

Committee Manager: Jane Fulton (Ext. 37611)

04 June 2015

OVERVIEW SELECT COMMITTEE

A meeting of the Overview Select Committee will be held in Committee Room 1 at the Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF on **Tuesday, 16 June at 6.00 pm** and you are requested to attend.

Members: Councillors Dingemans (Chairman), English (Vice-Chairman), Ballard, Mrs Bence, Blampied, Mrs Daniells, Edwards, Mrs Harrison-Horn, Hitchins, Hughes, Mrs Oakley, Oliver-Redgate, Mrs Rapnik, Warren & Dr Walsh.

A G E N D A

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declaration of personal and/or prejudicial/pecuniary interests that they may have in relation to items on this agenda.

You should declare your interest by stating:

- a) the item you have the interest in
- b) whether it is a personal interest and the nature of the interest
- c) whether it is also a prejudicial/pecuniary interest

You then need to re-declare your interest and the nature of the interest at the commencement of the item or when the interest becomes apparent.

3. MINUTES

To approve as a correct record the Minutes of the meeting of the Overview Select Committee held on 10 March 2015 (which have been previously circulated.)

4. ITEMS NOT ON THE AGENDA THAT THE CHAIRMAN OF THE MEETING IS OF THE OPINION SHOULD BE CONSIDERED AS A MATTER OF URGENCY BY REASON OF SPECIAL CIRCUMSTANCES.

5. START TIMES

The Committee is asked to consider its start times for meetings during 2015/2016.

6. CABINET MEMBER QUESTIONS AND UPDATES

(i) Members are invited to ask Cabinet Members questions and are encouraged to submit their questions to the Committee Manager in advance of the meeting to allow a more substantive answer to be given.

(ii) Cabinet Members are invited to update the Committee on matters relevant to their Portfolios of responsibility.

(iii) Cabinet Member Priorities and Future Areas for Development/Review – The Cabinet Member for Housing, Councillor Elkins, will provide a brief presentation covering his portfolios priorities. A short briefing note will be provided which will be circulated separately to this agenda. For the Committee's information his Portfolio covers the following areas:

- Housing Right to Buy
- Housing Register
- Housing Options
- Homelessness
- Housing Management
- New Council Housing
- Private Sector Housing (including Enforcement)
- Housing Maintenance (Planned and Reactive)

7. UPDATE FROM THE MEETING OF WEST SUSSEX COUNTY COUNCIL'S HEALTH AND ADULT SOCIAL CARE COMMITTEE (HASC) HELD ON 12 MARCH 2015

Attached is a feedback report from the meeting of HASC held on 12 March 2015.

8. UPDATE FROM THE MEETING OF THE SUSSEX POLICE & CRIME PANEL HELD ON 24 APRIL 2015

Attached is a feedback report from the meeting of the Sussex Police & Crime Panel held on 24 April 2015

9. REVIEW OF CALL-IN PROCEDURE

Following an unsuccessful call-in in February 2015, the Committee agreed at its last meeting that elements of the Call-In Procedure should be reviewed, specifically relating to the criteria for a call-in and who determined whether a call-in was valid or invalid.

This report therefore makes suggestions for consideration and seeks the Committee's views on whether the current Scrutiny Procedure Rules 14.8 and 14.9 in the Council's Constitution should be revised.

10. *WORK PROGRAMME - UPDATE

The Council's Constitution requires that the Overview Select Committee makes a report annually on its future work programme and amended working methods, where appropriate.

The Committees is asked to consider its work programme for the 2015/2016 year and identify any issues that it would like to see included before a recommendation is made to Full Council. The Committee is also asked to review its current Terms of Reference and recommend any amended working methods to Full Council.

(Note: *Indicates report is attached for Members of the Committee only and the Press (excluding exempt items). Copies of reports can be viewed on the Council's web site at www.arun.gov.uk or can be obtained on request from the Committee Manager.)

(Note: Members are also reminded that if they have any detailed questions, would they please inform the Head of democratic Services, Cabinet Member and/or relevant Lead Officer in advance of the meeting in order that the appropriate Officer/Cabinet Member can attend the meeting.)

**ARUN DISTRICT COUNCIL
COUNCILLOR FEEDBACK REPORT FROM OUTSIDE BODIES**

Report to Overview Select Committee – 16 June 2015

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| Name of Meeting: | West Sussex County Council's Health & Adult Social Care Select Committee (HASC) |
| Date of Meeting: | 12 March 2015 |
| Report by: | Councillor Edwards |
| Relevant Cabinet Member: | Councillor Paul Wotherspoon |
| Feedback: | |
| <p>1. Update regarding proactive care. Its aim is to improve care for adults with complex needs, thereby reducing unscheduled admissions, reducing the need for permanently funded places, and reducing delayed transfers of care. It will be delivered by multi-disciplinary teams the County. These teams are made up by NHS and social care professionals who work alongside GPs to ensure people get the right support at the right time from the right care professional.</p> <p>There is a new governance structure in place which divides the County into two main areas, Northern which covers Crawley, Horsham and Mid Sussex CCGs, and the Coastal Area which covers the rest of West Sussex. There are 9 teams for the Northern Area and 13 teams for the Coastal Area. Proactive care working in conjunction with SECAMB has reduced the number of hospital conveyances for patients over 65 who call an ambulance from 67% to 31% because relevant information is made available to the paramedics.</p> | |
| <p>2. Update on the West Sussex Better Care Plan. Committee was asked to review the development of the fund which is driven locally by the health and Wellbeing Board, and to agree to review it in 12 month's time unless anything urgent arises in the interim.</p> | |
| <p>3. Report from Sussex Partnership NHS Foundation Trust on Adult Mental Health Services. Committee was asked to note the process and timeframe for providing feedback on the draft Quality Account/Report. Committee was also asked to identify any remaining areas for concern regarding an update report regarding Langley Green Hospital (a mental health hospital in Crawley) after it had been inspected by the CQC and found to be below standard required relating to care and welfare. A return visit by the CQC subsequently fed back that improvements had been made but there is still work to be done. The final CQC report is due in April 2015.</p> | |
| Potential Implications for Arun District Council or Actions Required: | |
| <p>1. None.</p> <p>2. None.</p> <p>3. None.</p> | |

AGENDA ITEM NO. 7**ARUN DISTRICT COUNCIL
COUNCILLOR FEEDBACK REPORT FROM OUTSIDE BODIES****Report to Overview Select Committee – 16 June 2015**

Should this be raised at Cabinet by the relevant Cabinet Member or at the Overview Select Committee?

Yes – Overview Select Committee

**ARUN DISTRICT COUNCIL
COUNCILLOR FEEDBACK REPORT FROM OUTSIDE BODIES**

Report to Overview Select Committee – 16 June 2015

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| Name of Meeting: | Police & Crime Panel |
| Date of Meeting: | 24 April 2015 |
| Report by: | Councillor Paul Wotherspoon |
| Relevant Cabinet Member: | Councillor Paul Wotherspoon |
| Feedback: | |
| <p>The meeting was held at County Hall, Lewes and Apologies for Absence had been received from Brighton and Hove, Chichester DC, East Sussex CC, Mid Sussex DC, Wealden DC and Worthing BC.</p> <p>In addition to the Panel were Katy Bourne, Sussex Police and Crime Commissioner, Mark Streater, Chief Executive and Monitoring Officer of the Office of the Sussex Police and Crime Commissioner and other important officers.</p> <p>The Chairman provided a verbal update on the status of the Working Groups currently set up by the Panel as follows:</p> <p>The Target Operating Group (TOM) Working Group was originally set up to input into the development of the new 'Local Policing Model'. It was now apparent that the working group would provide more value looking at the implementation of the new plan and therefore it would be more suitable for it to convene in 2016 as work progressed.</p> <p>The Commissioner had invited the Victims' Services Working Group to broaden its remit to include scrutiny of the Commissioner's work on Restorative Justice. The Working Group was also due to carry out a visit to the Victims Assessment and Referral Centre (VARC) in late May.</p> <p>The Panel raised the points below in the discussion that followed:</p> <p>The monitoring and implementation of the Local Policing Model should be added to the Panel's Forward Plan for January 2016 when a decision on whether its the appropriate time for the TOM working group to convene can be taken.</p> <p>The attendance of representatives of the Commissioner at the Community Safety Partnership meetings was a valuable way for district-level concerns on the local policing model implementation to be raised.</p> <p>The Panel was supportive of the visit to the VARC and agreed that the invitation should be extended to all Panel members. The Panel also agreed to extend the remit of the Victims' Services Working Group to include Restorative Justice.</p> | |

**ARUN DISTRICT COUNCIL
COUNCILLOR FEEDBACK REPORT FROM OUTSIDE BODIES**

Report to Overview Select Committee – 16 June 2015

It was resolved that the Panel notes the update on the Working Groups.

The Panel then considered the response provided by the Commissioner following the Panel's recommendations on the proposed precept made at its meeting on 23 January 2015.

It was resolved that the Panel notes the response provided.

The Panel then received a report from the Police and Crime Commissioner providing an update on the investment Sussex Police was making to introduce new mobile technology to increase efficiency. The Chief Executive of the OSPCC highlighted the following:

The new technology would provide the support required to Police Officers so that they could spend more time on the ground with the public.

100 Samsung Galaxy Note 4 devices were currently being trial by Police Officers. The trial was in an early stage, however it was expected that, if successful, the devices would be ready to be rolled out when the new Policing Model was implemented in 2016.

The Panel did raise a number of points which were all answered and it was resolved that the Panel noted the report.

The Panel then considered a report by the Clerk to the Police and Crime Panel outlining the performance data for call handling as reviewed by the Panel in June 2014. The Police and Crime Commissioner provided a verbal update to the Panel on the performance levels since the last report.

A number of points were highlighted and the Panel did raise a number of points which were all answered and it was resolved that the Panel notes and welcomes the updated call handling performance figures.

The Panel then received a verbal update from the Police and Crime Commissioner on the creation of the Sussex Elders' Commission. The following points were highlighted.

The vulnerability of the elderly and the increase in the elderly population had been recognised and therefore the Sussex Elders' Commission was launched a month ago.

The Commission was made up of 30 individuals over the age of 60 from across Sussex.

**ARUN DISTRICT COUNCIL
COUNCILLOR FEEDBACK REPORT FROM OUTSIDE BODIES**

Report to Overview Select Committee – 16 June 2015

The members of the Commission were currently consulting with their local communities to establish the key priorities that the Commission would focus on over the next year.

It was resolved that the Panel notes and welcomes the creation of the Sussex Elders' Commission.

The Panel then received and noted a report providing an update on complaints received in the last quarter and progress made on live complaints. No new complaints received by the Panel over the last quarter pertain to issues within the remit of the Panel.

The Panel then received the schedule of written questions submitted prior to the meeting and the responses from the Commissioner's Office. One question had been considered to be operational in nature and had been passed to Sussex Police for a response.

Finally there were a number of questions asked of the Commissioner and she responded to each question in turn.

Potential Implications for Arun District Council or Actions Required:

1. Just to note the contents of the above.

Should this be raised at Cabinet by the relevant Cabinet Member or at the Overview Select Committee?

Yes – Overview Select Committee

**ARUN DISTRICT COUNCIL
COUNCILLOR FEEDBACK REPORT FROM OUTSIDE BODIES**

Report to Overview Select Committee – 16 June 2015

ARUN DISTRICT COUNCILOVERVIEW SELECT COMMITTEE – 16 JUNE 2015

Recommendation Paper

Subject : Review of the Call-in Procedure - Scrutiny Procedure Rules 14.8 and 14.9

Report by : Liz Futcher (Head of Democratic Services)

Date : 28 May 2015

EXECUTIVE SUMMARY

Following an unsuccessful call-in in February 2015, the Committee agreed at its last meeting that elements of the Call-in Procedure should be reviewed, specifically relating to the criteria for a call-in and who determined whether a call-in was valid or invalid.

This report therefore makes suggestions for consideration and seeks the Committee's views on whether the current Scrutiny Procedure Rules 14.8 and 14.9 in the Council's Constitution should be revised.

RECOMMENDATIONS

It is recommended to Full Council that:

1. the amendments proposed at paragraph 4.2 and 4.4 of the report relating to Paragraph 14.0 [Procedure at Overview Select Committee Meetings in respect of decisions called-in] from Section 2 [Scrutiny], Part 6 – Procedure Rules (Other) be approved, subject to the addition of any further changes made at the meeting; and
2. the Head of Legal & Administration be authorised to make any consequential changes with respect to the amendments contained therein.

1.0 INTRODUCTION

1.1 The Scrutiny Procedure Rules were introduced into the Constitution in 2002 and have been reviewed on a number of occasions since then, the most recent review being considered by the Committee on 17 September 2013 when the procedure for call-in meetings was revised.

1.2 Other than the review in 2013, no major issues have been raised for review from the Procedure Rules being used in practice.

- 1.3 A request was made at the last meeting of the Committee for elements of the Scrutiny Procedure Rules to be reviewed. This related to who should have authority to determine a call-in to be invalid and whether the criteria for a call-in was still relevant and appropriate. The request came from a call-in being determined as invalid and questions about who should make this determination and whether the criteria for a call-in was sufficiently clear.

2.0 CURRENT CONSTITUTIONAL REQUIREMENTS

- 2.1 The full procedures for call-in are set out in Scrutiny Procedure Rule 14.0, a copy of which is attached as Appendix 1. The two areas where a review has been requested are:

- (1) Scrutiny Procedure Rule 14.8 which covers the criteria to be followed for submitting a call-in. This states:

“The Members referred to in paragraphs 14.4 (fourth bullet point) must first consider whether any one or more of the following criteria for or against call-in apply prior to exercising the call-in:

- Is the decision likely to cause distress, harm or significant concern to a local community or to prejudice individuals within it?
- Is the matter one which has been subject to consultation or debate with relevant interested parties?
- Is the delay in implementing the decision likely to cause significant harm to the Council?
- Is the decision against a declared policy or budget provision of the Council?
- Is the decision against the advice of a relevant professional institution?
- Have the view(s) of the Member(s) requesting the “call-in” been fairly taken into account in arriving at the decision?”

- (2) Scrutiny Procedure Rule 14.9 which covers the steps to be taken when a call-in request is determined as valid, but not when the call-in is determined to be invalid. This states:

“Upon receiving a valid request for a call-in, the Head of Democratic Services shall notify the decision-taker of it and no further steps shall then be taken towards implementation of the decision until the steps outlined in this call-in procedure have been completed. The Head of Democratic Services shall call a meeting of the Committee on such a date as he/she shall determine, where possible after consultation with the Chairman of the Committee. The Head of Democratic Services shall advise all Members of the call-in.”

3.0 SCOPE OF THE REVIEW

- 3.1 The first area for review is Scrutiny Procedure Rule 14.8. Previous call-ins have tended to use at least one of the criteria and so in determining the validity of the call-in, if one is deemed invalid, another has been confirmed as valid to allow the call-in to be considered by the Committee. In the case in February 2015, only one criteria was used – a lack of consultation with relevant interested parties. The review undertaken upon receipt of the call-in determined that there had been adequate

consultation with interested parties, as evidenced in the report and background documents, and the call-in was declared invalid. Feedback from the call-in Councillors was that the criteria for calling-in a decision did not make it sufficiently clear that more than one criteria could be used.

3.2 The questions the Committee may wish to consider for reviewing Rule 14.8 are:

- (a) Does the wording of the Rule make it clear that more than one criteria can be used?
- (b) Are the criteria still relevant to the decision making process at Arun?
- (c) Should there be any change to the criteria, and if yes, what?

3.3 The second area for review relates to who determines whether a call-in is valid or invalid. Throughout Scrutiny Procedure Rule 14.0 it refers to the officer with responsibility for receiving and actioning the call-in being the Head of Democratic Services. Feedback from the call-in Councillors was that it was not explicit in Rule 14.9 or any other Rule that the Head of Democratic Services should also determine whether a request for a call-in was invalid.

3.4 The questions the Committee may wish to consider are:

- (a) Does the wording of the Rules make it sufficiently clear that the Head of Democratic Services has authority to determine whether a call-in is valid or invalid?
- (b) If no, does this need to be clarified?

4.0 SUGGESTIONS FOR CHANGE

4.1 If the Committee believes that change is needed to Rule 14.8, the principles of decision making could be used as the basis for the criteria for seeking a call-in. Arun's are set out in Article 13.2, page 40 of the Constitution and state:

"All decisions of the Council will be made in accordance with the following principles:

- 13.2.1 There should be clarity of aims and desired outcomes
- 13.2.2 Proper regard should be paid to professional advice from officers
- 13.2.3 Proper regard should be paid to internal and external consultation according to the decision in question
- 13.2.4 There should be respect for human rights
- 13.2.5 There should be a presumption in favour of openness
- 13.2.6 There should be proportionality (ie the action must be proportionate to the desired outcome)
- 13.2.7 There should be an explanation of the alternative options considered
- 13.2.8 There should be proper reasons for the decision which are documented"

4.2 A suggested re-wording of Rule 14.8 using these principles and elements of the existing procedure is set out overleaf:

“The reasons for a call-in shall be that the decision fails to take into account at least one of Arun’s principles of decision making, as set out in Article 13.2. The Members seeking the call-in will specify which principle(s) the decision fails to take into account based on:

- (a) are the aims and desired outcomes of the decision clear?*
- (b) has there been due consideration of professional advice from officers?*
- (c) has adequate consultation been undertaken with relevant interested parties and is this evidenced in the report considered?*
- (d) has there been respect for a local community or individual’s rights?*
- (e) was the decision making process transparent to relevant interested parties?*
- (f) did the decision lack an explanation of the options considered and the reasons for the decision taken?”*

4.3 If the Committee feels that change is needed to Rule 14.9, the approach taken by other Councils in Sussex includes consultation with the Head of Legal and also with the Chairman and Vice-Chairman. Custom and practice at Arun with call-ins received since 2012 has been for the Head of Democratic Services to consult with the Head of Legal & Administration or the Chief Executive, as relevant, before determining the validity of a call-in. With the unsuccessful call-in considered in February 2015, the Chairman and Vice-Chairman were also made aware of the full extent of the investigation undertaken before the call-in was declared invalid.

4.4 The Committee may wish to formalise custom and practice within the Scrutiny Procedure Rules to add two further paragraphs before Rule 14.9 to read:

“14.x In receiving a call-in request, the Head of Democratic Services will consult with the Head of Legal & Administration or the Chief Executive (as appropriate) to review the basis of the call-in against the criteria in Rule 14.8 and the evidence provided in the officer report, decision notice, and background papers before determining its validity. Where appropriate, additional evidence may be sought from the report author, Cabinet Member and call-in Councillors.

14.x If a call-in is determined to be invalid, the Head of Democratic Services shall notify the call-in Councillors and the decision taker of the reasons for this determination, together with Members of the Overview Select Committee, and remaining Members of the Council.”

5.0 CONCLUSION

5.1 The Committee has responded to Member feedback in agreeing to review the Scrutiny Procedure Rules at this meeting. Options have been presented for consideration and, if agreed, these will be recommended to the Council for approval and the consequential changes made to the Council’s Constitution.

Background Papers: Council's Constitution <http://www.arun.gov.uk/constitution>

Contact: Liz Fatcher
Ext. 37610

PART 6 – PROCEDURE RULES – OTHER**EXTRACT FROM SECTION 2 - SCRUTINY****14.0 CALL IN**

- 14.1 Call-in should be used in exceptional circumstances. These are where Members of the Overview Select Committee have evidence which suggests that the Cabinet did not take the decision in accordance with the principles set out in Article 13 (Decision Making). Call-in does not apply to decisions of:
- Committees reporting to the full Council,
 - Member Panels,
 - Joint Area Committees unless exercising executive functions and
 - Officers.
- 14.2 When a decision is made by the Cabinet or an individual Member of the Cabinet or an Area Committee or under joint arrangements, the decision shall be published, and shall be available at the Arun Civic Centre, Littlehampton, Bognor Regis Town Hall, and, where concerning an Area Committee, a copy will be sent to the County Council at County Hall, Chichester. The decision shall be treated as published as soon as it is available in writing to the public within the Council offices and upon the Council's website. All Members will be sent notice of all such decisions by the proper officer responsible for publishing the decision.
- 14.3 The notice to Members will bear the date on which it is published and will specify the date upon which the decision will take effect ("the effective date"). The effective date will be 10.00 a.m. on the day after the expiry of five clear working days from the publication of the decision. The day of publication, Saturdays, Sundays and Bank Holidays are not days for the purposes of this Rule. Under current arrangements, the effective date is:
- For decisions of an Individual Cabinet Member made on a Thursday and published on a Thursday, 10.00 a.m. on the second following Monday,
 - For Cabinet decisions made on a Monday and published on a Tuesday, 10.00 a.m. on the second following Wednesday.
- 14.4 If a request for a call-in is received by the Head of Democratic Services within the period between the publication of the decision and the effective date, he/she shall call-in the decision for scrutiny by the Committee. For it to be valid, the request must be:
- in writing and identify the lead Member of the call-in,
 - specify the relevant decision which is to be the subject of the call-in,
 - satisfy at least one of the criteria set out in paragraph 14.8, and
 - be supported by any five Members of the Council who do not have pecuniary interests with regards to the subject of the call-in PROVIDED that the Members represent more than one political party.
- 14.5 The request for the call-in must be signed by one of the Members referred to in 14.4 (fourth bullet point) but need not be signed by all, provided that those Member(s) signing the request are able to assure the Head of Democratic Services if called upon to do so that they had written or verbal assurances of support from each supporting Member prior to the request for the call-in being submitted.
- 14.6 Alternatively, the request for a call-in may be made by email from one Member referred to in 14.4 to the Chief Executive provided that it is preceded by a verbal notification to him/her.
- 14.7 If the Chairman and Vice Chairman of the Overview Select Committee is one of the five Members requesting the Call-In, he or she will not chair the Overview Select Committee meeting when the Call-in is considered.

PART 6 – PROCEDURE RULES – (OTHER)

- 14.8 The Members referred to in paragraphs 14.4 (fourth bullet point) must first consider whether any one or more of the following criteria for or against call-in apply prior to exercising the call-in:
- Is the decision likely to cause distress, harm or significant concern to a local community or to prejudice individuals within it?
 - Is the matter one which has been subject to consultation or debate with relevant interested parties?
 - Is the delay in implementing the decision likely to cause significant harm to the Council?
 - Is the decision against a declared policy or budget provision of the Council?
 - Is the decision against the advice of a relevant professional institution?
 - Have the view(s) of the Member(s) requesting the “call-in” been fairly taken into account in arriving at the decision?
- 14.9 Upon receiving a valid request for a call-in, the Head of Democratic Services shall notify the decision-taker of it and no further steps shall then be taken towards implementation of the decision until the steps outlined in this call-in procedure have been completed. The Head of Democratic Services shall call a meeting of the Committee on such a date as he/she shall determine, where possible after consultation with the Chairman of the Committee. The Head of Democratic Services shall advise all Members of the call-in.
- 14.10 At the call-in Members identified under Paragraph 14.4 shall be entitled to speak and call appropriate witnesses when invited to do so.
- 14.11 In deciding whether or not to refer a decision back the Overview Select Committee shall have regard to:
- any further information which may have become available since the decision was made,
 - the implications of any delay,
 - whether reconsideration is likely to result in a different decision,
 - the importance of the matter raised and the extent to which it relates to the achievement of the Council’s priorities,
 - whether there is any evidence that the decision-making rules in the Constitution have been breached,
 - whether the agreed consultation processes have not been followed
 - whether a decision or action proposed or taken is not in accordance with a policy agreed by the Council,
 - what other avenues may be available to deal with the issue and the extent to which the Councillor submitting the request has already tried to resolve the issue through these channels (e.g. a letter to the relevant Member, the complaints procedure, enquiry to the Chief Executive or Director, Council question etc)
- 14.12 If, having considered the decision, the Overview Select Committee is still concerned about it, it may refer it back to the decision-making person or body for reconsideration, setting out in writing the nature of its concerns or refer the matter to Full Council. If referred to the decision-maker they shall then reconsider the concerns amending the decision or not, before adopting a final decision.
- 14.13 If within six weeks from the request for the call-in, the Overview Select Committee does not meet, or does meet but does not refer the matter back to the decision making-person or body, or to the Full Council, the decision shall take effect on the date of the Overview Select Committee meeting or on the expiry of the six week period, whichever is the earlier.

PART 6 – PROCEDURE RULES – (OTHER)

- 14.14 If the matter was referred to Full Council and the Council does not object to a decision which has been made, then no further action is necessary and the decision will be effective in accordance with the provision below. However, if the Council does object, it has no locus to make decisions in respect of a Cabinet decision unless it is contrary to the Policy Framework, or contrary to or not wholly consistent with the Budget. Unless that is the case the Council will refer any decision to which it objects back to the decision making-person or body, together with the Council's views on the decision. That decision-making body or person shall choose whether to amend the decision or not before reaching a final decision and implementing it. Where the decision was taken by the Cabinet, a meeting will be convened to reconsider within 14 working days of the Council request. When the decision was taken by an individual, he/she will reconsider within 14 working days of the Council request.
- 14.15 If the Council does not meet, or if it does but does not refer the decision back to the decision-making body or person within six weeks of the referral of the decision to it, the decision will become effective.
- 14.16 The call-in procedure set out above shall not apply where the decision being taken is urgent as set out in:
- Rule 4 of Part 6, Section 3 of the "Budget and Policy Framework Procedure Rules" entitled "Urgent Decisions outside the Budget or Policy Framework" in this part of the Constitution.
 - Rule 4 of Part 6, Section 1 of the "Decision Notices Procedure Rules" entitled "Urgent Decisions".
- 14.17 A decision will be urgent if any delay likely to be caused by the call-in process would seriously prejudice the Council's or the Public's interests. The record of the decision, and notice by which it is made public shall state whether in the opinion of the decision-making person or body, the decision is an urgent one, and therefore not subject to call-in. The Chairman of the Council must agree both that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency. In the absence of the Chairman, the Vice-Chairman's consent shall be required. In the absence of both, the Head of Paid Service or his/her nominee's consent shall be required. Decisions taken as a matter of urgency must be reported to the next available meeting of the Council, together with the reasons for urgency.
- 14.18 The operation of the provisions relating to call-in and urgency shall normally be monitored annually, and a report submitted to Council with proposals for review if necessary.

AGENDA ITEM NO. 10ARUN DISTRICT COUNCILOVERVIEW SELECT COMMITTEE – 16 JUNE 2015

Recommendation Paper

Subject : Work Programme for 2015/16

Report by : Liz Futchter, Head of Democratic Services

Report date : 28 May 2015

EXECUTIVE SUMMARY

The Council's Constitution requires that the Overview Select Committee makes a report annually on its future work programme and amended working methods, where appropriate.

The Committee is asked to consider its work programme for the 2015/16 year and identify any issues that it would like to see included before a recommendation is made to Full Council. The Committee is also asked to reviews its current Terms of Reference and recommend any amended working methods to Full Council.

RECOMMENDATION

It is recommended to Full Council that:

1. the Overview Select Committee work programme for 2015/16, as developed at the meeting be approved;
2. the Chairman and Vice-Chairman continue to monitor any changes needed to the work programme and report these to the Committee as required; and
3. any proposed changes to the current Terms of Reference be reported to the Constitutional Review Task & Finish Working Party for review against the Constitution.

1.0 BACKGROUND

- 1.1 The Council's Constitution at Scrutiny Procedure Rule 6.1 confirms the requirement for the Committee to present its work programme annually to Full Council for approval. The Committee then has authority to change its work programme during the year subject to prior consultation with the Head of Democratic Services, and taking into account available resources.

- 1.2 The work programme for 2014/15 focussed on the key areas of the Committee's responsibilities with an emphasis on holding the Cabinet to account. 5 of the 7 Portfolios were reviewed during the year, with the 2 outstanding Portfolios to be reviewed in the first two meetings of the new administration.
- 1.3 The Committee also invited Katy Bourne, the Police & Crime Commissioner for Sussex and the Chief Inspector for Arun to review the policing function across the Arun district which was well received by Members. This had followed on from a review in the previous year of the local health services provided by the community partners in the district.
- 2.0 DEVELOPING A WORK PROGRAMME FOR 2015/16
- 2.1 The agenda for this first meeting of the new administration was agreed by the Overview Select Committee on 10 March 2015. However, for future meetings in 2015/16, it was left to this new Committee to develop its own work programme.
- 2.2 No work programme has been prepared by the officer team or the Chairman and Vice-Chairman to allow the Committee the opportunity for a re-think of its role and focus for the coming year. The Chairman and Vice-Chairman welcome suggestions from Members of the Committee on what issues they would like to develop or review over the coming year working to the key themes of the Committee's responsibilities, namely:
- Policy/Strategy Reviews
 - Performance Reviews
 - Contractor/Partner Performance Reviews
 - Partner Reviews
 - Feedback from Joint Scrutiny in West Sussex
 - Holding Cabinet to account
- 2.3 To help inform the Committee in reviewing future items for decision by Full Council and Cabinet, the latest Forward Plan is attached as Appendix 1.
- 2.4 In proposing items for the work programme, the Committee is recommended to take a challenging approach and consider:
1. Is the subject important?
 2. Will a review bring value?
 3. What will be the outcome of looking at this subject again?
- 2.5 One area that the Committee may wish to continue to develop is how Cabinet Members are "held to account". Five reviews have been held and the format of each has changed to respond to feedback from the previous Committee. Former Members of the Committee will be able to brief new Members on what has worked well and what not so well from this process to inform these discussions.

3.0 TERMS OF REFERENCE

3.1 The Committee may also wish to take this opportunity to review its Terms of Reference to support its development of a work programme both for the coming municipal year and future years. Appendix 2 sets out the detail of the Committee's Terms of Reference.

4.0 CONCLUSIONS

4.1 It is timely to consider the Committee's work programme at the start of a new administration. It is for the Members to decide what areas of development and review will enable them to fulfil the scrutiny functions of the Council.

4.2 It does need to be recognised that any work programme agreed at this stage is likely to be subject to review. This has been the case over 2014/15 for a number of reasons and proposals for change have been discussed with the Chairman and Vice-Chairman before being presented to the Committee.

4.3 The Committee's views and recommendations are welcomed.

Background Paper: Council's Constitution <http://www.arun.gov.uk/constitution>

Contact: Liz Fatcher 01903 737610

Appendix 1

FORWARD PLAN DETAILING DECISIONS TO BE TAKEN FROM 01 JUNE 2015

ARUN DISTRICT COUNCIL**FORWARD PLAN****LIST OF DECISIONS TO BE TAKEN****(including Key Decisions)**

(Publication Date 21 May 2015)

A key decision is defined by the Local Authorities [Executive Arrangements][Access to Information][England] Regulations 2000 as being likely to

- Result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the Decision relates or
- Be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the Council's area.

As the District Council elections were held on 7 May 2015, a new Council will not be in place until after Annual Council on 27 May 2015, when memberships will be determined. Details of the Cabinet will be included in the Forward Plan on 28 May 2015.

Should you have any queries regarding the Forward Plan, please contact Democratic Services on 01903 737614 or email committees@arun.gov.uk

Appendix 1

FORWARD PLAN DETAILING DECISIONS TO BE TAKEN FROM 01 JUNE 2015

1. REVISED EU WASTE FRAMEWORK DIRECTIVE – SEPARATE COLLECTION OF WASTE

Executive Summary: This report sets out and seeks the approval of Cabinet for recommendations with respect to meeting the requirements of the Waste (England & Wales) Regulations 2011 (as amended), Regulation 1.3 with respect to separate collection of glass, metal and plastic.

| | |
|--------------------------------------|-----------------|
| Key Decision | Yes |
| Background Papers | Not applicable |
| Consultation Arrangements | None |
| Date Included in Forward Plan | 2 February 2015 |
| Date of Cabinet | 15 June 2015 |

Lead Officer Contact Information:

Contact Name: Philippa Dart, Assistant Director Environmental Services
Telephone: 01903 737811
Email: Philippa.dart@arun.gov.uk

2. COURTWICK – TRANSFER OF INFRASTRUCTURE CONTRIBUTIONS

Executive Summary: This report seeks Cabinet approval to spend the contributions received from the 1st phase of the Courtwick development in Littlehampton. Approval is also sought to transfer all remaining contributions from the subsequent phases in accordance with the Planning Obligation (dated 22 March 2012).

| | |
|--------------------------------------|-----------------|
| Key Decision | No |
| Background Papers | n/a |
| Consultation Arrangements | n/a |
| Date Included in Forward Plan | 27 October 2015 |
| Date of Cabinet | 15 June 2015 |

Lead Officer Contact Information:

Contact Name: Neil Crowther, Strategic Development Planner
Telephone: 01903 737839
Email: neil.crowther@arun.gov.uk

3. CORPORATE PLAN 2013-2017 : Q4 END OF YEAR PERFORMANCE OUTTURN REPORT FOR THE PERIOD 1 APRIL TO 31 MARCH 2015

Executive Summary: This report sets out Q4 End of Year Performance Outturn for Corporate Plan indicators for the period 1 April 2014 to 31 March 2015, which are measured quarterly, six monthly and annually, and outlines any significant matters for Cabinet to be aware of.

| | |
|--------------------------------------|-----------------|
| Key Decision | No |
| Background Papers | None |
| Consultation Arrangements | None |
| Date Included in Forward Plan | 15 October 2014 |
| Date of Cabinet | 15 June 2015 |

Lead Officer Contact Information:

Contact Name: Gemma Smith, Executive Assistant to Chief Executive
Telephone: 01903 737601
Email: gemma.smith@arun.gov.uk

Appendix 1

FORWARD PLAN DETAILING DECISIONS TO BE TAKEN FROM 01 JUNE 2015

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|---|--------------|
| 4. FUEL POVERTY | |
| Executive Summary: To enable the Council to host the post of Fuel Poverty Co-ordinator and deliver the West Sussex Fuel Poverty Programme which is externally funded through Warmer West Sussex Grant, Public Health and income generated by project work undertaken by the Fuel Poverty Co-ordinator, this report proposes that the Council agrees to externally funded spending of up to £340,000. | |
| Key Decision | No |
| Background Papers | None |
| Consultation Arrangements | None |
| Date Included in Forward Plan | 12 May 2015 |
| Date of Cabinet | 15 June 2015 |
| Lead Officer Contact Information: | |
| Contact Name: Roger Wood, Head of Neighbourhoods | |
| Telephone: 01903 737671 | |
| Email: roger.wood@arun.gov.uk | |

| | |
|--|---|
| 5. FINANCIAL MANAGEMENT SYSTEM REPLACEMENT CONTRACT AND FRAMEWORK AGREEMENT | |
| Executive Summary: The Cabinet approved delegated authority to the Head of Finance and Property in consultation with the Cabinet Member for Corporate Governance to award the formal contract for the replacement of the Council's Financial Management System (FMS) at its meeting in December 2014 (C/054/081214). The project had been agreed as part of the capital prioritisation report in September 2014 for inclusion in the 2015/16 budget. The report informs cabinet that the contract has been awarded and requests that a framework agreement is entered into. | |
| Key Decision | No |
| Background Papers | Cabinet Report: C/054/081214 and C/031/150914 |
| Consultation Arrangements | n/a |
| Date Included in Forward Plan | 12 May 2015 |
| Date of Cabinet/Full Council | 15 June 2015 |
| Lead Officer Contact Information: | |
| Contact Name: Carolin Martlew | |
| Telephone: 01903 737568 | |
| Email: carolin.martlew@arun.gov.uk | |

Appendix 1

FORWARD PLAN DETAILING DECISIONS TO BE TAKEN FROM 01 JUNE 2015

6. LOCAL PLAN EVIDENCE BASE UPDATE – OBJECTIVELY ASSESSED NEEDS FOR HOUSING (OAN)

Executive Summary: This report will provide an update on the Objectively Assessed Needs for Housing (OAN) study which has been undertaken as part of the evidence base to support the Local Plan. This study updates the Assessment of Housing Development Needs Study which was undertaken in April 2014.

| | |
|--------------------------------------|--|
| Key Decision | No |
| Background Papers | No |
| Consultation Arrangements | |
| Date Included in Forward Plan | 12 May 2015 |
| Date of Full Council | Local Plan Subcommittee 1 June 2015 Special Full Council 17 June 2015 |

Lead Officer Contact Information:

Contact Name: Kathryn Banks, Principal Planning Officer (Policy & Conservation)

Telephone: 01903 737579

Email: kathryn.banks@arun.gov.uk

7. ENTERPRISE BOGNOR REGIS – LOCAL DEVELOPMENT ORDER

Executive Summary: The Enterprise Bognor Regis LDO has been prepared in draft by Arun District Council in accordance with the Town and Country Planning Act, Part 3 and the Town and Country Planning (Development Management Procedure) (England) Order 2010.

Preparation of the order has included informal consultation in accordance with the legislation.

Council's agreement is sought to carry out statutory consultation. On completion of statutory consultation the LDO will be brought to Council so that it can be agreed and used for development management decisions.

| | |
|--------------------------------------|---|
| Key Decision | Yes |
| Background Papers | Draft EBR LDO |
| Consultation Arrangements | Portfolio holder – Planning & Infrastructure |
| Date Included in Forward Plan | 2 February 2015 |
| Date of Full Council | 15 July (via Development Control Committee 1 July 2015) |

Lead Officer Contact Information:

Contact Name: Denise Vine, Head of Economic Regeneration

Telephone: 01903 737846

Email: denise.vine@arun.gov.uk

Appendix 1

FORWARD PLAN DETAILING DECISIONS TO BE TAKEN FROM 01 JUNE 2015

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| 8. BOGNOR REGIS PUBLIC REALM | |
| Executive Summary: Update on Town Centre Public Realm scheme in Bognor Regis | |
| Key Decision | No |
| Background Papers | None |
| Consultation Arrangements | None |
| Date Included in Forward Plan | 12 May 2015 |
| Date of Full Council | Bognor Regis Sub-Committee 22 June 2015 Full Council 15 July 2015 |
| Lead Officer Contact Information: | |
| Contact Name: | Caroline Gosford |
| Telephone: | 01903 737854 |
| email: | caroline.gosford@arun.gov.uk |

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| 9. DRAFT CHARGING SCHEDULE – PREPARATION TIMETABLE UPDATE | |
| Executive Summary: Following submission of the Arun Local Plan, a number of matters have arisen which indicate that there may be a requirement to review the infrastructure and viability evidence which supports the preparation of the CIL charging schedule. As a result, the timetable for taking the Draft Charging Schedule out for consultation is under review. | |
| <p>This report provides an overview of the current circumstances within which the CIL charging schedule is being prepared and gives reasons for a change in the timetable. The report also presents two potential options for progressing the charging schedule which relate to the progress of the Arun Local Plan through the Examination in Public process.</p> | |
| Key Decision | Yes |
| Background Papers | No |
| Consultation Arrangements | |
| Date Included in Forward Plan | 21 May 2015 (This report replaces that which was included on 12 May 2015 which related to the Proposed Draft Charging Schedule) |
| Date of Full Council | CIL Subcommittee 18 June 2015 Full Council 15 July 2015 |
| Lead Officer Contact Information: | |
| Contact Name: | Nicki Faulkner, Principal Planning Officer (Policy & Conservation) |
| Telephone: | 01903 737645 |
| Email: | nicki.faulkner@arun.gov.uk |

Appendix 1

FORWARD PLAN DETAILING DECISIONS TO BE TAKEN FROM 01 JUNE 2015

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|---|--|
| 10. TREASURY MANAGEMENT ANNUAL REPORT 2014/15 | |
| Executive Summary: The purpose of this report is to present the Treasury Management Annual Report 2014/15 and to enable the Audit and Governance Committee to scrutinise the report prior to making comment to full Council. | |
| Key Decision | Yes |
| Background Papers | Cipfa's Treasury Management code of Practice. Prudential code for Capital Finance in Local Authorities (2011) The Local Government Act 2003. |
| Consultation Arrangements | Treasury Advisors – Capita Asset Services |
| Date Included in Forward Plan | 12 May 2015 |
| Date of Full Council | Audit & Governance Committee 25 June 2015 Full Council 15 July 2015 |
| Lead Officer Contact Information: | |
| Contact Name: Sian Southerton, Treasury & Investment Officer | |
| Telephone: 01903 737861 | |
| Email: sian.southerton@arun.gov.uk | |

| | |
|--|-------------------------|
| 11. NEW DISCIPLINARY PROCESS FOR COUNCIL SENIOR OFFICERS | |
| Executive Summary: This report will set out the requirement for and proposals for implementation of a revised disciplinary process to cover the Chief Executive, the Monitoring Officer and Section 151 Officer. The new regulations require that a report is presented to the first regular Full Council meeting after 11 May 2015 which, for this Council, is 15 July 2015. | |
| Key Decision | No |
| Background Papers | Required by legislation |
| Consultation Arrangements | N/A |
| Date Included in Forward Plan | 21 May 2015 |
| Date of Full Council | 15 July 2015 |
| Lead Officer Contact Information: | |
| Contact Name: Jackie Follis, Head of Human Resources & Customer Services | |
| Telephone: 01903 737861 | |
| Email: jackie.follis@arun.gov.uk | |

Appendix 1

FORWARD PLAN DETAILING DECISIONS TO BE TAKEN FROM 01 JUNE 2015

12. ARTICLE 4 DIRECTION – 3 THE STREET, EAST PRESTON

Executive Summary: 3 The Street, East Preston has been identified by both the District Council and East Preston Parish Council as a Heritage Asset deserving protection. The property has been subject to two planning applications for its demolition and replacement with an alternative development.

Whilst both applications have been refused, a prior notification application to demolish the property was received by the Council. Such an application is required to be determined with a specific time period.

In order to prevent the loss of the building, a decision was made to use an immediate Article 4 Direction which removed the property's permitted development right with regard to demolition.

The Article 4 Direction will last a period of 6 months, during which it will need to be confirmed by the Council. A consultation period was undertaken between 21 April and 1 June 2015.

The report documents the consultation undertaken, and any letters of representation received. Further, it will request the Article 4 Direction should be confirmed.

| | |
|--|--|
| Key Decision | No |
| Background Papers | There are two background papers: 1. The Article 4 Direction 2. Notice of making Article 4 Direction |
| Consultation Arrangements | All of those considered to be affected by the proposal were consulted: <ul style="list-style-type: none"> • The owner of the property • The architect associated with the planning applications • West Sussex County Council • DCLG National Planning Casework Unit |
| Date of Cabinet/Full Council | Development Control Committee - 1 July 2015 Full Council - 15 July 2015 |
| Lead Officer Contact Information: | |
| Contact Name: | Martyn White, Principal Conservation Officer |
| Telephone: | 01903 737785 |
| Email: | martyn.white@arun.gov.uk |

13. ACCESS MANAGEMENT AT PAGHAM HARBOUR

Executive Summary: This paper is to inform Cabinet of the interim approach that has been decided with partners for implementing a strategic approach to deliver access management at Pagham Harbour. It requests agreement for the collection and passing of respective funds for the differing parts of the approach.

| | |
|--|--|
| Key Decision | Yes |
| Background Papers | |
| Consultation Arrangements | |
| Date Included in Forward Plan | 12 May 2015 |
| Date of Cabinet | 20 July or 14 September 2015 [Date TBC] |
| Lead Officer Contact Information: | |
| Contact Name: | Charlie Hardy, Senior Environmental Assessment Officer |
| Telephone: | 01903 737974 |

Appendix 1

FORWARD PLAN DETAILING DECISIONS TO BE TAKEN FROM 01 JUNE 2015

Email: charlotte.hardy@arun.gov.uk**14. WASTE REGULATIONS 2011 – RECYCLING COLLECTIONS (Exempt Paragraph 3 – Information Relating to Business Affairs)**

Executive Summary: The purpose of the report is to advise Members of the implications of the new waste legislation and how it affects Arun District Council as a Waste Collection Authority. The new legislation is targeted at improving the quality of recycling materials collected and processed and these requirements passed into English law in January 2015.

| | |
|--------------------------------------|---|
| Key Decision | Yes |
| Background Papers | Arun District Council Technological, Environmental, Economic & Practical (TEEP) assessment report |
| Consultation Arrangements | None |
| Date Included in Forward Plan | 21 May 2015 |
| Date of Cabinet | 20 July 2014 |

Lead Officer Contact Information:**Contact Name:** Gareth Rollings, Cleansing Operations Manager**Telephone:** 01903 737659**Email:** Gareth.Rollings@arun.gov.uk**15. CLEANSING CONTRACT RETENDER**

Executive Summary: This report updates members and seeks approval for the process of the Council's combined Cleansing Contract

| | |
|--------------------------------------|--------------|
| Key Decision | Yes |
| Background Papers | None |
| Consultation Arrangements | None |
| Date included in Forward Plan | 21 May 2015 |
| Date of Cabinet | 20 July 2014 |

Lead Officer Contact Information:**Contact Name:** Philippa Dart, Assistant Director Environmental Services**Telephone:** 01903 737811**Email:** Philippa.dart@arun.gov.uk**16. ACTIVITIES FOR OLDER PEOPLE**

Executive Summary: This report sets out proposals for the provision of activities to prevent social isolation and improve the wellbeing for people later in life.

| | |
|----------------------------------|---|
| Key Decision | Yes |
| Background Papers | Overview Select Committee: 27 January 2015 |
| Consultation Arrangements | WSCC consultation with the Voluntary and Community Sector 2013 to 2015. |
| Date of Cabinet | 20 July 2015 |

Lead Officer Contact Information:**Contact Name:** Robin Wickham, Leisure & Voluntary Sector Manager**Telephone:** Ext. 37835**Email:** robin.wickham@arun.gov.uk

Appendix 1

FORWARD PLAN DETAILING DECISIONS TO BE TAKEN FROM 01 JUNE 2015

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| 17. LOCAL GREEN SPACE DESIGNATION | |
| Executive Summary: The paper reports on the petition received from a number of residents of Fontwell requesting the designation of a Local Green Space of land east of Fontwell Avenue. It also reports on the actions to be taken to inform the petitioners as to the process and, therefore, decision. For Council to note. | |
| Key Decision | No |
| Background Papers | None |
| Consultation Arrangements | None |
| Date Included in Forward Plan | 12 May 2015 |
| Date of Full Council | Local Plan Subcommittee 30 July 2015 Full Council 9 September |
| Lead Officer Contact Information: Contact Name: Charlie Hardy, Senior Environmental Assessment Officer Telephone: 01903 737794 Email: Charlotte.hardy@arun.gov.uk | |

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| 18. TECHNICAL HOUSING STANDARDS – NATIONALLY DESCRIBED SPACE STANDARD | |
| Executive Summary: The Government published Technical Housing Standards in March 2015. Part of the Standards includes a single nationwide internal Space Standard for new residential development. The emerging Arun Local Plan (2011-2031) contains a policy regarding internal Space Standards which was produced based on the approach followed by the London Plan. Following the publication of the nationally described Space Standards, this draft policy will need to be revised. Transitional guidance has been prepared which the Council will need to adhere to. Authorities (such as Arun), who have an existing set of Standards, can continue to use these until 30 September 2015. From the 1 October 2015, policies relating to internal space should be interpreted by reference to the nearest equivalent new national Technical Standard. A copy of the new Standards is attached in appendix 1. | |
| Key Decision | No |
| Background Papers | Technical Housing Standards – Nationally Described Space Standard – DCLG – March 2015 |
| Consultation Arrangements | Not required |
| Date included in Forward Plan | 21 May 2015 |
| Date of Full Council | Local Plan Subcommittee: 30 July 2015 Full Council: 9 September 2015 |
| Lead Officer Contact Information: Contact Name: Martyn White Telephone: 01903 737785 Email: martyn.white@arun.gov.uk | |

Appendix 1

FORWARD PLAN DETAILING DECISIONS TO BE TAKEN FROM 01 JUNE 2015

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| 19. RENEWAL OF LITTLEHAMPTON TOWN COUNCIL SCHEME OF DELEGATION FOR DETERMINING HOUSEHOLDER AND ADVERTISEMENT PLANNING APPLICATIONS | |
| Executive Summary: Littlehampton Town Council may wish to extend the scheme of delegation for householder and advertisement applications for a further year. The legal agreement requires us to make the offer before 30 September 2015 which would mean that this would need to be considered at Full Council on 9 September 2015. | |
| Key Decision | Yes |
| Background Papers | None |
| Consultation Arrangements | Littlehampton Town Council and via the Development Control Committee on 29 July 2015 |
| Date Included in Forward Plan | 30 January 2015 |
| Date of Full Council | 9 September 2015 |
| Lead Officer Contact Information: Contact Name: Nikolas Antoniou Telephone: 01903 737799 Email: nikolas.antoniou@arun.gov.uk | |
| 20. HOUSING STRATEGY FINAL UPDATE | |
| Executive Summary: The Council's housing strategy covers the period 2010-15 this report provides a final review of the action plan to deliver the strategy. | |
| Key Decision | No |
| Background Papers | Housing Strategy Raise the Roof Housing Strategy Action Plan |
| Consultation Arrangements | None |
| Date Included in Forward Plan | 11 December 2014 |
| Date of Cabinet | 14 September 2015 |
| Lead Officer Contact Information: Contact Name: Andy Elder, Housing Strategy & Enabling Manager Telephone: 01903 737714 Email: andy.elder@arun.gov.uk | |
| 21. GAMBLING ACT 2005 STATEMENT OF LICENSING POLICY | |
| Executive Summary: Revision of current policy | |
| Key Decision | No |
| Background Papers | Current policy Gambling Act 2005 |
| Consultation Arrangements | Website Cross section of traders Neighbouring Council's Affected Parishes |
| Date Included in Forward Plan | 16 February 2015 |
| Date of Full Council | Licensing & Enforcement Committee 2 October 2015 Full Council 11 November 2015 |
| Lead Officer Contact Information: Licensing Team Contact Name: Peter Savage, Licensing Officer | |

Appendix 1

FORWARD PLAN DETAILING DECISIONS TO BE TAKEN FROM 01 JUNE 2015

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| Telephone: | 01903 737672 |
| Email: | licensing@arun.gov.uk |

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| 22. STREET TRADING POLICY | |
| Executive Summary: Revision of Council's Street Trading Policy | |
| Key Decision | No |
| Background Papers | Current policy |
| Consultation Arrangements | Website Cross section of traders Affected Parishes ADC Regeneration Team |
| Date Included in Forward Plan | 12 May 2015 |
| Date of Full Council | Licensing & Enforcement Committee 2 October 2015 Full Council 11 November 2015 |
| Lead Officer Contact Information: | |
| Contact Name: Glenn James, Licensing Officer | |
| Telephone: 01903 737681 | |
| Email: licensing@arun.gov.uk | |

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|--|--|
| 23. TREASURY MANAGEMENT – QUARTER 1 REPORT 2015/16 | |
| Executive Summary: To report on the Treasury Management activities for the quarter ended 30 th June 2015 and updated to include more recent information. | |
| Key Decision | Yes |
| Background Papers | Cipfa's Treasury Management code of Practice. Prudential code for Capital Finance in Local Authorities (2011) The Local Government Act 2003. |
| Consultation Arrangements | Treasury Advisors – Capita Asset Services |
| Date Included on Forward Plan | 12 May 2015 |
| Date of Full Council | Audit & Governance Committee 24 September 2015 Full Council 11 November 2015 |
| Lead Officer Contact Information: | |
| Contact Name: Sian Southerton, Treasury & Investment Officer | |
| Telephone: ext 37861 | |
| Email: sian.southerton@arun.gov.uk | |

Appendix 1

FORWARD PLAN DETAILING DECISIONS TO BE TAKEN FROM 01 JUNE 2015

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|--|---|
| 24. TAXI POLICY | |
| Executive Summary: Consolidation and revision of current policies | |
| Key Decision | No |
| Background Papers | Town Police Clauses Act 1847 Local Government (Miscellaneous Provisions) Act 1976 (as amended) |
| Consultation Arrangements | Website Trade Neighbouring Council's Parishes |
| Date Included in Forward Plan | 16 February 2015 |
| Date of Full Council | Licensing & Enforcement Committee 2 October 2015 Full Council 11 November 2015 |
| Lead Officer Contact Information: Licensing Team | |
| Contact Name: Glenn James, Licensing Officer | |
| Telephone: 01903 737681 | |
| Email: licensing@arun.gov.uk | |

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|---|--|
| 25. ENTERPRISE BOGNOR REGIS – LOCAL DEVELOPMENT ORDER STAGE 2 CONSULTATION REPORT | |
| Executive Summary: The Enterprise Bognor Regis LDO has been prepared by Arun District Council in accordance with the Town and Country Planning Act, Part 3 and the Town and Country Planning (Development Management Procedure) (England) Order 2010. Full Council, on 15 th July 2015 will be requested to agree to statutory consultation in accordance with the legislation. The statutory consultation stage is expected to be complete by September 2015. The LDO will be brought to Council so that it can be agreed and used for development management decisions. | |
| Key Decision | Yes |
| Background Papers | EBR LDO. Consultation Report |
| Consultation Arrangements | Portfolio Holder: Planning and Infrastructure |
| Date of Cabinet/Full Council | Development Control Committee 23 September 2015 Full Council 11 November 2015 |
| Lead Officer Contact Information: Economic Development Manager | |
| Contact Name: Denise Vine, Head of Economic Regeneration | |
| Telephone: 01903 727846 | |
| Email: denise.vine@arun.gov.uk | |

Appendix 1

FORWARD PLAN DETAILING DECISIONS TO BE TAKEN FROM 01 JUNE 2015

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|---|--|
| 26. AWARD OF LEISURE CONTRACT | |
| Executive Summary: This report will recommend the appointment of a Leisure Contractor. | |
| Key Decision | Yes |
| Background Papers | Cabinet: 13 October 2014 |
| Consultation Arrangements | Leisure, Tourism & Infrastructure Working Group and relevant parties |
| Date Included in Forward Plan | 28 March 2014 |
| Date of Cabinet | 7 December 2015 |
| Lead Officer Contact Information: | |
| Contact Name: Robin Wickham, Leisure & Voluntary Sector Manager | |
| Telephone: 01903 737835 | |
| Email: robin.wickham@arun.gov.uk | |

| | |
|---|---|
| 27. TREASURY MANAGEMENT – QUARTER 2 REPORT 2015/16 | |
| Executive Summary: To report on the Treasury Management activities for the quarter ended 30 th September 2015 and updated to include more recent information. | |
| Key Decision | Yes |
| Background Papers | Cipfa's Treasury Management code of Practice. Prudential code for Capital Finance in Local Authorities (2011) The Local Government Act 2003. |
| Consultation Arrangements | Treasury Advisors – Capita Asset Services |
| Date Included in Forward Plan | 12 May 2015 |
| Date of Full Council | Audit & Governance Committee 10 December 2015 Full Council 13 January 2016 |
| Lead Officer Contact Information: | |
| Contact Name: Sian Southerton, Treasury & Investment Officer | |
| Telephone: 01903 737861 | |
| Email: sian.southerton@arun.gov.uk | |

| | |
|---|---|
| 28. TREASURY MANAGEMENT STRATEGY & ANNUAL INVESTMENT STRATEGY 2016/17 | |
| Executive Summary: The purpose of this report is to present the Treasury Management Strategy Statement and Annual Investment Strategy 2016/2017 and to enable the Audit and Governance Committee to scrutinise the report prior to making comment to full Council. | |
| Key Decision | Yes |
| Background Papers | Cipfa's Treasury Management code of Practice. Prudential code for Capital Finance in Local Authorities (2011) The Local Government Act 2003. |
| Consultation Arrangements | Treasury Advisors – Capita Asset Services |
| Date Included in Forward Plan | 12 May 2015 |
| Date of Full Council | Audit & Governance Committee 25 February 2016 Full Council 16 March 2016 |
| Lead Officer Contact Information: | |

Appendix 1

FORWARD PLAN DETAILING DECISIONS TO BE TAKEN FROM 01 JUNE 2015

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|--|
| Contact Name: Sian Southerton, Treasury & Investment Officer |
| Telephone: 01903 737861 |
| Email: sian.southerton@arun.gov.uk |

29. AWARD OF GREENSPACE MANAGEMENT CONTRACT

Executive Summary: The Council's contract for Greenspace Management has been retendered in accordance with current legislation, the Council's Procurement Rules, and the approach recommended by the Environmental Services & Community Development Working Group in February 2015, and subsequently approved by Cabinet.

Tenders have been evaluated in line with the agreed model and the results are included in this report together with recommendations for award [Exempt – Paragraph 3]

| | |
|--------------------------------------|--|
| Key Decision | Yes |
| Background Papers | GMC tender report to Environmental Services & Community Development Working Group 18 February 2015, approved by Cabinet 16 March 2015. |
| Consultation Arrangements | Full range of consultation carried out at scoping/planning stage |
| Date Included in Forward Plan | 15 October 2014 |
| Date of Cabinet | May/June 2016 |

Lead Officer Contact Information:

| |
|--|
| Contact Name: Oliver Handson, Greenspace Contract & Development Manager |
| Telephone: 01903 737955 |
| Email: oliver.handson@arun.gov.uk |

Appendix 2**EXTRACT FROM PART 3 – RESPONSIBILITY FOR FUNCTIONS****4.1 Overview Select Committee****Responsibilities:**

- 4.5.1 Assist in the development of Council policies and overview of policies, plans and strategies of the Council (and partners or partnerships as appropriate), including the Community Strategy for the district.
- 4.5.2 Support the development of the Forward Plan, including identifying, in consultation with Cabinet what, when & how key decisions will be taken.
- 4.5.3 Scrutiny of the strategic and operational performance of the authority (and its partners or partnerships as appropriate), including reviewing the extent to which the Council fulfils its Leadership role and its approach to performance and continuous improvement.
- 4.5.4 Scrutiny of the adequacy and effectiveness of the Council's corporate governance arrangements covering Democratic and Community Engagement; Service Delivery Arrangements; its Values, Structures and processes, including arrangements for securing Value for Money; and risk management and internal control.
- 4.5.5 Undertaking best value reviews.
- 4.5.6 Scrutiny of executive decisions following the request of a valid "call-in".

General Role

Within its Terms of Reference, the Overview Select Committee will :

- 4.5.7 make reports and/or recommendations to the Full Council and/or the Cabinet and/or any Area Committee or Joint Area Committee in connection with the discharge of any functions,
- 4.5.8 consider any matter affecting the area or its inhabitants.

Specific Functions

The Overview Select Committee may:

- 4.5.9 review and/or scrutinise and assist the Council and the Cabinet in the development of its Budget and Policy Framework by in-depth analysis of policies in accordance with the Council's Priorities,
- 4.5.10 conduct research, community and other consultation in the analysis of policy issues and possible options,
- 4.5.11 consider and implement mechanisms to encourage and enhance community participation in the development of policy options,
- 4.5.12 liaise with other external organisations operating in the District, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working and
- 4.5.13 participate in Best Value reviews.
- 4.5.14 exercise the right to call-in, for reconsideration of decisions made but not yet implemented by the Cabinet and/or any policy or Area Committees, where this is necessary and having regard to the call-in procedure in Part 6 and any protocol which may be agreed to deal with this,

Appendix 2**EXTRACT FROM PART 3 – RESPONSIBILITY FOR FUNCTIONS**

- 4.5.15 review and scrutinise the decisions made or about to be made by and the performance of:
- the Cabinet,
 - Individual Cabinet Members. Each Cabinet Member will be invited to attend the Overview Select Committee at least once in every year to answer questions about their portfolio from the Overview Select Committee and more frequently should an issue arise that leads the Overview Select Committee to have questions it wishes to ask of the portfolio holder,
 - Committees,
 - Council Officers, and
 - the Council's major contractors. The performance and outcomes of each major contractor to be scrutinised at least once every two years and preferably once every year
- both in relation to individual decisions and over time,
- 4.5.16 review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas,
- 4.5.17 question members of:
- the Cabinet,
 - Committees and
 - Directors/Heads of Services about their views on issues and proposals affecting the District and their decisions and performance, whether generally in comparison with Service Delivery Plans and targets over a period of time, or in relation to particular decisions, initiatives or projects,
- 4.5.18 make recommendations to the Cabinet and/or appropriate Committees and/or the Council arising from the outcome of the scrutiny process,
- 4.5.19 review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the Scrutiny Committees and local people about their activities and performance, and
- 4.5.20 question and gather evidence from any person (with their consent).
- 4.5.21 Finance - may exercise overall responsibility for the finances made available to it.
- 4.5.22 Work Programme –make recommendations to Full Council annually on its future work programme and amended working methods, where appropriate
- 4.5.23 Officers - work in close liaison with officers employed to support its work under the direction of the Resources Director/Head of Democratic Services.