY STUDY FOR THE NORTH OF HORSHAM PLANNING APPLICATION**

The Committee was asked to note the report by the Information Commissioner's Office (ICO) on its decision regarding the Council's refusal to release confidential viability information for the North of Horsham Planning Application. This item also linked to a suggestion from a member of the public, for the Overview and Scrutiny Work Programme (agenda item 10a.)

The ICO had ruled against the Council's decision to refuse to release the unredacted viability information relating to the planning application in question.

The Chairman invited the Committee to comment.

The Committee noted that the Council had not appealed the ICO's decision and the redacted information had been released following the decision. It also noted that the government was undertaking consultation on proposed changes to the National Planning Policy Framework on how councils should manage information regarding viability.

Some Members of the Committee expressed concern over the difficulty that Councillors had in gaining access to the original report. It was also noted that the report was available to all Councillors who had signed a disclosure note and that member briefings had been held.

Members questioned whether external legal advice on the issue had been sought by the Council at the time and the source of the advice, the full details would be provided following the meeting.

The Chairman concluded that the Committee expressed strong views on this matter. Members recognised and accepted the report by the ICO. The Chairman emphasised that there was on going wider national consultation on this matter and the Committee agreed that the Council's robust position should be that it would maximise information for the public and Councillors unless there was strong evidence to support the decision not to.

SO/44 **TO REVIEW THE ROLE OF OVERVIEW AND SCRUTINY AND TRAINING**

- a Report on the Effectiveness of Local Authority Overview and Scrutiny Committees by the House of Commons Communities and Local Government Committee - For information

The Chairman explained that the Committee was due to undertake a review of the role of Overview and Scrutiny at Horsham. The review would consider the effectiveness of the new approach and the use of task and finish groups. Alongside this, a report had recently been published by the House of Commons on the effectiveness of Overview and Scrutiny at local authority level which highlighted the need for scrutiny to be more effective and proactive. The report was available as a link from the agenda.

Members supported this review. They expressed the need for scrutiny to be involved in major projects at an earlier stage.

There had since been a response to the House of Commons Report, which mainly supported all the recommendations.

The Vice Chairman encouraged Members to be proactive in suggesting items for the work programme.

The Committee noted that a Scrutiny Guide was available on the Council's website.

The Chairman suggested that a review the role of Scrutiny and Overview at Horsham take place by a task and finish group in the forthcoming weeks, the results of which could be applied from 2018/19. The Committee supported this suggestion.

SO/45 **REPORT ON THE CORPORATE PLAN PRIORITIES, FINANCE AND PERFORMANCE IN Q3 2017/18**

The Committee received the Report on the Corporate Plan Priorities, Finance and Performance in Quarter 3 for 2017/18.

No questions on the data in the report had been submitted in advance of the meeting.

Members noted that car park income was at an increasing level which was considered to be a positive reflection of the increasing housing in the District and visitors to the town centre.

Members asked for a short note on the variance between the actual and budget figures against staffing costs in the Highlight Report.

The Committee noted the report.

SO/46 **WORK PROGRAMME AND SUGGESTIONS FOR REVIEW**

- a Suggestion on Redacted Reports for Committees
Two members of the public spoke in support of this item.

This item had been raised as a suggestion from a member of the public regarding concerns about access to information regarding planning and access to viability information.

The Committee noted the suggestion and agreed that this had been covered as part of the discussions held on the earlier agenda item (agenda item 7).

The Committee also noted that it could not review planning matters as they were outside of the remit of Overview and Scrutiny, but agreed that clarification on what was within the remit of Scrutiny would be clearly identified as part of the review of Scrutiny.

Therefore it was concluded that the role of Scrutiny in relation to planning matters would be picked up as part of the overall review of the role of Overview and Scrutiny, which had been agreed under the earlier agenda item (item 8a).

- b Suggestion for the Review of Councillor's Technology
The suggestion to review the technology needs of the Councillors in order to carry out their duties was raised by the Director of Corporate Resources.

It was agreed by the Committee that this was a suitable item for review by a task and finish group and the following Members volunteered to be on the group: Councillor Paul Clarke, Peter Burgess and Mike Morgan.

- c Suggestion for Review of the Health Provision
The health provision in the District had been previously raised as a potential item for review, however the Committee noted that the Cabinet Member for Community and Wellbeing was currently looking at various health provision aspects and this suggestion could be revisited by Overview and Scrutiny next year.

It was anticipated that the Crime and Disorder Year End Report would be available at the next meeting of the Overview and Scrutiny Committee.

Training options for Committee Members would also be considered for the next meeting.

SO/47 **URGENT BUSINESS**

None.

The meeting closed at 7.47 pm having commenced at 5.30 pm

CHAIRMAN

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Overview and Scrutiny Committee Crime and Disorder Annual Update Community Safety Partnership Activity Summary in 2017/18

In June 2017 it was agreed by the Committee that there would no longer be any standing sub-committees and therefore the Crime and Disorder Sub-Committee was dissolved. The HDC Constitution states that monitoring of crime and disorder and community safety matters are within the functions of the Overview and Scrutiny Committee. Therefore please see below the following update on the Community Safety Partnership Activity Summary for 2017/18 by the Community Safety Manager.

The attached spreadsheet provides a summary of the Community Safety Partnership activity in 2017/18 across the 3 priority areas being: Road Safety, Vulnerable People and Safer Town Centre. The summary situation by way of crime and disorder for last year is as follows:

- Between March 2017 and February 2018, 6221 crimes were recorded in the Horsham District representing a 13.4% growth over the same period in the year before.
- To provide context Mid Sussex recorded 6548 crimes (10% growth) and Wealden 6454 (23.1% growth)
- In addition to the priorities, members of the Community Safety Partnership have been focussing on Serious Organised Crime and in early 2018 a crime profile for the area revealed the following:
 - Data Overview (numbers rounded up for ease)
 -
 - 50% of all organised crime groups (OCG's) drug supply is linked to violence
 - 75% of all OCG's are involved in drug supply
 - 75% of Sussex OCG's are linked to powdered cocaine
 - 50% of all OCG's involve money laundering
 - 75% of known OCG offenders are British.
 - 80% of perpetrators are male and the average age is 35 years.
 -
 - Vulnerabilities
 -
 - Child sexual exploitation
 - Modern slavery and human trafficking
 - Organised immigration crime
 -
 - County Line Drug Supply
 -
 - A network between urban hubs and more rural locations
 - Mobile phone network used to place orders and controlled by a 3rd party at another location
 - Young people being exploited to supply and store drugs
 - Violence / threats used for non-compliance of instructions
 - 60% of those involved use cuckooed addresses to deal from
 - 60% use vulnerable adults to deal drugs
 - In terms of the market, statistically 1 in 12 adults and 1 in 5 young adults have used a controlled drug in the most recent year.

- In 2018/19 the Community Safety Partnership is focussing on 3 priority areas, each of which has a lead agency: Road Safety (West Sussex Fire and Rescue), Vulnerable Young People (Horsham District Council), County Lines Drug Dealing (Sussex Police).

Greg Charman
Community Safety Manager
Overview and Scrutiny Committee 4th June 2018

Horsham District CSP Priority Action Plan, 2017-18
Annual Budget Allocation £42,294

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ACTIVITY	PROGRESS	COMPLETION STATUS				SPEND					THE DIFFERENCE THE ACTIVITY HAS MADE (150 words)	BENEFITS TO THE WIDER COMMUNITY (150 words)	NUMBER OF BENEFICIARIES	DIFFICULTIES FACED AND HOW THEY WERE ADDRESSED (150 words)	USER FEEDBACK - HOW MANY PEOPLE ASKED, HOW MANY RESPONDED, FEEDBACK (150 words)
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	TOTAL					
Community Safety Staffing Costs	Ongoing support by the team to deliver the partnership activity.					7220	7220	7220	7220	28880					
Cycle Safety Check initiative at local schools - Printing Costs (ROSPA Pads)	Q1 2 x schools have received the sessions Q2 No activity in this quarter					54	0	0	0	54	Q1 98 bikes and rider conspicuity were checked. Simple repairs carried out by Bikeability team. Several bikes condemned as being unsafe. Parents contacted. Educational assembly sessions to raise awareness. Q2 No activity in this quarter Q3 No activity this quarter Q4 No activity in this quarter	Young people will be safer riders and dangerous bikes no longer on the road.	98	Initial reluctance from local schools to take part but we can now demonstrate the worth of these checks to future participating schools.	Email feedback from the two schools has been very positive.
Downsizing Pledge (project to help older residents who wish to downsize their home) - Print Materials	Q1 Mock-up booklets were designed for a key meeting. Final version of the booklets will be printed in Q2. Q2 Booklets printed and awaiting distribution. Information and evidence received back from estate agents					62	105	0	0	62	Q1 The initiative has not yet launched and we will provide an update in Q2. Q2 As above Q3 No further updates Q4 Initiative put on hold owing to political direction to do so given other priorities	Reduced isolation, less fuel poverty and people living in more appropriately sized homes.	tbc	To early to tell.	There is a feedback form on the leaflet so we can monitor its effectiveness.
PSPO A3 Metal Information Signs	Q1 Signs produced and ready to be installed. Q2 FPN books revised and printed.					2238	106	0	750	3094	Prohibiting a number of activities considered to be anti social. Signage produced to inform residents and visitors of these. Q4 additional signs required as a few 'holes' in the district. PSPO live from 1st April 2018.	Reduced problems experienced by the community.	Potentially all residents and visitors in the district.	Initial concerns from Parkour UK over the criminalising of the sport. However, these have been addressed.	Prior to the approval of the PSPO a public consultation was held and feedback collated to inform the final version. From the go live date of 1st April there is a 6 week ' legal challenge' period which has been recognised.
Neighbourhood Warden Newsletters	The summer newsletter has been produced and distributed.					40	0	40	0	40	Increasing awareness of local issues, activities and relevant advice for local residents.		Delivered to 1500 households.		Parish Council gave positive feedback for previous edition.
Anti-social Behaviour Report It Posters	Posters were delivered to the warden schemes to distribute locally.					38	0	0	0	0	Informing residents of the importance of reporting crime and ASB to the police.	Improved information sharing and appropriate police resourcing.	2,000		
Junior Citizen Event (Hall Hire and Refreshment Costs)	The event took place and was a success.					1150	0	0	0	0	34 primary schools received input from 13 organisations concerning being a responsible citizen.	Children received important life skills.	1,150	4 schools did not engage for a variety of reasons and therefore the children missed out.	All schools were asked for feedback and 9 responded - the responses were very positive.
Highway Code Booklets for Older Drivers Event in Rudgwick	Booklets were distributed.					130	0	0	0	0	Increased awareness of the Highway Code for older drivers.	Upskilling older drivers.	60		Recipients pleased to receive booklets.
Understanding Teenage Behaviour Trade Mark Application	Unfortunately it was declined as a trademark but we have been advised to Copyright all materials. This has been done.					170	0	0	0	0	n/a	n/a	n/a	We hadn't fully understood the prerequisites of applying for a trademark and, on reflection, the copyright route was more appropriate for the content.	n/a
Community Safety Products Purchased to Support AGE UK Events	Products were distributed at local events.					310	0	0	0	0	Increased awareness of safety issues and distributed door chains and alarms etc.	Protecting our most vulnerable residents in their own homes.	50	Sometimes people don't have the ability to fit the equipment and we can't provide this service.	Very positive feedback at the events.
Software Licence Fee for SIRCS to Support Pubwatch and Shopwatch	Licence paid.					1500	0	0	0	1800	Not yet being used - awaiting training. Q4 - License fee in advance for 2018/19	Secure platform on which to share information between businesses and the police. Improved communication. System also being used for the Street Community Taskforce	100 users (potentially) - beneficiaries	There have been issues in setting up the system as it is time intensive and the providers have not made things simple.	Those using SIRCS are happy with it to date.
Shopwatch Postcards	Printed Postcards					0	0	30	0	0	Awareness raising for shops to promote the new Shop Watch initiative	Membership to the scheme allows the community to feel better protected as persons who steal items or cause problems are not permitted to use the shop.	Potentially all visitors to member shops	The biggest issue is in conveying the fact that the scheme does not take much time to manage as a member.	Feedback has been extremely positive, mainly linked to the fact that the radio network has gone and been replaced by SIRCS.
SIRCS Training For Staff and Business People	Training is taking place in July but was pre-paid.					350	0	0	0	350	Local businesses will be trained to use the new system.	Secure platform on which to share information between businesses and the police. Improved communication.	30	Had problems convincing Empowering Communities to provide face-to-face training.	Tbc
Support road safety initiatives and Community Speed Watch	Provide funding for local initiatives					0	0	0	600	600	Increased local awareness of road speed and safety issues in Billingshurst.	Safer roads and pedestrians on pavements.	Billingshurst residents		Good local media coverage.
Young Driver Focus Event (Tickets and Travel)	Attended event.					250	0	0	0	250	Upskilled staff member with lead for road safety.	Training will inform Community Safety team interventions.			Training was seen as very positive.

Neighbourhood Watch Print Materials	Leaflets for Billingshurst neighbourhood watch produced for local events.					20	0	0	0	20	Encourage sign ups.	Safer Billingshurst community.	Distributed village wide.		
Prevent Training Room Hire and Refreshments	Ongoing training sessions provided by WSCC.					200	200	0	0	400	Upskilled community regarding the PREVENT agenda.	Recognising the signs of radicalisation.	18	Getting people interested in attending the training.	Very positive - Dan Sanders collates feedback.
Piazza Italia Support	This year's event has successfully taken place.					300	0	0	0	300	Informed the public about road safety issues.	Increased awareness of road safety issues.	Event attracted 15,000 visitors.	The location of the stall was not ideal.	Very positive verbal feedback.
Disability Hate Crime Awareness Sessions (for care home staff)	Sweets bought for session 'prizes' and volunteer trainer mileage.					45	0	0	0	45	Upskilling care home staff on what signs and symptoms to look for.	Increased recognition and reporting.	70 care home staff	Had trouble engaging some care homes.	Very positive verbal and email feedback.
Drug Litter information card	Card produced and distributed to HDC internal depts / wardens / parish councils / community partnerships / schools / Salvation Army					0	29	0	0	29	Card produced to raise awareness amongst staff and partners over what drug litter looks like and how / where to report it in line with the West Sussex Drug and Alcohol Action Plan	Quicker response to both clear drug litter but also to inform response services including the Police and drug / alcohol commissioned services	District wide	None. Very cost effective way of conveying information.	The card has led to an increase in the reporting for drug related litter and so has met its objective.
CCTV Promotion	Posters to raise awareness of the camera network					0	0	45	0	45	Posters distributed to pubs and shops across the District to raise awareness of the camera network	Greater feelings of safety to know they CCTV is monitoring behaviour.	All visitors to Horsham Town Centre, North Horsham and Southwater		Previous Community Safety surveys have revealed that many people do not realise that the CCTV network exists.
CCTV Legislation Update	Q1 Staff and legislative changes require additional staff training					0	245	0	0	245	The new Community Safety Officer is now trained and accredited to manage the council's CCTV system in line with the Sussex Police agreement.	Appropriate manage of the CCTV system to benefit the wider community and prevent / detect crime.	Residents and visitors to Horsham Town Centre		The annual statistics always reveal the effectiveness of the CCTV system in terms of crime detection and feedback from residents suggests that the cameras to help them to feel safer.
Young Persons Stay Safe leaflets for secondary schools and youth clubs / children and family centres	Q2 leaflets distributed to each children in secondary schools and others delivered to a variety of settings focussing on a variety of risks to younger people including cyber crime					0	369	0	0	369	Increased awareness amongst teenagers of the various risks that they may face and the support available.	Young people keeping safe	8000 leaflets printed and distributed	None. All leaflets delivered to the various schools via other HDC colleagues.	None as yet.
Understanding Teenage Behaviour sessions - print, facilitator and refreshments	Q1 Leaflets produced and advert bought in local press due to lack of free editorial. First course in March/April. Q2 Second course delivered for 8 parents in June/July.					750	500	0	0	1250	Increased awareness of the UTB course for parents.	Increased parenting skills.	12	High drop-out rate. The course is free and there is currently no cancellation fee. We will be introducing this in future courses.	Awaiting feedback forms from current course.
Vehicle Crime Bin Wrap	Information leaflets produced and left of bin handles targetting households in areas which had experienced car crime spates					0	0	624	0	624	Theft from car crime numbers have reduced since the bin wraps were printed and distributed.	Top tips for residents to protect themselves.	1500 produced and distributed in key target areas of the district.		
Suicide Prevention Training (Grass Routes)	Bespoke training in suicide prevention for frontline staff including Parking, Environmental Health, Wardens, Community Safety and the Events Team					0	0	805	0	805	Training programme has equipped staff with a greater understanding of the issues and how better to respond in prevention suicide. This links to the West Sussex action plan.	Trained frontline staff who can assist as and when required.	Applies to all residents and visitors who may feel vulnerable.	Difficult to find suitable dates to maximise the benefit for as many staff as possible.	All staff were pleased with the training and found it a positive experience with most agreeing that they learnt a lot.
Purse Dipping Bells - Theft From a Person	Bells to increase awareness of the need for people to watch their personal belongings.					0	0	94	0	94	600 purse bells distributed by Sussex Police during an operation in Horsham Town during Christmas 2017.	Free bells to raise awareness of the issues and engage with the public.	600		Recipients were extremely grateful for the free giveaway and felt better protected.
Filming Project	Annual collaboration with Collyers College with students making Community Safety films.					0	0	0	206	206	3 x short films placed on the HDC website each concerning a different Community Safety topic.	Awareness raising of key issues	650 views to date	A strict brief is set for students so no real issues although the length of some films needed editing.	Feedback positive although not as positive as in previous years.
Seasonal campaign support (Safer Seasons)	Printing and promotional materials including: Drink Drive / 12 Days of Christmas / Halloween					0	0	540	0	540	The Safer Seasons campaign seeks to help resident and visitors to feel safer around specific times of the year when certain crime types tend to spike.	Greater feelings of safety and a recognition that something is being done or advice offered.	Potentially thousands of residents and visitors		Feedback is always very positive particularly concerning the adverts which seek to address specific issues such as trick or treating
						Tota	14827	8774	9398	8776	41,775				

Overview & Scrutiny Work Programme
May 2018 to May 2019

	Scrutiny & Overview Committee	CenSus Revs and Benefits Service T&F Group	Councillor's Technology T&F Group	Review the Role of Scrutiny T&FG (TBC)
April			First meeting to appoint Chairman, agree terms of reference, scope, work programme and timescales	
May				
June	4th June Election of Chairman and Vice Chairman CenSus T&FG Final Report Crime and Disorder – Annual Report Task and Finish Groups – update on progress		Second meeting to receive feedback on questionnaire	
July	23rd July Cabinet Member interview – the Leader Q4 Quarterly Corporate Plan and F&P Report – End of Year Task and Finish Groups – update on progress	Final Report to O&S		
August				
September	24th September Cabinet Member Interview - Planning and Development Q1 Quarterly Corporate Plan and F&P Report Task and Finish Groups – update on progress			
October				
November	26th November Cabinet Member Interview Q2 Quarterly Corporate Plan and F&P Report MTFS (TBC)			
December				

Overview & Scrutiny Work Programme
May 2018 to May 2019

January 2018	28th January 2018 Cabinet Member Interview Budget (TBC) Q3 Quarterly Corporate Plan and F&P Report			
February				
March	March Cabinet Member Interview Q4 Quarterly Corporate Plan and F&P Report			
April				
May	Election of Chairman and Vice Chairman Crime and Disorder End of Year Report (TBC)			
June	Cabinet Member Interview			

Future Items for the work programme:

1. Training for Members of Scrutiny
2. Health Provision

WORK PROGRAMME SUGGESTION FORM

Ref: 17/Cllr

Please return this form to:

Daniela Smith
Democratic Services
Horsham District Council
Parkside, Chart Way,
Horsham
RH12 1RL

Name: Councillor David Coldwell

May 2018

Proposed Scope/focus of review:

To examine the frequency, timing and schedules of street cleaning operations in the towns and villages of the district with a view towards determining the effectiveness of the operation.

Your rationale for selection:

On a number of occasions a complaint has been raised to me, that the street cleaning operation using mechanical equipment takes place in Upper Beeding Village in the early hours of the morning when the street are substantially occupied by parked cars, thereby rendering the operation meaningless.

Evidence:

Verbal reports at every Parish Annual meeting over 15 years of my attendance. Visual sightings.

Desired outcomes/objectives/possible terms of reference:

That the cleaning operations will be carried out at the optimum time of day and frequency to ensure that the road-side gutters are properly cleaned. Also that any markings such a yellow lines etc. are cleaned and kept clean and visible.

Other comments:

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

Urgent

Within six months

Within 6-12 months

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