

Committee Manager: Jane Fulton (Ext. 37611)

18 September 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, 29 September 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 Rapnik, 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 28 July 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. *EAST BANK FLOOD DEFENCE SCHEME AND PUBLIC REALM ENHANCEMENTS

The Environment Agency's Project Executive and Project Team Manager will be attending the meeting to provide the Committee with a presentation on the recently completed Littlehampton East Bank Tidal Flood Defence Scheme. The presentation will cover partnership contributions, communications with local stakeholders, the impact of the construction phase and long term benefits for the Town.

The Council's Principal Landscape Officer and Engineering Services Manager will also be in attendance for this meeting.

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.

7. *COMBINED CLEANSING CONTRACT PERFORMANCE - LITTER CONTROL

As part of its agreed Work Programme for 2015/2016, the Committee requested to receive an update on Contract performance of the Combined Cleansing Services Contract in relation to litter control. This report provides the latest available performance information.

8. COUNCIL TAX SUPPORT TASK AND FINISH WORKING PARTY - 15 SEPTEMBER 2015

The Committee is asked to consider the Minutes from the meeting of the Council Tax Support Task and Finish Working Party meeting held on 15 September 2015 which will be circulated separately to this agenda along with any recommendations.

The Committee will also need to confirm the appointment of Councillor Mrs Rapnik to this Working Party to replace former Councillor Roger Nash.

9. *FURTHER REVIEW OF THE CALL-IN PROCEDURE - SCRUTINY PROCEDURE RULES 14.8 AND 14.9

The attached report seeks the Committee's views on whether the current Scrutiny Procedure Rules in the Council's Constitution relating to Call-In of an Executive Decision should be revised.

10. *MEMBERS' TRAINING BUDGET

This report provides an update on the training held to date for Councillors in the new administration and outlines plans being developed for future training.

11. WORK PROGRAMME-UPDATE

The Committee Manager will inform the Committee of any changes required to the Committee's Work Programme for 2015/2016.

(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.)

AGENDA ITEM NO. 5ARUN DISTRICT COUNCILOVERVIEW SELECT COMMITTEE – 29 SEPTEMBER 2015

Information Paper

Subject : East Bank Tidal Flood Defence Scheme and Public Realm Enhancements

Report by : Rachel Alderson (Principal Landscape Officer) and Roger Spencer
(Engineering Services Manager) Report date: 3 September 2015

EXECUTIVE SUMMARY

The Environment Agency's Project Executive and Project Team Manager have accepted an invitation to make a presentation to the Committee on the recently completed Littlehampton East Bank Tidal Flood Defence Scheme. The presentation will cover partnership contributions, communications with local stakeholders, the impact of the construction phase and long term benefits for the Town.

1.0 INTRODUCTION

1.1 It was identified in the Rivers Arun to Adur Coastal Defence Strategy that major improvement work was required to prevent tidal flooding to Littlehampton. The scheme involved replacing and upgrading existing defences within a 2.5 km section of the River Arun, stretching from the lighthouse at the mouth of the river to just beyond the A259 road bridge.

1.2 A variety of different types of defences have been used depending on their location along the river including steel sheet piled walls, concrete walls, raised earth embankments and flood glass walls. The work undertaken is intended to safeguard the town from a 1 in 300 year event taking into account predicted climate change effects for the next 75 years.

2.0 PARTNERSHIP & FINANCIAL CONTRIBUTIONS

2.1 Arun District Council entered into a partnership with the Environment Agency early on in the scheme's preparation process. By working together there were significant opportunities to be achieved towards regeneration aims for the town. Arun District Council commissioned landscape designers to produce a public realm masterplan for the scheme which would achieve the Council's aspirations of regeneration. Following Full Council approval the masterplan was passed to the

Environment Agency to commence detail design to ensure the flood protection and public realm elements could be delivered as one scheme.

2.2 The £19 million scheme was led by the Environment Agency and funded in partnership with Arun District Council (ADC) and West Sussex County Council (WSCC). ADC committed £1.3 million towards the public realm enhancements with an additional £500K partnership contribution towards the flood defences. ADC was successful in securing a further £573K from the Coastal Communities Fund for the public realm works. WSCC provided £400K towards the enhancements as part of its Kick-Start programme. Littlehampton Harbour Board were also partners on the project and although made no formal financial contribution provided support and contribution in kind.

2.3 It is worth highlighting that due to new funding rules which were introduced during the development of the scheme, the flood defence project would not have gone ahead without the £500k contribution from Arun District Council.

3.0 PUBLIC REALM ENHANCEMENTS

3.1 The main objectives of the public realm enhancements were to strengthen the East Bank as a key pedestrian route between town and beach and maintain a visual and physical connection with the water. The design also needed to create an inviting waterfront defined by its coastal character.

3.2 It was necessary for the promenade to be raised to improve the flood protection for residents and businesses, therefore access to the walkway has been maintained via a series of steps and ramps. The impact of the new flood wall is minimised through seating steps, planting, high quality materials and street furniture, all designed to reflect the coastal setting and improve the experience for residents and visitors.

4.0 STAKEHOLDER ENGAGEMENT

4.1 Engagement with local stakeholders commenced at an early stage in the planning phases of the project and continued through the design and construction phases. The public were invited to comment on the scheme at public consultation events and as part of the planning application process. The project team maintained regular contact with stakeholders through newsletters and email updates and also arranged regular meetings with traders and other affected residents and businesses.

5.0 CONSTRUCTION PHASE

5.1 Work to construct the improved defences began in October 2013 and was completed in April 2015. The scale of the project required the temporary closure of Pier Road and traffic diversions were put in place. Poor weather, mechanical breakdowns and the requirement for additional support for the crane were

experienced during the construction phase and impacted on the programme. A Public Liaison Manager was appointed to respond to public queries and support the day to day needs of local traders.

6.0 BENEFITS

6.1 This multi-agency scheme provided the opportunity for undertaking larger-scale improvements than each organisation could have achieved individually. It also avoided the potential for repeated disruption in one area by carrying out works in a single phase, such as the carriageway improvements to Pier Road.

6.2 The new tidal defences provide protection to £395 million worth of homes, businesses and infrastructure in Littlehampton.

6.3 In building on the momentum of previous award winning schemes in Littlehampton the flood defence scheme provided a one-off opportunity for substantial regeneration of the town and to improve the quality of the waterfront. The completed scheme provides a rejuvenated and inviting space for the local community and visitors.

Background Papers: None

Contact: Rachel Alderson, Principal Landscape Officer, Ext. 37946
Roger Spencer, Engineering Services Manager, Ext. 37812

AGENDA ITEM NO. 7ARUN DISTRICT COUNCILOVERVIEW SELECT COMMITTEE – 29 SEPTEMBER 2015

Information Paper

Subject : Combined Cleansing Contract performance - Litter Control

Report by : Gareth Rollings (Cleansing Operations Manager)

Report date : September 2015

EXECUTIVE SUMMARY

The Overview Select Committee requested an update on contract performance of the Combined Cleansing Contract in relation to litter. This report provides the latest available performance information.

1.0 INTRODUCTION

1.1 As part of its agreed work programme for 2015/16 the Overview Select Committee sought an update on the Biffa Contract performance for litter control.

2.0 BACKGROUND

2.1 Members will be aware that Biffa hold the Council's Combined Cleansing Services Contract (CCSC) for the period 2005-2012 which had an option for the Council to extend for up to a further 5 years. The option to extend was taken in October 2010 on the back of the savings strategy agreed by Full Council on 16 December 2009 to realise £200k per annum of savings, to commence from April 2012. The contract now covers the period up to 31 January 2017.

2.2 The CCSC covers all of the Council's front-line cleansing and waste management services: residual waste collections; bulky household waste and recycling collections (household and neighbourhood centres), green waste collections (via subscription to the Green Waste Club) streets, foreshores and beaches and public convenience cleansing, litter and dog bin emptying.

2.3 The elements of street cleansing services which are included in the CCSC include all public adopted highways, and associated litter and dog bin emptying and the removal of fly tipping from adopted land and car park and foreshore cleansing. The

service excludes weed control and removal, fly-posting and graffiti control, public open greenspace and associated litter bins (this is covered by the Greenspace Management Contract)

- 2.4 The District covers around 221km² (85 square miles) and contains 3447 roads, of which 2725 are public adopted highways, the other 722 roads being private or unadopted roads. Arun has a statutory duty to keep all public adopted highways clean.
- 2.5 The Specification for street sweeping, litter collection and beach cleaning is generally delivered in accordance with the requirements of the Code of Practice on Litter and Refuse, issued under Section 89(7) of the Environmental Protection Act 1990. It's important to note that Arun DC makes use of a different zoning system for its areas where Biffa are required to provide a high standard with both clear corrective action and timing conditions, then those contained in the guidance from the Department for Environment Food & Rural Affairs (DEFRA) issued April 2006.
- 2.6 The Code of Practice on Litter and Refuse details grades of cleanliness and zones of land use; these are shown in Appendix 1. Zone 1 covers the main shopping areas, this includes Bognor, Littlehampton and Arundel town centres, these are cleaned by 8.00 am. In summer months this also includes the Seafronts - Zone 1a covers parades of shops, for example Barnham, Felpham and East Preston, these must be cleaned by 10.00 am. Zones 2 & 3 deal with the District's residential roads, zone 2 being properties close to the town centre and railway stations, and Zone 3 being the residential areas away from the Zone 1 areas. Zones 4 & 6 deal with the majority of the local roads, trunk roads and main roads in the District such as the A27, A259, A29, A284, plus rural roads.
- 2.7 The contract is performance based which means that all roads should meet the code of practice at all times. As an example Zone 1 areas should be grade A at all times, a Zone 3,4 and 6 can be grade A or B and would only require action once it falls to a grade C. We do not have a requirement to carry out a set amount of cleans per day, week or month apart from the Zone 1/1a areas which require daily visits.
- 2.8 In 2012, £100,000 worth of savings were made on the street cleansing budget. One sweeper was not replaced and there was a reduction in Summer staff, and the period they worked during the year.

3.0 STREETSCENE

- 3.1 As well as the normal routine cleansing works, the contractor has carried out a wide range of non-routine works in the period January to August 2015, the list below indicates the calls that were received from the public requesting work – this is in addition to the works initiated within the service:

- Cleared 306 fly tips of various sizes;
- Removed 54 dead animals from the highway;
- Responded to 321 street cleaning calls covering dog fouling, discarded needles, broken glass and regular street cleansing requests;
- Dealt with 48 overflowing litter and dog bins;

3.2 Some ad hoc work has also been carried out for the benefit of the District shown below:

- Litter clearance from the entire length of the A27 in Arun, that was cut back and exposed by Highways England in the early part of the year;
- Additional power washing of London Road, Bognor and Pier Road, Littlehampton in the Summer months;
- Additional cleaning for in bloom, blue and green flag judging days;
- Chewing gum removal in zone one areas;

3.3 Since 2013 the Wavelength panel has been used to measure how satisfied or dissatisfied customers are with the level of cleanliness of the district. In 2013 the baseline figure was 67%, 2014 was 69% and in 2015 this figure was 68%, although the 2015 figure has dropped by 1% overall the percentage of very satisfied against fairly satisfied has risen by 3%.

3.4 The performance of the contract is reviewed regularly by the Cleansing Operations Manager including monthly meetings directly with the Business Manager. The contractor also has a number of internal audits undertaken and one external audit each year; the outcomes are shared with the Council.

3.5 As well as responding to customer enquires Street Scene Officers also carry out contract monitoring around the district. Any areas that fall below the current grading standard are raised directly with the contractor for action (remedy), typically these areas are responded to within 1-3 hours, any emergency work is responded to right away.

3.6 A litter and dog bin replacement program is now in effect which will see these assets replaced every 10 years.

4.0 CONCLUSIONS

4.1 Members are reminded that not all elements of the streetscene are the sole responsibility of Biffa, information on these areas is fed through to other departments, such as Parks, Housing, private land owners and WSCC as required for action.

4.2 Managing contractor performance is essential for delivering the council's objectives and targets, the council cannot deliver high quality services to its residents unless its contractors are performing well. The council's process for managing contractor

performance focuses on continuous improvement and action planning; the council realizes that the success of the contract depends on the contractor and the council working together.

- 4.3 There are no significant areas of concern with Biffa's performance for the street cleansing contract; any potential issues are dealt with on the day and cleaned up before the majority of the public are aware.
- 4.4 The service area receives very few service complaints related to contract performance, the majority of complaints are about areas outside of Biffa's responsibility, for example fly tipping on private land, weeds or overgrowing alleyways.
- 4.5 Overall it may be concluded that Biffa's performance is good, this has been achieved by the contractor and the Council working together, and robust contract management over the life of the contract.

Background Papers:

None

Contact:

Gareth Rollings
Cleansing Operations Manager
Ext 37659

Category Zone		Cleanliness Standard				
		A	B	C	D	X
1	Town Centres					
1a	High Profile Areas		6 hrs	3hrs	1 hr	1 hr
2	High Density Residential		12 hrs	6 hrs	3 hrs	1 hr
3	Low Density Residential			12 hrs	6 hrs	24 hrs 2 hrs when dangerous
4	District and Local Roads			24 hrs	12 hrs	
5	Amenity Beaches and Foreshores	May to September October to April (Refer to Zoning Spec.)				24 hrs 2 hrs when dangerous
6	Motorways, Trunk Roads and Main Roads			1 week	48 hrs	24 hrs 3 hrs when dangerous

Grade A : No litter or refuse in the street

Grade B : Predominately free of litter and refuse apart from some small items

Grade C : Widespread distribution of litter and refuse with some minor accumulations

Grade D : Heavily littered with significant accumulations

AGENDA ITEM NO. 9ARUN DISTRICT COUNCILOVERVIEW SELECT COMMITTEE – 29 SEPTEMBER 2015

Recommendation Paper

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

Report by : Liz Fatcher (Head of Democratic Services)

Date : 4 September 2015

EXECUTIVE SUMMARY

This report seeks the Committee's views on whether the current Scrutiny Procedure Rules in the Council's Constitution relating to the call-in of an executive decision should be revised.

RECOMMENDATIONS

The Committee is asked to recommend to Full Council:

1. any changes to the wording of Scrutiny Procedure Rule 14.8;
2. the amendments proposed at paragraph 4.2 of the report relating to Scrutiny Procedure Rule 14.9 [Section 2 (Scrutiny), Part 6 – Procedure Rules (Other)] be approved, subject to the addition of any further changes made at the meeting; and
3. the Head of Legal & Administration be authorised to make any consequential changes with respect to the amendments contained therein.

1.0 BACKGROUND

- 1.1 As was explained by the Chairman at the last meeting, recommendations made by the Committee to Full Council on 15 July 2015 relating to the criteria for a call-in were withdrawn for reconsideration. Since then the criteria has been reviewed against practices adopted in other local authorities and the Committee is asked to consider whether the current wording is still fit for purpose or if a different approach is needed.

1.2 This review has only focussed on the call-in criteria as the Scrutiny Procedure Rules have been reviewed on a number of occasions since their introduction in 2002 and no major issues have been raised from them being used in practice.

2.0 CURRENT CONSTITUTIONAL REQUIREMENTS

2.1 The Committee reviewed the full procedures for call-in at its meeting on 16 June 2015. 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 SCRUTINY PROCEDURE RULE 14.8 – OPTIONS FOR CHANGE?

3.1 As explained in the report presented to the Committee on 16 June 2015, feedback from the last call-in request was that the criteria for calling-in a decision did not make it sufficiently clear that more than one criteria could be used. At this meeting, there was a view that the existing wording was clear and easy to understand, however for clarity, it was recommended to Full Council that a modified wording of the Principles of Decision Making was used in future.

- 3.2 Following this meeting, the Head of Legal & Administration advised that the Principles of Decision Making could not be changed to be used for this purpose as this could be open to challenge. Therefore the Chairman had agreed to withdraw the recommendation when it was presented to Council on 15 July 2015.
- 3.3 Since then, practices adopted across Sussex and at a number of councils identified for excellence awards by the Centre for Public Scrutiny have been reviewed. This highlighted that some have no specified criteria; the majority use their Principles of Decision Making or similar wording to Arun; whilst two councils had developed their own criteria. Birmingham City Council's is of particular of interest as their criteria is based on a series of questions.
- 3.4 Appendix 1 sets out a modified version of the criteria used by Birmingham which both the Chairman and Vice-Chairman believe could work for Arun.
- 3.5 The Committee is therefore asked to consider whether:
- (a) the current wording of the Rule is sufficiently clear that more than one criteria can be used?
 - (b) there should be no change to the criteria?
 - (c) the alternative option, as set out in Appendix 1, be introduced?

4.0 SCRUTINY PROCEDURE RULE 14.9 – OPTIONS FOR CHANGE?

- 4.1 The second area for review relates to who determines whether a call-in is valid or invalid. The Committee supported the Chairman and Vice-Chairman being included in the determination with the Head of Democratic Services and no further changes are proposed to the original recommendation agreed on 16 June 2015.
- 4.2 The proposal is therefore 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 Chairman and Vice-Chairman of the Overview Select Committee and the Head of Legal and Administration or 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. Another Member from the Overview Select Committee should be selected to undertake this review in the absence of the Chairman or Vice-Chairman or in the event that the Chairman or Vice-Chairman is one of the call-in Councillors or has a Pecuniary Interest regarding the subject of the call-in. 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 reason 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 and officer feedback in agreeing to review the Scrutiny Procedure Rules. 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>

Report to Overview Select Committee – 16.06.15 - <http://www.arun.gov.uk/overview-select-committee>



Agenda Item 9 -
Review of the Call-in



Appendix 1 to
Agenda Item 9 Review

Minutes of Overview Select Committee – 16.06.15 & 28.07.15 - <http://www.arun.gov.uk/overview-select-committee>



OSC Minutes 28 July
15 Final.pdf



Minutes 160615
Final.pdf

Birmingham City Council’s Constitution
<http://www.birmingham.gov.uk/constitution>
page 21-22 of the Articles

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Appendix 1

Overview Select Committee – 29 September 2015
Review of the Call-in Procedure Rules 14.8 and 14.9

Call-in Criteria – suggested replacement to the wording at Rule 14.8:

14.8 The Members referred to in paragraph 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:

	<i>(a) Is the Cabinet decision within existing policy?</i>
1	The decision appears to be contrary to the Budget or one of the 'Policy Framework' plans or strategies
2	The decision appears to be inconsistent with any other form of policy approved by the Full Council, Cabinet or Regulatory Committees
3	The decision appears to be inconsistent with recommendations previously made by the Overview Select Committee, accepted by the Full Council or Cabinet
	<i>(b) Is the Cabinet decision well founded?</i>
4	The Cabinet appears to have failed to consult ward councillors, relevant stakeholders or other interested persons before arriving at its decision
5	The Cabinet appears to have overlooked a principle in Article 13.2 or some other relevant consideration in arriving at its decision
6	The Cabinet appears to have failed to give adequate reasons for the decision
7	The decision has already generated particular controversy amongst those likely to be affected by it or is likely to do so
8	There is a substantial lack of clarity, material inaccuracy or insufficient information provided in the report to allow the Overview Select Committee to hold the Cabinet to account and/or add value to the work of the Council
	<i>(c) Has the Cabinet decision been properly taken?</i>
9	The decision appears to give rise to significant legal, financial or property issues
10	The notification of the decision does not appear to have been in accordance with Council procedures
	<i>(d) Does the Cabinet decision particularly affect a ward or community?</i>
11	The decision appears to give rise to significant issues in relation to a particular ward or community and those issues do not appear to have been considered.

ARUN DISTRICT COUNCILOVERVIEW SELECT COMMITTEE – 29 SEPTEMBER 2015

Information Paper

Subject : Members Training Budget

Report by : Liz Fitcher (Head of Democratic Services)

Date : 7 September 2015

EXECUTIVE SUMMARY

This report provides an update on the training held to date for Councillors in the new administration and outlines plans being developed for future training.

RECOMMENDATIONS

The Committee is asked to note the report.

1.0 BACKGROUND

1.1 The Committee included this item in its work programme so it could review the spend on Members Induction against budget and consider plans for future allocations.

2.0 MEMBERS INDUCTION PROGRAMME

2.1 An induction programme was held for existing and returning Councillors over May to September 2015. Twelve sessions were held covering:

- (1) Getting to know the Council
- (2) The Councillors Role within the Council
- (3) Planning – the Local Plan and Community Infrastructure Levy
- (4) Development Control
- (5) What you need to know as a Councillor
- (6) Licensing and Enforcement
- (7) Public relations and the Council's Vision
- (8) An introduction to The Vision
- (9) Audit and Governance
- (10) Meeting the Senior Management Team

- (11) What happens at a Full Council meeting [for newly elected Councillors]
- (12) Local Code of Conduct and the Constitution

2.2 The majority of the sessions were arranged by the officer team with expert trainers brought in for the Planning, Development Control and Licensing sessions.

2.3 The Technology Team also offered training to help Councillors with the Members only area and connecting their own equipment.

3.0 BUDGET

3.1 In non election years, a budget of £5,000 is available for Members Training from within the Committee Administration Budget. This has been used to fund one off training requests as well as training run for a whole Committee or group of Members. Examples have been the Chairman of Licensing & Enforcement attending a specialist course on their area of responsibility; and workshops arranged for Members of the Overview Select Committee.

3.2 The budget is increased in an election year based on anticipated training needed to support a new administration. For 2015/16, the budget was increased to £12,000.

3.3 Spend to date is just over £5,000 which covered the costs of the expert trainers used in the Induction sessions.

4.0 FUTURE PLANS

4.1 A survey is planned to seek feedback from Members on the sessions held to date and to help inform future plans.

4.2 Requests already made for future training include:

- Scrutiny – training for the Overview Select Committee
- Social Media – all Members
- Risk and the Strategic Risk Register
- Development Control/Planning updates – likely to be in 2016/17

4.3 Opportunities to link into the Local Government Association's [LGAs] councillor development programme are being explored. This includes leadership programmes as well as training sessions to help build networks with other members facing similar challenges.

4.4 The LGA also offer a training service utilising experts like the Centre for Public Scrutiny and bringing in peer trainers which worked well within Arun in the last administration with workshops run on Scrutiny and Chairmanship skills. Options are being explored for the current financial year.

5.0 CONCLUSION

- 5.1 The Committee may wish to make suggestions for further training to be explored over the coming 3 years that could be included in the Members training programme.

Background Papers:

Budget papers

Local Government Association Councillor Programme

<http://www.local.gov.uk/councillors-guide-2015/16;jsessionid=5CC1E79D2C7DE5ACF8A7EB4BAF2A4BE1.tomcat2>

<http://www.local.gov.uk/councillor-development;jsessionid=DB77709790E590CC20DC959B5B7CD080.tomcat2>

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