

## Joint Overview and Scrutiny Committee

<b>Date:</b>	<b>29 October 2015</b>
<b>Time:</b>	<b>6:30pm</b>
<b>Venue:</b>	<b>Shoreham Centre, Pond Road, Shoreham-by-Sea</b>

### Committee Membership:

**Adur District Council:** Councillors James Butcher (Chair), Stephen Chipp (Vice-Chair), Ken Bishop, Ann Bridges, Liz Haywood, Emily Hilditch, Rod Hotton, Liza McKinney

**Worthing Borough Council:** Councillors Roy Barraclough, Keith Bickers, Mary Lermite, Nigel Morgan, Luke Proudfoot, Charles James, Keith Sunderland, Vino Vinojan

## Agenda

### Part A

#### 1. Declarations of Interest / Substitute Members

Members and officers must declare any disclosable pecuniary interests in relation to any business on the agenda. Declarations should also be made at any stage such an interest becomes apparent during the meeting.

If in doubt contact the Legal or Democratic Services representative for this meeting.

#### 2. Confirmation of Minutes

To approve the minutes of the Joint Overview and Scrutiny Committee meeting of held on 24 September 2015, copies of which have been previously circulated.

### **3. Public Question Time**

So as to provide the best opportunity for the Committee to provide the public with the fullest answer, questions from the public should be submitted by 6.30pm Tuesday 27 October 2015

Where relevant notice of a question has not been given, the person presiding may either choose to give a response at the meeting or respond by undertaking to provide a written response within three working days.

Questions should be submitted to Chris Cadman-Dando.  
[chris.cadman-dando@adur-worthing.gov.uk](mailto:chris.cadman-dando@adur-worthing.gov.uk) , 01903 221364

*(Note: Public Question Time will operate for a maximum of 30 minutes.)*

### **4. Items Raised Under Urgency Provisions**

To consider any items the Chairman of the meeting considers to be urgent

### **5. Consideration of any matter referred to the Committee in relation to a call-in of a decision**

### **6. Interview with Executive Members for Resources (Councillors Angus Dunn ADC, Mark Nolan WBC)**

To consider a report by the Chief Executive, copy attached as item 6

The Joint Chairs request that Committee Members submit questions to the Executive Members at least two days prior to the meeting, particularly in instances where questions require detailed answers that include quantitative data.

Please submit questions via Mark Lowe, Policy Officer  
[mark.lowe@adur-worthing.gov.uk](mailto:mark.lowe@adur-worthing.gov.uk) . Members are reminded to keep their questions relevant to the Portfolio of the Executive Member being interviewed

### **7. Joint Overview and Scrutiny Committee - New Ways of Working**

To consider a report by the Director for the Digital and Resources, copy attached as item 7

**8. Adur and Worthing Joint Overview and Scrutiny Committee Work Programme – 2015/16**

To consider a report by the Director for Digital and Resources, copy attached as item 8

**Part B - Not for publication - Exempt Information Reports**

None

For Democratic Services enquiries relating to this meeting please contact:	For Legal Services enquiries relating to this meeting please contact:
Chris Cadman-Dando Democratic Services Officer 01903 221364 chris.cadman-dando@adur-worthing.gov.uk	Joanne Lee Solicitor 01903 221134 joanne.lee@adur-worthing.gov.uk

**Duration of the Meeting:** Four hours after the commencement of the meeting the Chairperson will adjourn the meeting to consider if it wishes to continue. A vote will be taken and a simple majority in favour will be necessary for the meeting to continue.



## Interview with the Executive Members for Resources

### Report by the Director for Digital and Resources

#### 1.0 Summary

- 1.1 As part of their work programme, the Committee have agreed to interview Adur & Worthing Councils Executive Members on their portfolio responsibilities and priorities for 2015-16.
- 1.2 At this meeting, members of the Committee are asked to consider the responsibilities and priorities for the Executive Members members responsible for Resources, Councillors Angus Dunn and Mark Nolan.

#### 2.0 Background

- 2.1 **As part of their 'Challenge' role, Joint Overview and Scrutiny Committee are asked to consider the delegated functions listed at paragraphs 2.3 and 2.4 below. It is part of the Scrutiny role to challenge, in the form of questions, the progress that has been made in respect of Councillor Dunn and Nolan's portfolios and their priorities for 2015-16.**
- 2.2 The Committee are entitled to ask for further investigation into items that they may not be satisfied with progress.
- 2.3 The *Adur District Council Executive Member for Resources* has responsibility for the following delegated functions:-
  - Budgets (including the overall allocation of Revenue and Capital), external funding.
  - Capital Programme.
  - Local taxation (benefit fraud (Adur), non domestic rates.

- Treasury management including insurance, investments, loans, leasing and banking matters.
- Property and asset management, facilities management, estates (including Southwick Square shops), property tenancies, corporate property (not in other portfolios) and non housing property repairs.
- ICT (client side), telephony and eGovernment - Data Protection, Freedom of Information, Information Security and web team. Includes the Census IT Partnership.
- Procurement, including contracts.
- Personnel and staffing (where Executive functions), including organisational development of staff.
- Other central support services.
- Internal Audit and audit fees.
- Efficiency agenda and business transformation.

2.4 The *Worthing Borough Council Cabinet Member for Resources* has responsibility for the following delegated functions:-

- Budgets (including the overall allocation of Revenue and Capital), external funding.
- Capital Programme.
- Local taxation (fraud investigation (Worthing)).
- Treasury management, including insurance, investments, loans, leasing and banking matters.
- Asset management, facilities management, property tenancies and non housing property repairs.
- ICT (client side), telephony and eGovernment - Data Protection, Freedom of Information, Information Security and web team. Includes the Census IT Partnership.
- Procurement, including contracts.
- Personnel and staffing (where Executive functions), including organisational development, occupational health, payroll and learning and development of staff.

- Other central support services.
- Internal Audit and Audit fees.
- Efficiency agenda and business transformation.

### **3.0 Proposals**

**3.1 That the Joint Overview and Scrutiny Committee ask questions of the two Executive Members with responsibility for Resources based on their functions as outlined in paragraphs 2.3 and 2.4 above.**

### **4.0 Legal**

4.1 The Joint Overview and Scrutiny Committee follow the procedures outlined within the Councils Constitution.

### **5.0 Financial implications**

5.1 There are no direct financial implications to consider within this report.

### **6.0 Recommendation**

**6.1 Members of the Committee are asked to question the two Executive Members with responsibility for Resources.**

### **Local Government Act 1972**

**Background Papers:** Joint Overview and Scrutiny Committee Work Programme 2015-16

**Contact Officer:** Mark Lowe

Mark Lowe  
Policy Officer  
Town Hall  
mark.lowe@adur-worthing.gov.uk

## **Schedule of Other Matters**

### **1.0 Council Priority**

1.1 The relevant Council Priorities are contained in the Surf's Up document.

### **2.0 Specific Action Plans**

2.1 Any specific action plans will be considered within the context of the annex to this report.

### **3.0 Sustainability Issues**

3.1 Matter considered and no issues identified

### **4.0 Equality Issues**

4.1 The Council delivers its services in accordance with the Equality Policy.

### **5.0 Community Safety Issues (Section 17)**

5.1 Matter considered and no issues identified

### **6.0 Human Rights Issues**

6.1 Matter considered and no issues identified

### **7.0 Reputation**

7.1 Matter considered and no issues identified

### **8.0 Consultations**

8.1 The Executive Members for Resources and key senior officers were consulted during the drafting of this report.

### **9.0 Risk Assessment**

9.1 Any areas of risk are identified in the report.

### **10.0 Health & Safety Issues**

10.1 Matter considered and no issues identified

### **11.0 Procurement Strategy**

11.1 Matter considered and no issues identified



## **12.0 Partnership Working**

12.1 Matter considered and no issues identified



## Joint Overview and Scrutiny Committee - New Ways of Working

### Report by the Director for Digital and Resources

#### 1.0 Summary

- 1.1 This report provides the Joint Overview and Scrutiny Committee (JOSC) with some suggested new ways of working practices to help and enhance the Overview and Scrutiny role.

#### 2.0 Background

- 2.1 As part of ongoing regular review meetings, the Joint Chairmen and Vice-Chairmen of JOSC have discussed the possibility of introducing some new working practices to improve the way that the Committee undertakes its overview and scrutiny role and have agreed that these new practices should be submitted to JOSC for consideration.
- 2.2 A brief explanation of how these new practices will work is set out in the attached appendix to this report. The Joint Chairmen/Vice-Chairmen will provide more detail at the JOSC meeting, however, in summary, the proposals have been designed to change the main meetings of JOSC to focus more on in depth scrutiny of specific issues rather than the current interview/report based format. It is thought that as well as helping to improve how the Executive and Executive Members are held to account the change will improve public involvement in the work of JOSC and introduce better monitoring of the Work Programme using Trello Boards.
- 2.3 If the proposals are supported in principle it is suggested that they can be discussed in more detail by all Members of JOSC at a 'creative session' in November 2015 with the aim of initially implementing changes in a graduated trial with effect from the January JOSC meeting on the basis that new procedures would then be fully implemented with effect from the start of the 2016/17 Municipal Year (May 2016).

### **3.0 Proposals**

3.1 That JOSC consider the proposed new ways of working set out in the report and the attached appendix.

### **4.0 Legal**

4.1 Section 111 of the Local Government Act 1972 provides Local Authorities with the power to do anything ancillary or incidental to the discharge of their function.

4.2 Section 1 of the Localism Act 2011 provides the Councils with a general power of competence and empowers Local Authorities to do anything which individuals generally do.

### **5.0 Financial implications**

5.1 There are no immediate financial implications arising from this report, although of course individual projects contained within the JOSC Work Programme may relate to financial matters.

### **6.0 Recommendation**

**6.1 The Committee is requested to agree in principal to the proposed new ways of working set out in the report and in the attached appendix and discuss them in more detail at a 'creative session' in November 2015.**

#### **Local Government Act 1972**

##### **Background Papers:**

None

##### **Contact Officer:**

Councillors James Butcher and Stephen Chipp (Adur District Council)  
Councillors Roy Barraclough and Keith Bickers (Worthing Borough Council)

Mark Lowe  
Policy Officer  
Town Hall, Worthing  
Tel 01903 221009  
mark.lowe@adur-worthing.gov.uk

## Schedule of Other Matters

### **1.0 Council Priority**

1.1 Matter considered and issues related to Council Priorities identified.

### **2.0 Specific Action Plans**

2.1 Matter considered and no issues identified.

### **3.0 Sustainability Issues**

3.1 Matter considered. Some of the issues to be considered by the Committee may impact on sustainability issues.

### **4.0 Equality Issues**

4.1 Matter considered. Some of the issues to be considered by the Committee may impact on equality issues.

### **5.0 Community Safety Issues (Section 17)**

5.1 Matter considered and no issues identified.

### **6.0 Human Rights Issues**

6.1 Matter considered and no issues identified.

### **7.0 Reputation**

7.1 Matter considered and no issues identified. Outcomes from the discussion of the issues can help to improve the reputation of the Councils.

### **8.0 Consultations**

8.1 Matter considered. Some issues identified in the Work Programme may involve some form of consultation.

### **9.0 Risk Assessment**

9.1 Matter considered and no issues identified.

### **10.0 Health & Safety Issues**

10.1 Matter considered and no issues identified.

## **11.0 Procurement Strategy**

11.1 Matter considered and no issues identified.

## **12.0 Partnership Working**

12.1 Matter considered and no issues identified.

## **APPENDIX**

### **JOSC New ways of working**

#### **'Following through' with recommendations**

Reporting and monitoring the work and recommendations from the Working Groups  
Updates of the Trello Board to provide a 'live' progress on the Work Programme

#### **Meeting Content**

Proposal to have themed/issue based meetings based upon value and outcomes which could be achieved from discussing the item (This could provide JOSC with the opportunity to become more involved in policy development) - In order to achieve this the Committee would need to identify why an item is being considered and how it could be reviewed when considering adding items to the Work Programme.

Reports to be 'Noted' will be removed from the agendas and can be added to the Members bulletin if relevant.

#### **How themed meetings develop**

Item can be raised at a JOSC meeting.

JOSC agrees whether or not to consider the issue as a possible item.

The Member who requests the item would then be responsible for building up a template (scoping report to support their proposal for the item)

The scoping report would then be submitted to the Joint Chairmen who would provide a recommendation on the proposal

The full proposal and recommendation of the Joint Chairmen would then be submitted to the next available JOSC meeting and JOSC would consider the full proposal and agree whether or not it should go forward onto the Work Programme. This process would probably extend over a two meeting cycle.

If any items are urgent and need to be considered at the next meeting, then JOSC/Chairmen would need to make a judgement on the item and whether it needs to be considered earlier.

#### **Holding the Executive to Account**

The Annual Leader interviews at JOSC should continue but it is suggested that the other Executive Member Interviews, in their current format (once a year interviews), should be discontinued.

To improve transparency and accountability of the work of the Executive Members it is suggested also that the Leaders and relevant Executive Members should be expected to attend JOSC meetings when items relating to their portfolios are being considered.

It is proposed that there should be more focus on scrutinising outcomes from the decisions of the JSC. This should be both forthcoming items from JSC and also historical policy which has been

implemented to scrutinise the effectiveness of those policies. A 'Surf's Up' themed meeting could also be a good example of a themed meeting.

### **What a JOSC meeting might look like:-**

#### ***Draft Agenda looks like:***

#### ***Standard items***

***Themed Issue of the meeting (Executive Member/Leader to attend as key interviewees for these items where they relate to their portfolio)***

***To consider any recommendations from JOSC Chairmen regarding scoping reports***

***To review the JOSC work programme - Displayed on Trello Board at meeting with link to Trello Board included in the JOSC report.***

The meetings will be structured on the basis of interviewees, questions, debate, recommendations / resolutions.

### **Public Involvement**

It is considered that there is a need to try and increase the public involvement in the JOSC process.

There does need to be a better follow up on public questions and answers to these questions should be published. It is suggested that there could be a scrutiny blog produced.

The public do need to be involved in the scrutiny process and there needs to be more engagement with social media and the communications team need to assist in delivering the message about scrutiny. We need to ask the public what they want to be scrutinised.

### **Implementation of the new ways of working**

That the new ways of working should initially be implemented in trial with effect from the January JOSC meeting on the basis that new procedures should be fully implemented with effect from the start of the 2016/17 Municipal Year (May 2016).

October 2015

Councillors James Butcher, Stephen Chipp (Adur District Council) and Roy Barraclough and Keith Bickers (Worthing Borough Council)



## Adur and Worthing Joint Overview and Scrutiny Committee Work Programme – 2015/16

### Report by the Director for Digital and Resources

#### 1.0 Summary

- 1.1 This report outlines progress on the work contained in the 2015/16 Work Programme.

#### 2.0 Background

- 2.1 The current Joint Overview and Scrutiny Work Programme is a 'rolling' Programme which the Committee reviews at each meeting.
- 2.2 The Work Programme for 2015/16 was previously reviewed by the Committee at its meeting on 24 September 2015.

#### 3.0 Progress with the Work Programme for the Joint Overview and Scrutiny Committee for 2015/16

- 3.1 Detailed progress with the Work Programme is now set out in a Trello Board to help in the monitoring of the work and this can be accessed via the following link <https://trello.com/b/g16nZ3mf/josc-work-programme-2015-16>  
The Trello Board will be displayed at the meeting.
- 3.2 The Work Programme includes details of any changes to work and dates made since it was last reported to the Committee. The Committee have the option to include other issues in the rolling programme for consideration during 2015/16, in particular, the Committee may wish to include other policy development issues and/or scrutiny reviews on issues which are important to the communities. When considering any further items for the Work Programme, the Committee should also refer to a report contained elsewhere on this agenda regarding future working practices which is suggesting new ways of working.

#### **4.0 Proposals**

- 4.1 To note the progress in implementing the Work Programme for 2015/16 and to consider any issues for consideration.

#### **5.0 Legal**

- 5.1 Under Section 111 of the Local Government Act 1972, the Council has the power to do anything to facilitate or which is conducive or incidental to the discharge of any of their functions.
- 5.2 Section 1 of the Localism Act 2011 provides a Local Authority to do anything that individuals generally may do (subject to any current restrictions or limitations prescribed in existing legislation).
- 5.3 Section 3(1) of the Local Government Act 1999 (LGA 1999) contains a general duty on a best value authority to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
- 5.4 Section 1 Local Government (Contracts) Act 1997 empowers the Council to enter into a contract in relation to any of its functions.

#### **6.0 Financial Implications**

- 6.1 There are no known financial implications arising from this report but some of the recommendations arising from the issues being considered in the Work Programme may have financial implications.

#### **7.0 Recommendations**

- 7.1 **That the progress in implementing the Work Programme for 2015/16 be noted; and**
- 7.2 **That the Committee considers any other issues/reviews which it would like to be included as part of the 2015/16 Work Programme.**

#### **Background Papers:**

None.

#### **Contact Officer:**

Mark Lowe, Policy Officer – Tel 01903 221009  
16 October 2015

## **Schedule of other matters**

### **1.0 Council Priority**

1.1 Matter considered and issues related to Council Priorities identified.

### **2.0 Specific Action Plans**

2.1 Matter considered and no issues identified.

### **3.0 Sustainability Issues**

3.1 Matter considered and no issues identified.

### **4.0 Equality Issues**

4.1 Matter considered. Some of the issues to be considered by the Committee may impact on equality issues.

### **5.0 Community Safety issues (Section 17)**

5.1 Matter considered. Issues relating to crime and disorder are contained in the Work Programme.

### **6.0 Human Rights Issues**

6.1 Matter considered and no issues identified.

### **7.0 Reputation**

7.1 Matter considered and no issues identified. Outcomes from the discussion of the issues can help to improve the reputation of the Councils.

### **8.0 Consultations**

8.1 Matter considered. Some of the issues identified in the Work Programme may involve some form of consultation.

### **9.0 Risk assessment**

9.1 Matter considered and no issues identified.

### **10.0 Health & Safety Issues**

10.1 Matter considered and no issues identified.

### **11.0 Procurement Strategy**

11.1 Matter considered and no issues identified.

## 12.0 **Partnership working**

12.1 Matter considered. Some of the issues identified do involve working together and also in partnership with other Councils.