

Committee Manager: Jane Fulton (Ext. 37611)

06 July 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** on **Tuesday 28 July 2015 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 Warren and 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 **16 June 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. CABINET MEMBER QUESTIONS AND UPDATES

(i) Cabinet Member Priorities and Future Areas for Development/Review – The Leader of the Council and Cabinet Member for Council Strategy, Councillor Mrs Brown, will provide a brief presentation covering her portfolio's priorities. A short briefing note will be provided which will be circulated separately to this agenda. For the Committee's information the Leader's Portfolio covers the following areas:

- Policy
- Partnerships
- Regional and National Partnerships
- Joint Arun Area Committees
- Town/County Liaison Meetings
- Communications
- Performance and Improvement
- Economic Regeneration
- Arun Improvement Board

(ii) 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.

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

6. \*CORPORATE PLAN - PERFORMANCE OUTTURN REPORT FOR THE PERIOD 1 APRIL 2014 - 31 MARCH 2015

The attached report which has been reported to Cabinet on 15 June 2015 sets out the end of year 2014-15 performance outturn for the Corporate Plan indicators which are measured quarterly, six monthly or annually.

7. \*SERVICE DELIVERY PLAN (SDP) - PERFORMANCE OUTTURN YEAR END REPORT FOR THE PERIOD 1 APRIL 2014 TO 31 MARCH 2015

The attached report which has been reported to Cabinet on 15 June 2015 sets out the end of year 2014-15 performance outturn for the SDP indicators which are measured quarterly, six monthly or annually.

8. UPDATE FROM THE MEETING OF WEST SUSSEX COUNTY COUNCIL'S HEALTH AND ADULT SOCIAL CARE COMMITTEE (HASC) HELD ON 11 JUNE 2015

A feedback report from the meeting of HASC held on 11 June 2015 will be provided by Cllr Dr James Walsh and will be tabled at the meeting.

9. UPDATE FROM THE MEETING OF THE SUSSEX POLICE & CRIME PANEL HELD ON 3 JULY 2015

A feedback report from the meeting of the Sussex Police & Crime Panel held on 3 July 2015 will be provided by Cllr L Brown and will be tabled at the meeting.

10. \*WORK PROGRAMME - UPDATE

The Committee is asked to recommend its work programme for the 2015/2016 year to Full Council for approval.

11. \*CONSTITUTIONAL AMENDMENTS - TERMS OF REFERENCE AND SCRUTINY PROCEDURE RULES

The Committee will receive updates to the Terms of Reference and Scrutiny Procedure Rules to reflect current practices.

12. REVIEW OF POLICY FRAMEWORK

The Head of Policy & Partnerships will provide a verbal report to the Committee on the current list of plans and strategies and the time frame for their update, following an ongoing review which will inform the future work programme.

(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](http://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

### REPORT TO AND DECISION OF CABINET ON MONDAY 15 JUNE 2015

<b>SUBJECT:</b> Corporate Plan 2013-2017 – Performance Outturn year-end report for the period 1 April 2014 to 31 March 2015
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<b>REPORT AUTHOR:</b> Gemma Smith
<b>DATE:</b> 23 April 2015
<b>EXTN:</b> 37601

#### EXECUTIVE SUMMARY:

This report sets out the year end performance outturn for the Corporate Plan performance indicators for the period 1 April 2014 to 31 March 2015.

#### RECOMMENDATIONS

Cabinet is requested to:

- i) Note the Council's overall performance against the targets set out in the Corporate Plan Report 1 April 2014 to 31 March 2015 as set out in Appendix A **attached**.

#### 1. BACKGROUND:

- 1.1 Full Council approved the new Corporate Plan for 2013-2017 in February 2013.
- 1.2 This consists of 19 indicators, split out into the three priority headings of Your Council Services, Your Future and If you and your Family Need Help.
- 1.3 It was agreed by Cabinet that performance of these indicators will be reported to the Corporate Management Team every quarter and to Cabinet and OSC every 6 months and at year end.
- 1.4 This report sets out the performance outturn for the Corporate Plan indicators for the period from 1 April 2014 to 31 March 2015 which are measured at quarterly, 6 monthly and annual intervals and comprises of 19 performance indicators.
- 1.5 The performance outturn report for the period 1 April 2014 to 31 March 2015 has been prepared and is **attached** in Appendix A.
- 1.6 You will be aware that a Progress Review has been recently undertaken for all of the Corporate Plan indicators and it was agreed by Cabinet to amend some of the targets from April 2015 onwards. One of the columns in Appendix A shows the new target for your information.

## 2. CORPORATE PLAN PERFORMANCE 2014/15:

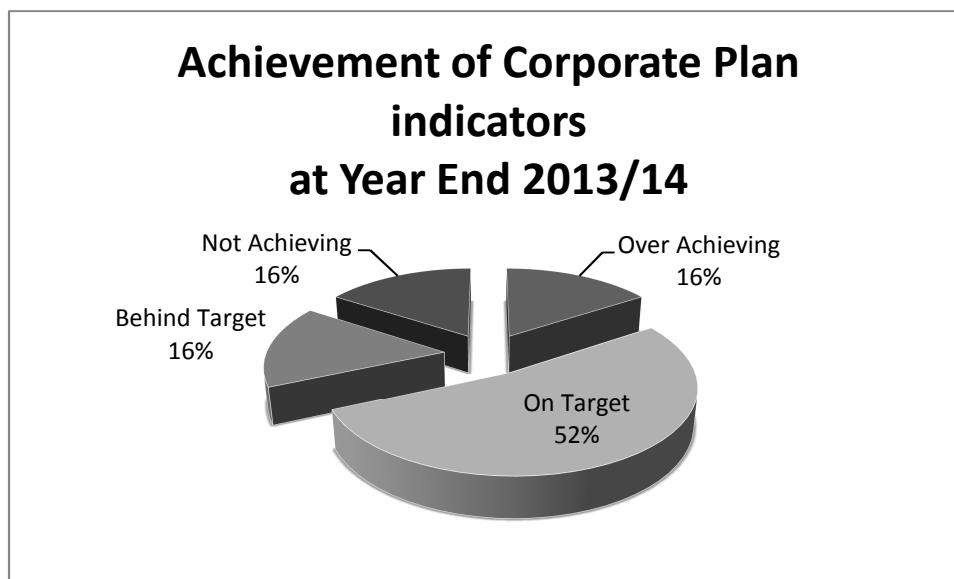
- 2.1 19 Corporate Plan Performance Indicators were measured at Q4/year end. 13 out of the 19 performance indicators have either achieved or over achieved the target set for them. This means that 63% of the Corporate Plan 2014/15 targets have been met.
- 2.2 The Corporate Plan indicators have been divided into their Directorates, and have then been sub divided to show which indicators were:

Over Achieving	Achieved at least 10% more than target
On Target	Achieved 100% of target or up to 9% more than target
Behind Target	80-99% of target achieved
Not Achieving	79% or less of target achieved

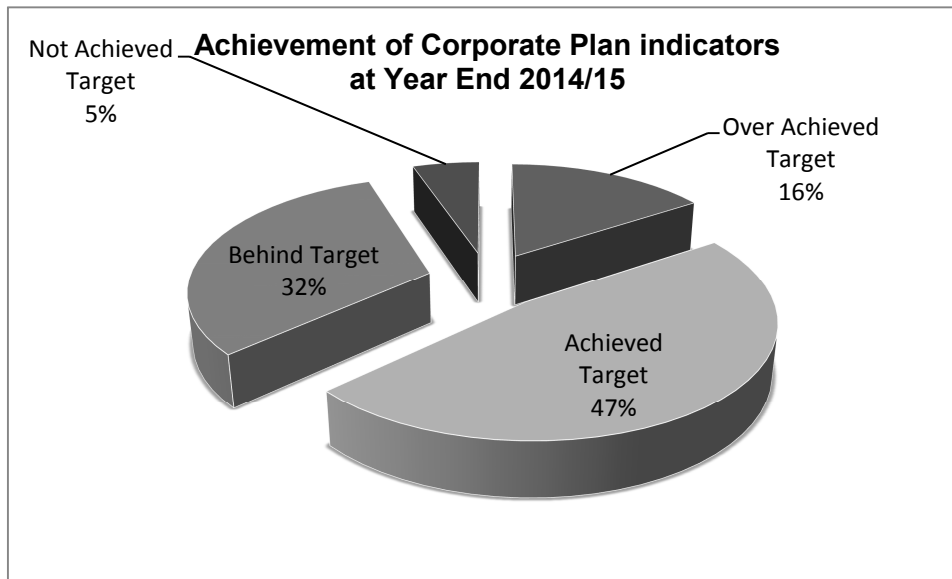
- 2.3 The following gives a summary of the status of the 19 Corporate Plan indicators, showing the number in each category this year and last year:

Status	Number of Corporate Plan indicators in this category 2013-14	Number of Corporate Plan indicators in this category 2014-15
Over Achieved Target	3	3
Achieved Target	10	9
Behind Target	3	6
Not Achieved Target	3	1
<b>TOTAL</b>	<b>19</b>	<b>19</b>

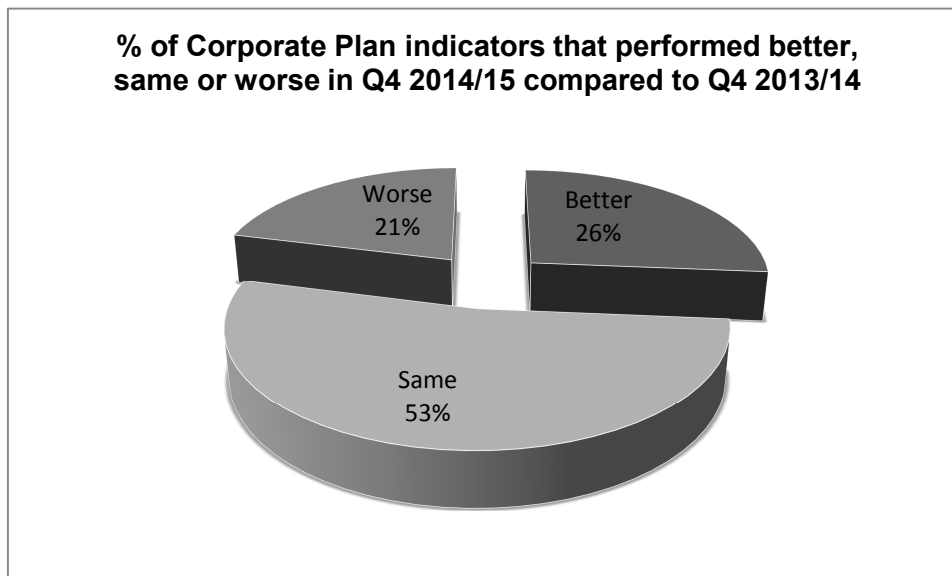
- 2.4 At the end of March 2014, 68% of Corporate Plan indicators had met or exceeded their target.



- 2.5 At the end of March 2015, 63% of Corporate Plan indicators had met or exceeded their target.



- 2.6 The Corporate Plan performance in Q4 for 2014/15 compared to the Q4 performance in 2013/14 is shown below. This data is also included in Appendix A **attached**.



- 2.7 Appendix A gives the full detail of each indicator, including outturn performance history for the past year and as mentioned in 2.4 above, the performance at Q4 in 2013/14 so you can see if the performance has improved.

## 2.8 Summary of performance

The tables below shows, for each indicator, the 2014/15 Q4 Outturn status, the 2014/15 target, the 2013/14 Q4 outturn and any action that I think CMT needs to take:

### 2.8.1 Over achieved Target

There were **3** Corporate Plan indicators which were classed as Over Achieving their target. The detail for these is listed below.

Corporate Plan indicator	2014/15 target	Q4 outturn	Performance compared with Q4 outturn 2013/14	Assess by	Any action required by CMT?
CSB001 Time taken to process Housing Benefit/Council Tax Benefit new claims and change events	10 days	5.40 day/s	Same	Lower is better	No

**Detail:** Total number of cases assessed in period 1/1/15 to 31/3/15 = 21207 average 5.4days consisting of total number of new claims assessed in period 1/1/15 to 31/3/15 = 1680 average 19.1days total number of changes assessed in period 1/1/15 to 31/3/15 = 19527 average = 4.2 days. This good performance has been assisted by the number of semi-automatic data transfers from the DWP systems. It should be noted that some customers wait longer than the above number of days. ***The target for 2015/16 has been reduced to 8 days as agreed in the recent Progress Review.***

Corporate Plan indicator	2014/15 target	Q4 outturn	Performance compared with Q4 outturn 2013/14	Assess by	Any action required by CMT?
DCN040 Achieve agreed projects against set milestones in the Family Intervention and Think Family Expansion projects	95%	100%	Better	Higher is better	No

**Detail:** All project targets to enable successful implementation of Think Family (TF) programme in 2013/14 Arun have been implemented. Key activities include: successful recruitment of two additional TF keyworkers, all family performance measures and identified successes reported to WSCC within require timeframes, creation and development of 6 TF Neighbourhood Areas in Arun (multi-agency) and associated TF Neighbourhood Community Development Worker, governance of TF programme in Arun agreed and implemented with Safer Arun Partnership being the local accountable body, secured additional funding from WSCC to pilot new family mentoring project with 3rd sector provider and securing funding for a Polish speaking TF Keyworker (1 year fixed term contract) . ***It should be noted that this indicator was deleted as part of the Progress Review and this is therefore the last measurement which will be entered for this indicator.***

Corporate Plan indicator	2014/15 target	Q4 outturn	Performance compared with Q4 outturn 2013/14	Assess by	Any action required by CMT?
DCN041 Number of families assisted through the Family Intervention and Think Family Expansion projects	138 families	275 families	Better	Higher is better	No

**Detail:** WSCC confirmed that Arun met target of 275 families turned around over two year period. Latest management information data from West Sussex only covers period Jan to December 2014 and shows reductions in the following areas for families: 163 for anti-social behaviour, 21 for youth offending, 120 child returned to school, 118 adult returned to work. During this period, the Arun DC Think Family Keyworkers: Worked with 73 families in Arun and achieved success with 49 (67% success rate, favourable when compared with other areas in West Sussex). Of the 290 total attachments to the overall keyworker service in Arun, 32% (93 families) attachments were in Arun Think Family Neighbourhoods, predominantly Ham and Orchard / Pevensey. Think Family Phase 2 is progressing with operational detail to be agreed with WSCC during April/May.

#### 2.8.2 Achieved Target

There were **9** Corporate Plan indicators which were classed as having achieved their target. The detail for these is listed below.

Corporate Plan indicator	2014/15 target	Q4 outturn	Performance compared with Q4 outturn 2013/14	Assess by	Any action required by CMT?
ESC020 The level of customer satisfaction with the cleanliness of the District	67%	68%	Better	Higher is better	No

**Detail:** Results of the survey showed that 68% of customers are satisfied with the cleanliness of the District, overall this is slightly down, but those that were 'very satisfied' was up. **The target for 2015/16 is 69% overall satisfaction.**

Corporate Plan indicator	2014/15 target	Q4 outturn	Performance compared with Q4 outturn 2013/14	Assess by	Any action required by CMT?
CEP050 The level of customer satisfaction with the quality of the service that the Council provides	73%	76%	Same	Higher is better	No

**Detail:** Measured annually via the Wavelength Residents' Panel. 22% 'very satisfied' + 54% 'fairly satisfied' = 76% satisfied [base 399]. Total percentage satisfied and percentage very satisfied have both risen year on year since baseline measurement in 2013. **The target for 2015/16 is 76% overall satisfaction.**



Corporate Plan indicator	2014/15 target	Q4 outturn	Performance compared with Q4 outturn 2013/14	Assess by	Any action required by CMT?
PEP023 % of planning appeals dismissed	70%	72.34%	Same	Higher is better	No

**Detail:** 34 out of 47 appeals were dismissed. Overall percentage is in line with expectations and the national picture, however, the Council continues to incur significant expenditure in defending appeals where the Council's decision is contrary to Officer advice.

Corporate Plan indicator	2014/15 target	Q4 outturn	Performance compared with Q4 outturn 2013/14	Assess by	Any action required by CMT?
PEP001 Achieve key milestones in the Local Plan 2013-2028 timetable	Yes – achieve target	Yes – achieved target	Better	Yes is better	No

**Detail:** Full Council agreed a new Local Development Scheme (the timetable for the Local Plan) on 16th July 2014 and approved the Local Plan for consultation and submission at its meeting on the 10th September 2014. The Local Plan is therefore meeting its milestones. The Plan was submitted to the Planning Inspectorate in late January 2015. The Examination Hearings are due to be heard in early June 2015.

Corporate Plan indicator	2014/15 target	Q4 outturn	Performance compared with Q4 outturn 2013/14	Assess by	Any action required by CMT?
ESL001 Achieve key milestones within the project plan for the Leisure and Culture Strategy 2013-2028	Yes – achieve target	Yes – achieved target	Same	Yes is better	No

**Detail:** Arun Leisure Centre - artificial outdoor pitch complete, gym extension complete. New leisure centre for Littlehampton - detailed feasibility underway. Tender of new contract underway which will commence April 2016. Hotham Park Cycle route - approved at full Council March 2015

Corporate Plan indicator	2014/15 target	Q4 outturn	Performance compared with Q4 outturn 2013/14	Assess by	Any action required by CMT?
PER020 Overall Employment rate (working-age)	72%	82.7%	Same	Higher is better	No

**Detail:** Specific detail for young people is not available from Nomis. This figure is higher than the South East (76%) and for Great Britain overall (72.2%). Details from the Job Seekers Allowance show that claimants aged between 18-24 fell by 40% in Bognor Regis and 45% in Littlehampton for the year Feb 14 -15. The reasons why the District performs better than the Regional and National figures is complex but in part reflects the significant out commuting that exists. The target for 2015/15 is 85%.

Corporate Plan indicator	2014/15 target	Q4 outturn	Performance compared with Q4 outturn 2013/14	Assess by	Any action required by CMT?
ESE001 Achieve key milestones in WSCC and multi-agency project plan to reduce the risk of flooding in the district	Yes – achieve target	Yes – achieved target	Same	Yes is better	No

**Detail:** ADC has input the districts land drainage requirements into the multi-agency project plan. Once neighbouring authorities have done the same the list of works will be prioritised.

Corporate Plan indicator	2014/15 target	Q4 outturn	Performance compared with Q4 outturn 2013/14	Assess by	Any action required by CMT?
DCN007 % reoffenders following anti-social behaviour intervention	5%	4.40%	Same	Lower is better	No

**Detail:** Arun DC ASB Caseworkers intervened with 159 individual perpetrators of nuisance in local communities over the period from April 2014 to March 2015 achieving a 4.4% re-offending rate. This equates to 7 individuals who breached either their Acceptable Behaviour Contract or Anti-social Behaviour Order OR can be viewed as 95.6% success rate in effectively reducing and stopping anti-social behaviour by identified perpetrators in Arun local communities 152 individuals turned around The reduced volume equates to the team being under-capacity (1.5 fte) throughout the performance period although the required performance outcomes have been achieved for this target. ***The target for 2015/16 is 5%.***

Corporate Plan indicator	2014/15 target	Q4 outturn	Performance compared with Q4 outturn 2013/14	Assess by	Any action required by CMT?
PES002 Number of affordable units for purchase or rent	200	202	Better	Higher is better	No

**Detail:** 08.04.15 - an estimated affordable homes completed figure has been entered of 202 for the year 2014/15 which will be confirmed around July 2015 when the official figures are provided by the HCA. The 202 figure includes affordable homes for rent and intermediate housing in accordance with the NPPF definition. Overall the Council has achieved its five year ambition to deliver 1,000 affordable homes. ***The target for 2015/16 is 200.***

### 2.8.3 Behind Target

There were 6 Corporate Plan indicators which were classed as behind target. The reasons for these are listed below.

Corporate Plan indicator	2014/15 target	Q4 outturn	Performance compared with Q4 outturn 2013/14	Assess by	Any action required by CMT?
ESC001 % household waste sent for reuse, recycling and composting	38%	37.45%	Better	Higher is better	No – only slightly behind target

**Detail:** This is an excellent rate and an improvement of 1% over the previous year. This is broken down into a dry recycling rate of 24.95% and composting rate of 12.5%. The main reason for the improvement is the continued excellent performance of the green waste club that collected over 800 tonnes more. The performance for the year is pleasing and it is hoped that the improved recycling collection system to include Plastic Pots, tubs and trays will further increase our rate next year. **The target for 2015/16 is 40%.**

Corporate Plan indicator	2014/15 target	Q4 outturn	Performance compared with Q4 outturn 2013/14	Assess by	Any action required by CMT?
CSR001 % of Council Tax collected	98.37%	98.01%	Worse but only slightly	Higher is better	No – only slightly behind target

**Detail:** Slightly disappointing result for end of year collection after doing so well last year. Result was 0.26% down from 2013/14. The main reasons for this were changes to the welfare benefit system and legislation changes that affected enforcement action. Too early to tell how this compares with other local Authorities in West Sussex authorities. **The target for 2015/16 is 98.4%.**

Corporate Plan indicator	2014/15 target	Q4 outturn	Performance compared with Q4 outturn 2013/14	Assess by	Any action required by CMT?
PER025 Total rateable value for the Arun District	£87,177,843	£86,848.27	Worse	Higher is better	No – only slightly behind target

**Detail:** As a single measure of economic activity it would suggest that the economy in Arun is flat lining. **The target for 2015/16 is £87,000,000.**

Corporate Plan indicator	2014/15 target	Q4 outturn	Performance compared with Q4 outturn 2013/14	Assess by	Any action required by CMT?
PER004 % Occupied retail units in Bognor Regis	86.7%	90.6%	Worse	Higher is better	No – only slightly behind target

**Detail:** This is improving slowly. The town centre in Bognor Regis remains relatively healthy particularly when compared with comparable locations. **The target for 2015/16 is 92%.**

Corporate Plan indicator	2014/15 target	Q4 outturn	Performance compared with Q4 outturn 2013/14	Assess by	Any action required by CMT?
PER005 % Occupied retail units in Littlehampton	94.6%	93.0%	Same	Higher is better	No – only slightly behind target

**Detail:** This is an estimated figure pending a vacancy check. There has been a slight dip but that is not unusual for this period. Again, the relatively small number of vacancies suggests that the centre remains reasonably buoyant, however, the challenge will be the potential impact of Waitrose moving and how long it takes to find an occupier which will attract significant footfall. **The target for 2015/16 is 94%.**

Corporate Plan indicator	2014/15 target	Q4 outturn	Performance compared with Q4 outturn 2013/14	Assess by	Any action required by CMT?
CSH006 % of homelessness approaches where homelessness prevented	90%	76%	Worse	Higher is better	No action required

**Detail:** Approaches year to date = 1207 Approaches Q4 = 318 Decisions year to date = 294 Decisions Q4 = 73. The Housing Options team continues to work proactively with clients, landlords and other agencies to prevent homelessness wherever possible. The use of Deposit bonds, rent in advance (for both priority and non-priority homeless) and our partnership with Northwood lettings all help us to signpost clients to private rented accommodation. Changes to the triage and appointment system made during early 2014 are still bringing rewards, by allowing Officers to have allotted time each week to proactively manage their casework. The Govt's Help To Buy scheme is promoted on the Housing pages of the ADC website and the new ADC website design has brought an opportunity for all the advice on the Housing pages to be updated to assist clients towards self-service. **The target for 2015/15 is 80% and this was agreed by Members during the Progress Review.**

#### 2.8.4 Not achieving

There was 1 Corporate Plan indicators which were classed as Not Achieving the target. The detail for this is listed below.

Corporate Plan indicator	2014/15 target	Q4 outturn	Performance compared with Q4 outturn 2013/14	Assess by	Any action required by CMT?
CSH030 Number of new Council homes built or purchased	30	0	Same	Higher is better	No – commentary gives information on the expected way forward, which was also agreed by Members during the Progress Review

**Detail:** The revised Housing Revenue Account Business Plan has recently been adopted which identifies up to 150 Council houses will be built or acquired dependent on finances being available. It is the Councils intention to develop a number of homes during the whole period of the Corporate Plan. It is unlikely they will be spread evenly on an annual basis- hence the nil return this year. Despite the published performance being 0, substantial progress has been made. Following extensive consultation with residents, Development Control Committee (October) agreed planning permission to build 22 homes in Littlehampton. In addition, we are discussing a potential site in the west of the District with the potential to provide 16 new homes for purchase. Building may commence in 2015. The revised HRA Business Plan was agreed by Cabinet in March 2015 and it is intended this target is amended to show the number of homes to be built during the whole period of the Corporate Plan, up to 2017. Whilst the HRA has sufficient funding for the first phase it is likely that a review of borrowing levels will be necessary before a target can be set. ***This proposed way forward was agreed by Members during the Progress Review.***

## 2.9 Recommendation to Cabinet

I do not believe that any further action needs to be taken in relation to the performance of the Corporate Plan indicators at the end of 2014/15. The majority of indicators have achieved or over achieved their target and for those which were behind target, they were only slightly behind. The 1 indicator which was not achieving has clear commentary detailing the way forward for the future, and this was acknowledged during the recent Progress Review which Members took part in.

## 2. PROPOSAL(S):

- (i) To note the Q4 Performance Outturn for the Corporate Plan for the period 1 April 2014 to 31 March 2015 and to consider requesting remedial actions by the relevant service area for any under achieving indicators, if appropriate and required.

## 3. OPTIONS:

- i) To note the report and request any remedial actions for under achieving indicators, if appropriate and required.
- ii) To request further information before any remedial actions are undertaken.

## 4. CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		√
Relevant District Ward Councillors		√
Other groups/persons (please specify)		√
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES:	YES	NO
Financial		√
Legal		√
Human Rights/Equality Impact Assessment		√
Community Safety including Section 17 of Crime & Disorder Act		√
Sustainability		√

Asset Management/Property/Land		√
Technology		√
Other (please explain)		√

**6. IMPLICATIONS:**

Where targets were not met, the Council may consider whether they wish to request that remedial actions be taken by the relevant service area.

**7. REASON FOR THE DECISION:**

So that Cabinet are updated with the Q4 Performance Outturn for the Corporate Plan (2013-2017) for the period 1 April 2014 to 31 March 2015.

**8. BACKGROUND PAPERS:**

None

## ARUN DISTRICT COUNCIL

### REPORT TO AND DECISION OF CABINET ON MONDAY 15 JUNE 2015

#### PART A : REPORT

**SUBJECT:** Service Delivery Plan (SDP) 2013-2017 – Performance Outturn year-end report for the period 1 April 2014 to 31 March 2015

**REPORT AUTHOR:** Gemma Smith      **DATE:** 23 April 2015      **EXTN:** 37601

#### EXECUTIVE SUMMARY:

This report sets out the year end performance outturn for the Service Delivery Plan (SDP) performance indicators for the period 1 April 2014 to 31 March 2015.

#### RECOMMENDATIONS

Cabinet is requested to:

1. Note the Council's overall performance against the targets set out in the SDP Report 1 April 2014 to 31 March 2015 as set out in Appendix A **attached** and identify any further or remedial action that may be required to ensure the Council is achieving satisfactory levels of performance.

#### 1. BACKGROUND:

- 1.1 Cabinet approved the new Service Delivery Plan (SDP) Performance Indicators for 2013-2017 in March 2013.
- 1.2 The SDP level indicators reflect the themes of "Your Council" 2013 – 2017" and the Council's Corporate Plan. They have been formulated to measure progress on achieving targets within the Council's service areas with a view to increasing the overall performance of the Council.
- 1.3 It was agreed by Cabinet that performance of these indicators will be reported to the Corporate Management Team every quarter and to Cabinet every 6 months and at year end.
- 1.4 This report sets out the performance outturn for the SDP indicators for the period from 1 April 2014 to 31 March 2015 which are measured at quarterly, 6 monthly and annual intervals and comprises of 53 performance indicators.
- 1.5 This is an 'exception report; in that it will focus on the indicators which have 'Over Achieved their Target' or which have 'Not Achieved their Target'. All information for all indicators is contained within the Appendix for information.
- 1.6 The performance outturn report for the period 1 April 2014 to 31 March 2015 has been prepared and is **attached** in Appendix A.

1.7 You will be aware that a Progress Review has been recently undertaken for all of the SDP indicators and it was agreed by Cabinet to amend some of the targets from April 2015 onwards. One of the columns in Appendix A shows the new target for your information.

## 2. SDP PERFORMANCE 2014/15:

2.1 53 SDP Performance Indicators were measured at Q4/year end. 35 out of the 53 SDP performance indicators have either achieved or over achieved the target set for them. This means that 66% of the SDP 2014/15 targets have been met.

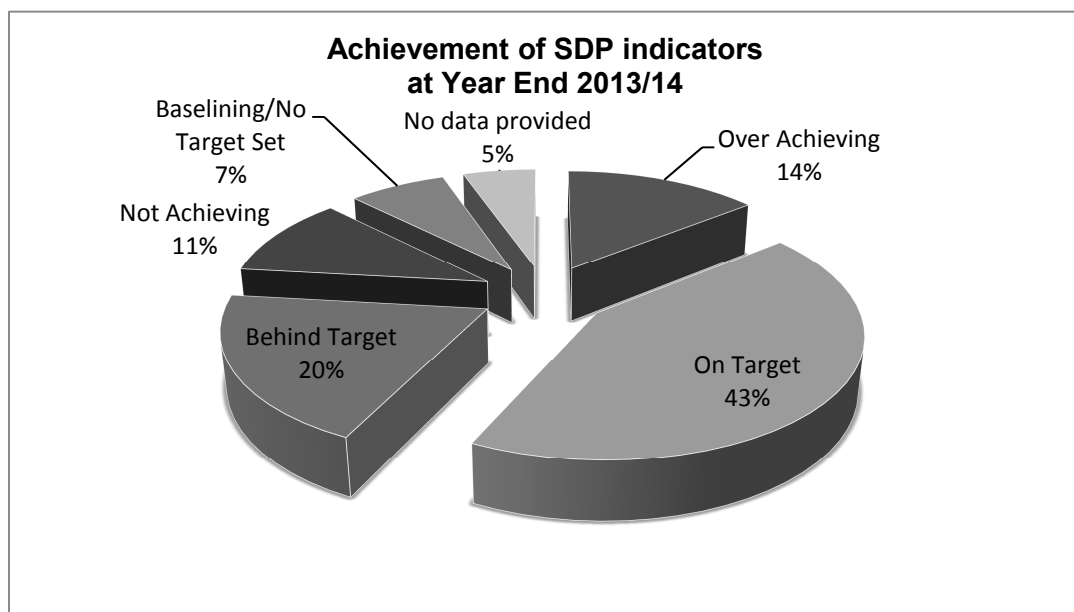
2.2 The SDP indicators have been divided into their Directorates, and have then been sub divided to show which indicators were:

Over Achieved Target	Achieved at least 10% more than target
Achieved Target	Achieved 100% of target or up to 9% more than target
Behind Target	80-99% of target achieved
Not Achieved Target	79% or less of target achieved

2.3 The following gives a summary of the status of the 53 SDP indicators:

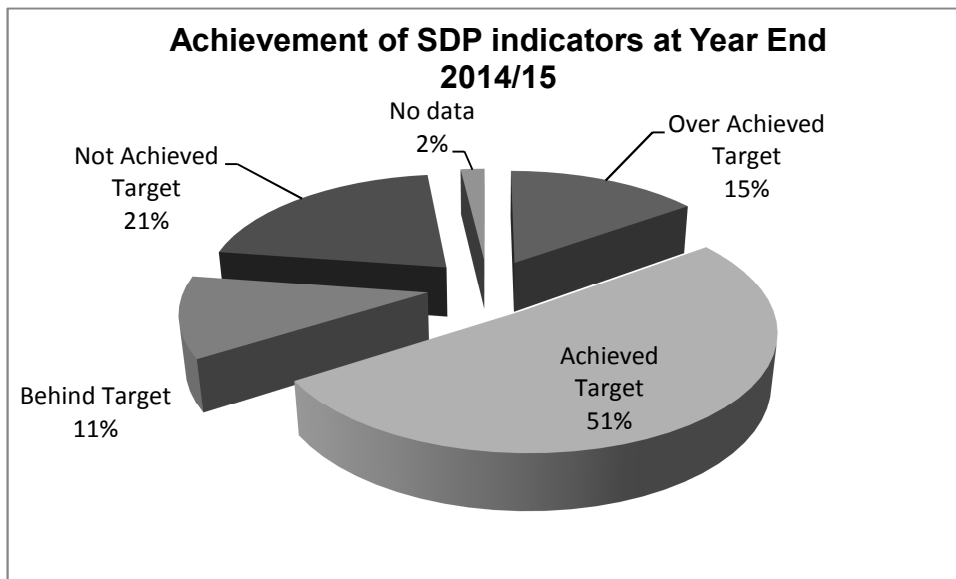
Status	Number of SDP indicators in this category
Over Achieved Target	8
Achieved target	27
Behind Target	6
Not Achieved target	11
No data provided	1
<b>TOTAL</b>	<b>53</b>

2.4 At the end of March 2014 57% of SDP indicators had met or exceeded their target.

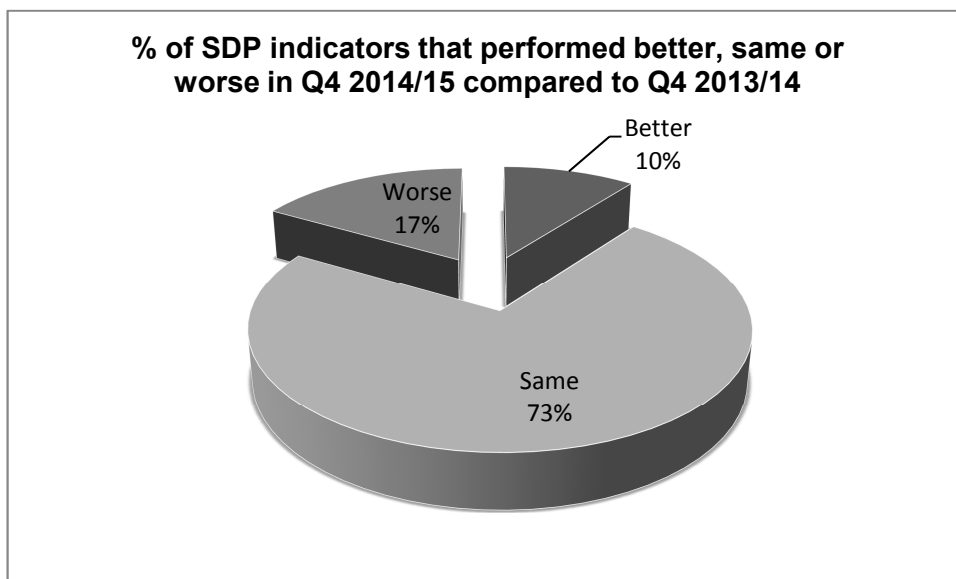




- 2.5 At the end of March 2015, 66% SDP indicators had met or exceeded their target so this is a higher achievement rate than at the end of 2013/14.



- 2.6 The SDP Performance in Q4 for 2014/15 compared to the Q4 performance in 2013/14 is shown below. This data is also included in Appendix A **attached**.



- 2.7 Appendix A gives the full detail of each indicator, including outturn performance history for the past year and as mentioned in 2.4 above, the performance at Q4 in 2013/14 so you can see if the performance has improved.

## 2.8 Summary of performance

The tables below shows, for each indicator that has either 'Over Achieved their Target' or 'Not Achieved their Target', the 2014/15 Q4 Outturn status, the 2014/15 target, the 2013/14 Q4 outturn and any action that I think CMT needs to take:

### 2.8.1 Over Achieved the Target

There were **8** SDP indicators which were classed as Over Achieving. The detail for these is listed below.

SDP indicator	2014/15 target	Q4 outturn	Performance compared with Q4 outturn 2013/14	Assess by	Any action required by CMT?
DCN031 Adult participation in sport and active recreation	20%	31.60%	Same	Higher is better	No

Detail: 31.6% of adults in Arun take part in 30 minutes of sport per week. Information supplied by Active Sussex Arun Snapshot. Performance noted; successful Arun Wellbeing projects contribute to increase in adults undertaking physical exercise/sport. **As a result of the recent Progress Review, the target for 2015/16 is 32%.**

SDP indicator	2014/15 target	Q4 outturn	Performance compared with Q4 outturn 2013/14	Assess by	Any action required by CMT?
DCL011 % of complaints reported to the Local Government Ombudsman that are upheld	No target set – baseline data obtained	0%	No data available – indicator not present in 13/14	Lower is better	No

Detail: None of the Stage 2 complaints progressed to the Local Government Ombudsman, which were determined during 2014/15, were upheld. This confirms that justifiable decisions are being reached are Stage 2.

SDP indicator	2014/15 target	Q4 outturn	Performance compared with Q4 outturn 2013/14	Assess by	Any action required by CMT?
CSB020 No. of Benefit Fraud Sanctions	35	38	Same	Higher is better	No

Detail: Consists of 10 penalties, 2 Prosecutions and 1 caution for period 1/1/15 to 31/3/15. Total for year 8 Prosecutions, 20 Penalties and 10 Cautions = 38. The target of 35 prosecutions for the year has been exceeded even though the team has been short staffed for some time.

SDP indicator	2014/15 target	Q4 outturn	Performance compared with Q4 outturn 2013/14	Assess by	Any action required by CMT?
CSH121 Vacant private sector dwellings returned to occupation 14/15	17	30	Same	Higher is better	No

Detail: Excellent progress has been made bringing empty properties back into use, this has been through proactive advice and assistance to property owners as well as enforcement to exceed the target figure.

SDP indicator	2014/15 target	Q4 outturn	Performance compared with Q4 outturn 2013/14	Assess by	Any action required by CMT?
CST011 Undertake IT Customer satisfaction survey	90%	100%	Better	Higher is better	No

Detail: Service users have once again confirmed the value they see in having a skilled support Service to respond to their issues / problems. The survey asked Service users to rate "The overall handling of your issue" by the ICT Helpdesk. 100% of users of the Helpdesk Service rated the service as Excellent (73%) or Good (27%)

SDP indicator	2014/15 target	Q4 outturn	Performance compared with Q4 outturn 2013/14	Assess by	Any action required by CMT?
ESC105 90% of all legal action followed through to satisfactory compliance or penalty	90%	100%	Same	Higher is better	No

Detail: 100 satisfactory compliance. All cases authorised for prosecution or simple caution have been seen through to a successful conclusion.

SDP indicator	2014/15 target	Q4 outturn	Performance compared with Q4 outturn 2013/14	Assess by	Any action required by CMT?
ESC031 No. of inspections undertaken to ensure businesses complying with waste removal duty of care	100	323	Better	Higher is better	No

Detail: This figure covers enforcement actions undertaken to deal with: Flytipping/Deposit of waste Flytipping on private land Business Trade Waste Refuse/Recycling issues, legal notice for compliance

SDP indicator	2014/15 target	Q4 outturn	Performance compared with Q4 outturn 2013/14	Assess by	Any action required by CMT?
ESG051 No. of trees planted	200	447	Same	Higher is better	No

Detail: Trees planted throughout a range of initiatives including final stage of Littlehampton Big Tree Plant. A further 102 trees planted at Bersted Brooks Local Nature Reserve.

### 2.8.2 Not achieved the Target

There were **11** SDP indicators which were classed as not having achieved their target. The detail for this is listed below.

SDP indicator	2014/15 target	Q4 outturn	Performance compared with Q4 outturn 2013/14	Assess by	Any action required by CMT?
PEP009 Average number of days to determine application – Major	120 days	145 days	Worse	Lower is better	No – commentary explains reasons for lower performance

Detail: 25 Major applications were determined and the average determination time was 145 days. Performance has dipped in the fourth quarter as both strategic development control posts remain vacant together with further vacancies in the Development Control teams. **Target for 2015/16 is 100 days, as agreed in the recent progress reviews.**

SDP indicator	2014/15 target	Q4 outturn	Performance compared with Q4 outturn 2013/14	Assess by	Any action required by CMT?
DCN004 Reduce overall crime	3%	-7.3%	Worse	Higher is better	No

Detail: Apr 2013 - March 2014 7,306. Apr 2014-arch 2015 7,840. Up 534 (7.3%) Overall crime has increased in Arun since April 2014, up 7.3% compared to the same period last year, equivalent to 534 more victims of crime. Overall crime in Arun has increased with the risk and likelihood of becoming a victim of crime increasing by 3.5 crimes per thousand compared to the same period for the previous year. However, the overall trend remains low for Arun, reflected in the previous 3 years where the annual figures has stabilised around the 7,500 figure indicating no worsening performance but also no improvement either. **The target figure for 2015/16 is still to be confirmed.**

SDP indicator	2014/15 target	Q4 outturn	Performance compared with Q4 outturn 2013/14	Assess by	Any action required by CMT?
DCN008 Satisfaction with Arun Anti-Social Behaviour Team service	65%	25%	No data for 2014/15	Higher is better	No – as per commentary, work to be undertaken in 15/16 to improve future performance

Detail: Overall Satisfaction (April 2014 to February 2015) = 25% Target = 65% or above. Response rate of 58% (32 out of 55 victims participated). Positive comments include: re-assuring phone calls from caseworkers is very helpful, there is a need for the service, good level of service. Feedback to improve customer experience and satisfaction of the service improvement will be implemented during Q1 of 2015/16 and will encompass: reviewing use and format and incident diaries to make recording easier, understanding role and responsibility of caseworker, ensuring all victims are regularly updated on progress of their case, particularly for lower risk cases. Therefore, significant change is expected during the next performance year to exceed this target. **Target for 2015/16 is 70%.**

SDP indicator	2014/15 target	Q4 outturn	Performance compared with Q4 outturn 2013/14	Assess by	Any action required by CMT?
CEP001 % of Corporate Plan Items achieving their objectives	85%	63%	85%	Higher is better	No as the Corporate Plan Q4 report details reasons for any non-achievement in 2014/15.

Detail: Out of 19 indicators that measure the Corporate Plan 13 are on target, achieving or overachieving. 63% of the Corporate Plan targets have been met at the end of the Municipal Year 2014/15. **Target for 2015/16 is 85%.**

SDP indicator	2014/15 target	Q4 outturn	Performance compared with Q4 outturn 2013/14	Assess by	Any action required by CMT?
CSC001 Working days lost due to sickness absence	7 days	9.15 days	Worse	Lower is better	

Detail: The majority of the service areas are above the target figure. The sickness figures for the 12 month rolling period have gone up for 9 service areas; down for 5 service areas and 1 service area has not changed. The overall figure has gone up slightly from the previous review period. During the last 12 months we have a number of serious long term sickness cases. Long term sickness absence accounted for 5.17

average days per employee and short term sickness absence accounted for 3.98 average days per employee during this 12 month period. This is poor performance in the light of the target of 7days. Managers are being encouraged to manage sickness more proactively and receive regular information to allow them to do so. CMT are very aware of the situation and are also reviewing sickness absence more proactively. It is not possible to identify a single factor which has led to this increase, but we will continue to review the data. **As per the recent Progress Review, the target for 2015/16 is 7 days and work will be undertaken by CMT and managers to achieve this.**

SDP indicator	2014/15 target	Q4 outturn	Performance compared with Q4 outturn 2013/14	Assess by	Any action required by CMT?
CSH001 Reduce cost of emergency accommodation (B and B) net	£200,000	£254,377	Same	Lower is better	No – commentary gives reasons

Detail: The wide range of homelessness prevention methods are contributing to increasingly proactive case management, which can help us avoid the use of B&B. Additional units at Howard House and Glenlogie have offered alternative sources of interim & temporary accommodation to prevent the use of B&B. We have experienced a higher than average number of Registered Partner new-build allocations in 2014/15, which has facilitated the move-on to permanent housing for a number of clients in temporary accommodation, freeing up hostel accommodation for new homeless applicants. we hope to further encourage down-sizing by under-occupying tenants, which would help us avoid B&B for a small but significant number of households with 6 or more children. **The target for 2015/16 was agreed by Members to be increased to £272,000 which is more achievable and realistic.**

SDP indicator	2014/15 target	Q4 outturn	Performance compared with Q4 outturn 2013/14	Assess by	Any action required by CMT?
CSH041 % Repairs appointments made and kept	95%	No data provided	Worse	Higher is better	No

Detail: Unable to provide data for this quarter due to changeover in IT systems and interfaces. It is hoped that detail will be available for next quarter.

SDP indicator	2014/15 target	Q4 outturn	Performance compared with Q4 outturn 2013/14	Assess by	Any action required by CMT?
CSH042 Average void turnaround time (excludes long term voids) – days	28 days	No data provided	Worse	Lower is better	No

Detail: Unable to provide data for this quarter due to changeover in IT systems and interfaces. It is hoped that detail will be available for next quarter.

SDP indicator	2014/15 target	Q4 outturn	Performance compared with Q4 outturn 2013/14	Assess by	Any action required by CMT?
CSH043 No. of council properties without a valid gas safety certificate	0	3	Same	Lower is better	No – situation being monitored

Detail: All three properties were at the legal stage but have now been completed. Number of outstanding gas safety certificates continues to remain at zero or close to zero level.

SDP indicator	2014/15 target	Q4 outturn	Performance compared with Q4 outturn 2013/14	Assess by	Any action required by CMT?
ESC061 Number of missed refuse collections per 100,000	15	28.37	Worse	Lower is better	No

Detail: Please be aware that a new IT system has made the tracking of missed bins a lot more clear. You should also be aware that we have a target of 15 the contract rate is 80, so Biffa are still well within performance targets as laid out in the cleansing contract. Missed refuse bin collections: Jan- 141 missed from 316,729 collections; Feb- 108 missed from 287,936 collections; Mar- 88 missed from 316,729 collections. This equals 28.37 missed bins per 100,000 collections or 99.9997% right first time. This equates to a 0.028% failure rate, or a 99.97% 'right first time' collection service. **Target for 2015/16 is 15.**

SDP indicator	2014/15 target	Q4 outturn	Performance compared with Q4 outturn 2013/14	Assess by	Any action required by CMT?
ESC062 Number of missed recycling collections per 100,000	15	27.7	Worse	Lower is better	No

Detail: Please be aware that a new IT system has made the tracking of missed bins a lot more clear. You should also be aware that we have a target of 15 the contract rate is 80, so Biffa are still well within performance targets as laid out in the cleansing contract. Missed refuse bin collections: Jan- 70 missed from 158,364 collections; Feb- 35 missed from 143,968 collections; Mar- 43 missed from 158,364 collections. This equals 27.70 missed bins per 100,000 collections or 99.9997% right first time. 27.70 missed bins per 100,000 collections equates to a 0.028% failure rate or a 99.97% 'right first time' collection service. **Target for 2015/16 is 15.**

## 2.9 Recommendation to Cabinet

I do not believe that any further action needs to be taken in relation to the performance of the SDP indicators at the end of 2014/15. The majority of indicators have achieved or over achieved their target and for those which were behind target, the commentary gives clear

explanation		
<b>4. PROPOSAL(S):</b>		
1. Note the Council's overall performance against the targets set out in the SDP Report 1 April 2014 to 31 March 2015 as set out in Appendix A attached and identify any further or remedial action that may be required to ensure the Council is achieving satisfactory levels of performance.		
<b>3. OPTIONS:</b>		
i) To note the report and request any remedial actions for failing indicators, if appropriate and required.		
ii) To request further information before requesting any remedial actions are undertaken.		
<b>4. CONSULTATION:</b>		
Has consultation been undertaken with:	<b>YES</b>	<b>NO</b>
Relevant Town/Parish Council		√
Relevant District Ward Councillors		√
Other groups/persons (please specify)		√
<b>5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES:</b>	<b>YES</b>	<b>NO</b>
Financial		√
Legal		√
Human Rights/Equality Impact Assessment		√
Community Safety including Section 17 of Crime & Disorder Act		√
Sustainability		√
Asset Management/Property/Land		√
Technology		√
Other (please explain)		√
<b>6. IMPLICATIONS:</b>		
Where targets were not met, Cabinet may consider whether they wish to request that remedial actions be taken by the relevant service area.		

<b>7. REASON FOR THE DECISION:</b>
So that Cabinet are updated with the end of year Performance Outturn for the SDP Performance Indicators for the period 1 April 2014 to 31 March 2015.

<b>8. BACKGROUND PAPERS:</b>
None



AGENDA ITEM NO.10ARUN DISTRICT COUNCILOVERVIEW SELECT COMMITTEE – 28 JULY 2015

## Recommendation Paper

Subject : Proposed Work Programme for 2015/16

Report by : Liz Futchter, Head of Democratic Services

Report date : 8 July 2015

EXECUTIVE SUMMARY

At its last meeting, the Committee was asked for its views on what should be included in its work programme for the coming year. Taking account of the views raised and further discussion by the Chairman and Vice-Chairman, the Committee is now asked to consider the proposed work programme for the 2015/16 year.

RECOMMENDATION

It is recommended to Full Council that:

1. the Overview Select Committee work programme for 2015/16, as attached at Appendix 1, be approved; and
2. the Chairman and Vice-Chairman continue to monitor any changes needed to the work programme and report these to the Committee as required.

1.0 BACKGROUND

- 1.1 As explained at the last meeting, the Council's Constitution 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.

2.0 PROPOSED WORK PROGRAMME FOR 2015/16

- 2.1 As part of developing a work programme for the coming year, the Chairman of the Committee, Councillor Dingemans met with the Chairman of the Audit & Governance Committee, Councillor Mrs Oakley and relevant officers to review the Terms of Reference for both Committees. The aim had been to identify any overlap between the responsibilities that each Committee have for governance type issues.

This meeting has been held and as a consequence changes to the Terms of Reference are being recommended to both Committees. For this Committee, the report follows at the next agenda item.

- 2.2 Taking the feedback from discussions at the last meeting of the Committee, the Chairman has drawn up a proposed work programme which aims to focus each meeting on one or two bigger topics and ensure that the Committee takes a clear role in its responsibility to hold the Cabinet to account. Rather than a different Cabinet Member making a presentation to each meeting, the topics will drive which Cabinet Member will be held to account.
- 2.3 Appendix 1 sets out the proposed work programme for 2015/16 whilst Appendix 2 highlights the responses to the suggestions made at the last meeting.
- 3.0 CONCLUSIONS
- 3.1 The proposed work programme aims to take account of views expressed by the Committee as well as focus the work of the Committee on topics that will add value to the work of the Council and enable the Cabinet to be held to account.
- 3.2 As in previous years, it does need to be recognised that any work programme agreed at this stage is likely to be subject to review. The Committee can also develop a list of ongoing topics that it may wish to consider in the next and subsequent Council years.
- 3.3 The Committee's views are welcomed so a recommendation can be made to Full Council.

### **Background Paper:**

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

Report to Overview Select Committee on 16 June 2015  
<http://www.arun.gov.uk/download.cfm?doc=docm93jjjm4n7582.pdf&ver=7318>

**Contact:** Liz Futchter 01903 737610

**OVERVIEW SELECT COMMITTEE  
WORK PROGRAMME – 2015/2016**

<b>Date of Meeting: 16 June 2015</b>			
<b>Policy/Strategy Reviews</b>			
<b>Agenda Items</b>	<b>Subject</b>	<b>Lead Officer/Member</b>	<b>Comments</b>
1	Review of Call-in Procedure	Liz Fitcher	
<b>Performance Reviews</b>			
	There are no items for this meeting.		
<b>Contractor/Partner Performance Reviews</b>			
	There are no items for this meeting		
<b>Partner Reviews</b>			
	There are no items for this meeting.		
<b>Feedback from Joint Scrutiny in West Sussex</b>			
2	Feedback from HASC on 12 March and possibly 11 June 2015	Cllr Edwards/Cllr Dr Walsh?	
<b>Holding Cabinet to account</b>			
3	Cabinet Member Questions and Updates	All Cabinet	
4	Cabinet Member priorities and future areas for development/review – Cabinet Member of Housing	Cllr Elkins	<b>Remaining report back from 2014/15 Council year</b>
<b>Work Programme</b>			
5	To agree the work programme for 2015/16	Liz Fitcher	<b>To be reported to Full Council on 15.07.15</b>

**OVERVIEW SELECT COMMITTEE  
WORK PROGRAMME – 2015/2016**

<b>Date of Meeting: 28 July 2015</b>			
<b>Policy/Strategy Reviews</b>			
<b>Agenda Items</b>	<b>Subject</b>	<b>Lead Officer/Member</b>	<b>Comments</b>
1	Constitutional Amendments – Terms of Reference and Scrutiny Procedure Rules	Liz Fitcher	
2	Update on review of Policy Framework	Paul Askew	
<b>Performance Reviews</b>			
3	Corporate Plan 2014-2017 Performance outturn for 1 April 2014 to 31 March 2015	Nigel Lynn	
4	Service Delivery Plan 2013-2017 Performance outturn for 1 April 2014 to 31 March 2015	Nigel Lynn	
<b>Contractor/Partner Performance Reviews</b>			
	There are no items for this meeting		
<b>Partner Reviews</b>			
	There are no items for this meeting.		
<b>Feedback from Joint Scrutiny in West Sussex</b>			
5	Feedback from Police and Crime Panel Meeting – 3 July 2015	Cllr L Brown/Cllr P Wotherspoon	
6	Feedback from Meeting of HASC held on 11 June (if not reported to 16 June meeting) and 9 July 2015	Cllr Dr Walsh	
<b>Holding Cabinet to account</b>			
7	Leader of the Council and Cabinet Member for Council Strategy – review of budget and priorities against Corporate Plan	Cllr Mrs Brown	<b>Remaining item from 2014/15 Council year</b>
8	Cabinet Member Questions and Updates – focus for this meeting on reviewing performance against the Corporate Plan and Service Delivery Plans	All Cabinet	
<b>Work Programme</b>			
9	To agree the work programme for 2015/16	Liz Fitcher	

**OVERVIEW SELECT COMMITTEE  
WORK PROGRAMME – 2015/2016**

<b>Date of Meeting: 29 September 2015</b>			
<b>Policy/Strategy Reviews</b>			
<b>Agenda Items</b>	<b>Subject</b>	<b>Lead Officer/Member</b>	<b>Comments</b>
1	Feedback from Council Tax Review – Consultation with Precepting Authorities	Sue Priest	TBC
<b>Performance Reviews</b>			
2	East Bank – analysis of delivery of project against project plan	Philippa Dart	
3	Litter control – update on current position	Philippa Dart	
4	Member Training Budget – review of spend on Members Induction and future allocations	Liz Futcher	
<b>Contractor/Partner Performance Reviews</b>			
	There are no items for this meeting		
<b>Partner Reviews</b>			
	There are no items for this meeting.		
<b>Feedback from Joint Scrutiny in West Sussex</b>			
5	Feedback from Meeting of HASC held on 2 September 2015	Cllr G Blampied	
<b>Holding Cabinet to account</b>			
6	Cabinet Member Questions and Updates – focus for this meeting on Cabinet Member for Environmental Services	All Cabinet	
<b>Work Programme</b>			
7	Work Programme 2015/16 – Update	Jane Fulton	

**OVERVIEW SELECT COMMITTEE  
WORK PROGRAMME – 2015/2016**

<b>Date of Meeting: 24 November 2015</b>			
<b>Policy/Strategy Reviews</b>			
<b>Agenda Items</b>	<b>Subject</b>	<b>Lead Officer/Member</b>	<b>Comments</b>
	There are no items for this meeting		
<b>Performance Reviews</b>			
1	Local Plan – analysis of progress and costs to date	Karl Roberts	
2	The Council's IT Programme – review of work to date	Paul Warters/ Chris Lawrence	Focus on Members IT
<b>Contractor/Partner Performance Reviews</b>			
	There are no items for this meeting		
<b>Partner Reviews</b>			
	There are no items for this meeting.		
<b>Feedback from Joint Scrutiny in West Sussex</b>			
2	Feedback from Meetings of HASC held on 1 October and 12 November 2015	Cllr G Blampied	
3	Feedback from Sussex Police and Crime Panel Meeting held on 9 October 2015	Cllr L Brown/Cllr P Wotherspoon	
<b>Holding Cabinet to account</b>			
4	Cabinet Member Questions and Updates – focus for this meeting on Cabinet Member for Planning & Infrastructure	All Cabinet	
<b>Work Programme</b>			
4	Work Programme 2015/16 – Update	Jane Fulton	

**OVERVIEW SELECT COMMITTEE  
WORK PROGRAMME – 2015/2016**

<b>Date of Meeting: 26 January 2016</b>			
<b>Policy/Strategy Reviews</b>			
<b>Agenda Items</b>	<b>Subject</b>	<b>Lead Officer/Member</b>	<b>Comments</b>
1	Council Budget – 2016/2017	Alan Peach	
<b>Performance Reviews</b>			
2	Corporate Plan 2014-2017 Performance update for April to September 2015	Nigel Lynn	
<b>Contractor/Partner Performance Reviews</b>			
	There are no items for this meeting		
<b>Partner Reviews</b>			
	There are no items for this meeting.		
<b>Feedback from Joint Scrutiny in West Sussex</b>			
3	Feedback from Meetings of HASC held on 4 December 2015 [Project Day] and 20 January 2016	Cllr G Blampied	
4	Feedback from Sussex Police and Crime Panel Meeting held on 22 January 2015	Cllr L Brown/Cllr P Wotherspoon	
<b>Holding Cabinet to account</b>			
5	Cabinet Member Questions and Updates – focus for this meeting on reviewing performance against the Corporate Plan	All Cabinet	
<b>Work Programme</b>			
6	Work Programme 2015/16 – Update	Jane Fulton	

**OVERVIEW SELECT COMMITTEE  
WORK PROGRAMME – 2015/2016**

<b>Date of Meeting: 15 March 2016</b>			
<b>Policy/Strategy Reviews</b>			
<b>Agenda Items</b>	<b>Subject</b>	<b>Lead Officer/Member</b>	<b>Comments</b>
1	The Vision – final proposals	Nigel Lynn	
2	Coast Protection and Land Drainage Annual Review	Roger Spencer	Scrutinising performance over the winter months on coastal and drainage matters
<b>Performance Reviews</b>			
	There are not items for this meeting		
<b>Contractor/Partner Performance Reviews</b>			
	There are no items for this meeting		
<b>Partner Reviews</b>			
	There are no items for this meeting.		
<b>Feedback from Joint Scrutiny in West Sussex</b>			
3	Feedback from Meetings of HASC held on 11 February [Project Day] and 10 March 2016	Cllr G Blampied	
4	Feedback from Sussex Police and Crime Panel Meeting held on 18 February 2016	Cllr L Brown/Cllr P Wotherspoon	
<b>Holding Cabinet to account</b>			
5	Cabinet Member Questions and Updates – focus for this meeting on Cabinet Member for Environmental Services	All Cabinet	
<b>Work Programme</b>			
6	Work Programme 2015/16 – Update	Jane Fulton	



## Overview Select Committee Work Programme for 2015/16

### Response to suggestions raised at meeting held on 16 June 2015

1. To examine Part 3 - Responsibility for Functions in the Constitution to address the overlap that existed between the Audit & Governance Committee and the Overview Select Committee [OSC]. **Meeting held between two Chairmen and suggested changes to OSC Terms of Reference to be on work programme for 28 July**
2. From the meeting of Cabinet on 15 June 2015, on the Corporate Plan 32% of targets were under achieving. The Chairman felt that the Committee should investigate the reasons behind the underperformance further and that this should feature as an item for the next meeting. **Item on work programme for 28 July**
3. The Council's work on risk and development of the Risk Register. **Confirmed as an Audit & Governance responsibility**
4. Projects – were these being run effectively and should the Committee analyse the aims of projects and whether they were achieved on time and within budget? **First proposed project review of East Bank on work programme for 29 September. List of projects being developed with Corporate Management Team to inform future work programme**
5. The new cleansing contract and the need for the Committee to be involved in the tender process. **Verbal reports to be provided by Director of Environmental Services/relevant Cabinet Member as contract timetable confirmed**
6. That litter removal and picking was not effective in some areas of the District – why had performance declined? **Item on work programme for 29 September**
7. The Councillors' Training Budget – although this was small, there was a need to develop a programme and to investigate opportunities as well as reviewing previous expenditure **Item on work programme for 29 September**
8. The Local Plan and the cost of it so far **Item on work programme for 24 November**
9. The Council's IT programme – how effective had work been to date **Item on work programme for 24 November**
10. Affordable Housing – the need to reflect the concerns expressed by the community **Item for Housing & Customer Services Working Group work programme**
11. The cost of car parking around the District **Item for Environmental Services & Community Development Working Group work programme**

AGENDA ITEM NO. 11ARUN DISTRICT COUNCILOVERVIEW SELECT COMMITTEE – 28 JULY 2015

## Recommendation Paper

Subject : Constitutional Amendments – Terms of Reference and Scrutiny  
Procedure Rules 1.0 to 7.0

Report by : Liz Fitcher (Head of Democratic Services)

Date : 9 July 2015

EXECUTIVE SUMMARY

This report seeks the Committee's views on whether the current Terms of Reference for the Committee and sections of the Scrutiny Procedure Rules at paragraphs 1.0 to 7.0 in the Council's Constitution should be updated to reflect current practices.

RECOMMENDATIONS

It is recommended to either the Constitutional Review Working Party or direct to Full Council that:

1. the following amendments to Part 3 – Responsibility for Functions of the Council's Constitution be approved, subject to the addition of any further changes made at the meeting [~~deletions are shown crossed through and additions in bold~~]:
  - 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.~~
  - 4.5.4 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.~~
  - 4.5.7 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,
  - 4.5.9 review **the annual preparation of the Budget against the Council's Priorities**, 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,~~

**undertake indepth reviews of completed projects to assess their delivery against targets; cost analysis against budget; and measure of success against the Council's Priorities,**

~~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,~~

~~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 **the Corporate Plan and 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 **Overview Select Committee Scrutiny Committees** and local people about their~~

activities and performance, and

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.

2. the following amendments to Section 2 [Scrutiny] of Part 6 – Procedure Rules (Other) of the Council's Constitution be approved, subject to the addition of any further changes made at the meeting;

**1.0 WHO MAY SIT ON THE OVERVIEW SELECT COMMITTEE?**

1.1 **The Committee has 15 Members and is to be apportioned in accordance with the political balance of the Council but no Members of the Cabinet will be included. The Chairman and Vice-Chairman will be appointed by Full Council on an annual basis.** ~~Members of the Cabinet are not eligible for appointment as Members of the Overview Select Committee or any of its Working Groups. The Overview Select Committee will consist of 15 Members comprising a Chairman and Vice Chairman, and one Member appointed at Full Council taking into account the requirement for political balance on the Committee, and the Chairman and Vice Chairman of each of the Committee's Working Groups, as set out in Part 3, and the Chairman and Vice Chairman of the Audit and Governance Committee.~~

~~1.3 The Overview Select Committee must reflect the political balance of the Council, in accordance with Sections 15 to 17 and Schedule 1 to the Local Government and Housing Act 1989.~~

**3.0 MEETINGS OF THE OVERVIEW SELECT COMMITTEE**

3.1 There will normally be six ordinary meetings of the Overview Select Committee in each year. In addition, extraordinary meetings may be called from time to time as and when appropriate. ~~Overview Select Committee~~ Meetings may be called by the Chairman or Vice-Chairman of the Committee, by any five Members of the Committee or by the Head of Democratic Services if he/she considers it necessary or appropriate.

3.2 Where a Member of the Council wishes the Overview Select Committee to investigate a matter affecting his or her ward but there is no Councillor for that ward on the ~~Overview Select Committee~~, then such a Member may act as one of the five Members referred to in Rule 3.1 for the purposes of calling a meeting. The Member may speak but not vote at any subsequent Overview Select Committee meeting called to deal with the issue.

~~5.0 WHO CHAIRS THE OVERVIEW SELECT COMMITTEE MEETINGS~~

~~5.1 The Chairman of the Overview Select Committee will be appointed annually by the Council.~~

**7.0 AGENDA ITEMS**

7.1 Any Member of the Overview Select Committee shall be entitled to give notice to the **Head of Democratic Services** ~~Resources Director and Deputy Chief Executive~~ that he/she wishes an item relevant to the functions of the Committee to be included on the Agenda for the next available meeting of the Committee. On receipt of such a request the Head of Democratic Services will ensure that it is included on the next available

Agenda.

3. the Head of Legal & Administration be authorised to make any consequential changes with respect to the amendments contained therein.

## 1.0 INTRODUCTION

- 1.1 In considering ideas for the coming year's work programme, Members agreed at their last meeting that the Chairman would review the Terms of Reference for the Committee to identify any overlaps with the responsibilities of the Audit & Governance Committee. As referred to in the previous report, a meeting was held between the Chairmen of both Committees and this identified some areas of overlap that required clarification.
- 1.2 Members are therefore being asked to consider proposed changes for the Overview Select Committee in this report. Changes to the terms of reference for the Audit & Governance Committee will be considered at this Committee's next meeting on 24 September 2015.

## 2.0 PROPOSED CONSTITUTIONAL CHANGES

- 2.1 The review focussed firstly on the Committee's terms of reference as set out in the Constitution at Section 4 of Part 3 – Responsibility for Functions. A number of changes are proposed to reflect current practices and reduce repetition, as the aim has been to simplify the Constitution in the current work being undertaken by the Constitutional Review Working Party. The proposed changes are shown against the full wording of this section at Appendix 1.
- 2.2 As part of the review, the remaining part of the Scrutiny Procedure Rules was also considered. This part of the Constitution relates to the workings of the Committee. Again to reflect current practices and reduce repetition, a number of amendments are proposed. These are shown against the full wording of paragraphs 1.0 to 7.0 of these Rules at Appendix 2.
- 2.3 The remaining parts of the Scrutiny Procedure Rules are not felt to require any further change as these have been reviewed by the Committee over the last few years. However, Members are welcome to make any suggestions of further changes required.

## 3.0 CONCLUSION

- 3.1 It is hoped that this final phase of the review of the relevant parts of the Constitution now reflects the current working practices of the Committee. However, no document like this is ever final and it will be important to use any lessons learnt from the Committee's ongoing work and any future call-in requests to inform any future review.

- 3.2 In making recommendations for change, the Committee may wish to put this to the Constitutional Review Working Party first, or direct to Full Council, who will be responsible for taking the final decision.

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

**Contact:** Liz Fatcher  
Ext. 37610

## Appendix 1

**EXTRACT FROM PART 3 – RESPONSIBILITY FOR FUNCTIONS  
PROPOSED AMENDMENTS**

**Deletions crossed through and additions shown in bold**

**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 **the annual preparation of the Budget against the Council's Priorities**, ~~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,~~
- 4.5.10 **undertake indepth reviews of completed projects to assess their delivery against targets; cost analysis against budget; and measure of success against the Council's Priorities,**
- 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~~

## Appendix 1

**EXTRACT FROM PART 3 – RESPONSIBILITY FOR FUNCTIONS  
PROPOSED AMENDMENTS**

**Deletions crossed through and additions shown in bold**

- 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,
- 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 **the Corporate Plan and 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 **Overview Select Committee** ~~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.



## Appendix 2

## PART 6 – PROCEDURE RULES – OTHER

EXTRACT FROM SECTION 2 – SCRUTINY  
PROPOSED AMENDMENTS

Deletions crossed through and additions shown in bold

**1.0 WHO MAY SIT ON THE OVERVIEW SELECT COMMITTEE?**

- 1.1 **The Committee has 15 Members and is to be apportioned in accordance with the political balance of the Council but no Members of the Cabinet will be included. The Chairman and Vice-Chairman will be appointed by Full Council on an annual basis.** ~~Members of the Cabinet are not eligible for appointment as Members of the Overview Select Committee or any of its Working Groups. The Overview Select Committee will consist of 15 Members comprising a Chairman and Vice Chairman, and one Member appointed at Full Council taking into account the requirement for political balance on the Committee, and the Chairman and Vice-Chairman of each of the Committee's Working Groups, as set out in Part 3, and the Chairman and Vice-Chairman of the Audit and Governance Committee..~~
- 1.2 No Member may be involved in scrutinising a decision in which he/she has been directly involved.
- 1.3 ~~The Overview Select Committee must reflect the political balance of the Council, in accordance with Sections 15 to 17 and Schedule 1 to the Local Government and Housing Act 1989.~~

**2.0 CO-OPTEEES**

The Overview Select Committee shall be entitled to recommend to Council the appointment of a number of people as non-voting co-optees.

**3.0 MEETINGS OF THE OVERVIEW SELECT COMMITTEE**

- 3.1 There will normally be six ordinary meetings of the Overview Select Committee in each year. In addition, extraordinary meetings may be called from time to time as and when appropriate. ~~Overview Select Committee Meetings may be called by the Chairman or Vice-Chairman of the Committee, by any five Members of the Committee or by the Head of Democratic Services if he/she considers it necessary or appropriate.~~
- 3.2 Where a Member of the Council wishes the Overview Select Committee to investigate a matter affecting his or her ward but there is no Councillor for that ward on the ~~Overview Select Committee~~, then such a Member may act as one of the five Members referred to in Rule 3.1 for the purposes of calling a meeting. The Member may speak but not vote at any subsequent Overview Select Committee meeting called to deal with the issue.

**4.0 QUORUM**

The Quorum for the Overview Select Committee shall be one third of the total membership of the Committee.

~~**5.0 WHO CHAIRS THE OVERVIEW SELECT COMMITTEE MEETINGS**~~

~~The Chairman of the Overview Select Committee will be appointed annually by the Council.~~

**6.0 WORK PROGRAMME**

- 6.1 The Chairman and Vice Chairman for the year will be responsible for presenting a report annually to Full Council setting out the work programme of the Overview Select Committee and in doing so they shall take into account the wishes of Members on that Committee who are not Members of the largest political group on the Council. The Work Programme shall be set in consultation with Head of Democratic Services and taking into account available resources.

**PART 6 – PROCEDURE RULES – (OTHER)**

- 6.2 Subject to prior consultation with the Head of Democratic Services, and taking into account available resources, the Overview Select Committee can, by resolution, vary its work programmes during the year and will report any change to the work programme to the next available meeting of Full Council for information.
- 7.0 **AGENDA ITEMS**
- 7.1 Any Member of the Overview Select Committee shall be entitled to give notice to the **Head of Democratic Services** ~~Resources Director and Deputy Chief Executive~~ that he/she wishes an item relevant to the functions of the Committee to be included on the Agenda for the next available meeting of the Committee. On receipt of such a request the Head of Democratic Services will ensure that it is included on the next available Agenda.
- 7.2 Any five Members of the Council who are not Members of the Overview Select Committee may give notice to the Head of Democratic Services that they wish an item to be included on the Agenda of the Committee. If the Head of Democratic Services receives such a notification, then he/she will include the item on the first available Agenda of the Committee.
- 7.3 The Overview Select Committee shall also respond to requests from the Council and, if it considers it appropriate, the Cabinet to review particular areas of Council activity. Where they do so, the Committee shall report their findings and any recommendations back to the Cabinet and/or Council. The Council and/or the Cabinet shall consider the report of the Committee as soon as practicable after receiving it.