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9 May 2018

OVERVIEW SELECT COMMITTEE

A meeting of the Overview Select Committee will be held in Committee Room 1, [Pink Room] at the Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF on **Tuesday, 22 May 2018 at 6.00 pm** and you are requested to attend.

Members: Councillors Dingemans (Chairman), English (Vice-Chairman), Mrs Bence, Blampied, Edwards, Elkins, Hitchins, Hughes, Mrs. Oakley, Oliver-Redgate, Miss Rhodes, Mrs Rapnik, Warren, Dr Walsh and Wheal.

(Note: Committee Membership is subject to confirmation at the Annual Council Meeting on 16 May 2018)

A G E N D A

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declarations of pecuniary, personal and/or prejudicial interests that they may have in relation to items on this agenda and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.

Members and officers should make their declaration by stating :

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

3. MINUTES

To approve as a correct record the Minutes of the meeting of the Overview Select Committee held on 20 March 2018 (which have been previously circulated.)

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

5. START TIMES

The Committee is requested to approve its start times for 2018/19

6. *REVIEW OF COMBINED CLEANSING SERVICES CONTRACT PERFORMANCE

Arun District Council's three year Combined Cleansing Services Contract commenced on 1st February 2017, having been awarded to Biffa Municipal Ltd. In December 2017 Cabinet agreed a further three year extension of the contract up until 2023.

This report provides an overview of the scope of operations delivered by Biffa, how these are managed and explores the contractual performance over the first year of the contract.

7. HOUSING REVENUE ACCOUNT- UPDATE AND REVIEW OF PLAN SINCE ITS ADOPTION BY FULL COUNCIL IN SEPTEMBER

A presentation updating Members on the Housing Revenue Account and the review of plan since its adoption will be provided by the Group Head of Residential Services.

8. *FEEDBACK FROM THE MEETING OF THE SUSSEX POLICE AND CRIME PANEL HELD ON 27 APRIL 2018

A feedback report from the Cabinet Member for Community Wellbeing will be provided following his attendance at a meeting of the Sussex Police and Crime Panel held on 27 April 2018.

9. CABINET MEMBER QUESTIONS AND UPDATES

- (i) Cabinet Members will update the Committee on matters relevant to their Portfolio of responsibility.
- (ii) Members are invited to ask Cabinet Members questions and are encouraged to submit these to the Committee Manager in advance of the meeting to allow a more substantive answer to be given.

10. *WORK PROGRAMME - 2018/2019

The Council's Constitution requires that the Overview Select Committee makes a report annually on its future work programme and amended working methods, where appropriate. At the last meeting of the Committee, Members were asked to consider topics that they would like to cover in the 2018/2019 year so these could be discussed with the relevant officers and a work programme developed for discussion on 22 May 2018.

Attached is a draft Work Programme for the Committee for 2018/2019 which Members are requested to approve prior to this being presented by the Chairman and Vice-Chairman to the Full Council Meeting on 18 July 2018.

(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 Group Head of Policy, 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 COUNCILOVERVIEW SELECT COMMITTEE – 22nd May 2018

Information Paper

Subject : Review of Combined Cleansing Services Contract performance

Report by : Oliver Handson, Environmental Services & Strategy Manager

Report date : 22nd May 2018

EXECUTIVE SUMMARY

Arun District Council's three year Combined Cleansing Services Contract commenced on 1st February 2017, having been awarded to Biffa Municipal Ltd.

In December 2017 Cabinet agreed a further three year extension of the contract up until 2023.

This report provides an overview of the scope of operations delivered by Biffa, how these are managed and explores the contractual performance over the first year of the contract

1.0 Introduction & background

1.1 On the 1st February 2017 the Council commenced a new three year Combined Cleansing Services Contract (CCSC) with Biffa Municipal Ltd. Biffa were awarded the contract following a competitive tender process.

1.2 The contract was subsequently extended following Cabinet approval in December 2017 for a further three years. This decision was based a number of key factors including;

- Retention of a high performing and cost effective service
- Extension provides cost certainty until 2023, supporting the Council's Medium Term Financial Strategy
- Retention of current service model for refuse/recycling collections
- Decision allows Council to explore all options for service delivery in depth before next retender, allowing for current uncertainties over recycling targets. The process for which would now commence in 2021/22 rather than 2018/19.
- Continuation of added value initiatives delivered through savings generated including a Project Officer focusing on waste minimization projects, education and recycling quality

- 1.3 The annual contract value is approximately £4.5m this represented an approximate saving of £400,000 on the previous contract, which aligns with the Council's 2020 Vision and supports the Medium Term Financial Strategy.

2.0 Scope of the Combined Cleansing Services Contract

2.1 Refuse Collection Service

The current contract provides Arun residents with a weekly refuse collection. Residents are free to put their waste out in black sacks, dustbins or a privately owned wheelie bin. The weekly limit on refuse collected from one household is 5 black sacks which is the equivalent of one 240 litre wheeled bin.

2.2 Recycling Collection Service

The contract provides a fortnightly mixed recycling collection. This is a co-mingled collection which includes provision for

- Yoghurt, cream and soup pots, ice cream and margarine tubs, food and ready meal trays, fruit/vegetable punnets, cosmetic pots and tubs
- Fruit juice cartons, long life milk cartons, smoothie cartons, other cardboard cartons
- Food cans, drink cans, pet food cans, empty aerosol cans
- Coffee jars, drink bottles, sauce bottles, jam jars
- Aluminium foil, foil containers
- Newspapers, magazines, food packaging sleeves, envelopes, junk mail, cards, wrapping paper, telephone directories, catalogues, egg boxes, cereal boxes
- Drink bottles, milk bottles, shampoo bottles, detergent bottles, washing up liquid bottles (not bottle lids)

Each household is supplied a 240 litre recycling bin. In purpose built flats and for houses of multiple occupation alternative containment options included bulk bins are provided for residents to use. Approximately 500 properties across the District that are unsuitable for a wheeled bin receive a sack collection service, with the majority of these in Arundel.

All materials collected are sent to the West Sussex County Council operated Materials Recycling Facility in Ford.

2.3 Street Cleansing

The scope of Street Cleansing Services encompasses;

- Street Cleansing – The contract area of works includes provision for cleansing of 400 miles of road
- Emptying and cleaning of 612 Litter Bins and 450 Dog Waste bins
- Cleansing of specified beaches for which Arun have responsibility, foreshores, promenades and coastal walks
- Cleansing of all Arun District Council Car Parks.

It is a contract requirement that Biffa undertake all operations at a frequency to maintain Cleansing standards based on an output performance standard. All roads are 'zoned' based on priority, which is determined by usage, and type. These are graded and judged as per the Code of Practice for Litter and Refuse (COPLAR).

2.4 Public Conveniences

The contract provides a Cleansing service for all of Arun District Council's public conveniences. A seasonal attended service is provided for some public conveniences in Arundel, Bognor Regis and Littlehampton.

2.5 Small Waste Electrical and Electronic Equipment (WEEE)

The collection of WEEE was introduced as a new service as part of the new contract. This is a weekly collection with residents invited to leave items out in a small carrier bag next to their refuse.

2.6 Green Waste Services

A fortnightly collection of garden waste operates throughout the year, Biffa provide this service on behalf of the Council. The scheme known as the 'Green Waste Club' is well established in Arun having begun in 2005 and continues to grow with over 18,000 subscribers. The green waste collected is taken to the Woodhorn Group in Tangmere and can be purchased as part of the Earth Cycle range of composting products available to buy locally.

2.7 Clinical waste

The Council provides a weekly clinical waste collection service for residents. This includes the support and registration and is for collection of needles and syringes, offensive and infectious waste and is in line with all relevant laws and legislation.

This service is carried out by specialist clinical waste contractor Medisort, who are based in Littlehampton, on behalf of the Council. It was awarded as part of a West Sussex County wide framework agreement that we joined to coincide with the beginning of the CCSC.

2.8 Street Washing Service

A new street washing service was introduced as part of the contract. This operates 5 days a week and focusses on public realm areas within Bognor Regis and the seafront areas of Littlehampton, including Riverside Walk and is therefore not included in the performance measures set out in the report.

2.9 Bulky Waste Collection Service

A chargeable on-demand separate collection of bulky waste takes place. This service has been rebranded and advertised to residents through Biffa.

2.10 Fly tipping

Biffa remove fly tipping through the contract as part of the Street Cleansing requirements. This allows for an efficient and reactive service when instances of fly tipping are reported to the Council.

3.0 Contract Management

3.1 Cleansing structure

The contract is managed by the Cleansing Team in Arun. The Operations Manager has overall responsibility for liaising with Biffa over the day to day running of the contract including agreeing Variations to work.

Monitoring of contract standards for Street Cleansing is predominantly undertaken by the two Street Scene Inspectors. The District is split in two (East/West) with each Inspector responsible for the proactive monitoring of contract standards and to resolve and investigate with Biffa all complaints in relation to street cleansing, litter and fly tipping.

There is a dedicated customer liaison officer that deals with complaint about the service relating to collections. In addition to this the Project Officer has a focus on improving recycling performance and deals with promotion and education issues.

The team is supported by the Street Scene Co-ordinator that ensures all customer complaints are sent to the relevant Officer to deal with and provides a link with the Contact Centre.

There is one dedicated Enforcement Officer that resolves both collection and Street Cleansing Enforcement issues. This includes serving notices on individuals and landowners to help keep the area Clean and Tidy.

3.2 Contract meeting structure

The Council requires that the Contractor attends the following meetings with the Council to ensure smooth service delivery and effective management of the Contract.

- Monthly Contract Valuation Meeting to agree Contract payments and contract performance.
- Monthly Contract Operation Review between Operations Manager at Arun and the Business and Operations Manager at Biffa. Resolve operational issues and plan joint initiatives/projects.
- Monthly Waste collections meeting;
- Monthly Street Scene Meeting
- Monthly Health and Safety Meeting that includes workforce and Trade Union representatives
- An annual review to evaluate overall performance in the previous year and to discuss the forthcoming years' budget, service proposals, initiatives and health and safety and environmental standards;
- A 6 monthly review of operations and strategic planning between the Group Head of Neighbourhoods, Environmental Services & Strategy Manager, Cleansing Operations Manager and representatives from Biffa up to regional director level.

3.3 Dealing with residents enquiries/complaints

All resident enquiries & complaints are managed through the Council's Contract Management System, with the majority of these being dealt with at the first stage through Arun Direct. This provides a log of all complaints relating to the Cleansing service. Customer enquiries are managed through this system with a record of actions taken, including when issues have been rectified.

The system is used to run off monthly reports on key performance indicators such as missed bins.

4.0 Performance measurements including Key Performance Indicators

4.1 Corporate plan & Service Delivery Plan indicators

A number of indicators which link with the performance of contractual operations are included within the Council's Corporate Plan and Service Delivery Plans

- **Household waste sent for recycling and composting**
Target 40% Actual 40.9%

This is an improvement overall on the combined recycling and composting rate of almost 2% over the previous year. This is made up of a dry recycling rate of 25.82% and composting rate of 15.08%.

Over the course of the year it reflects the growth in green waste collection services with 1100 extra tonnes being composted in comparison with the previous year, representing a 13% improvement. The unseasonal weather and 'Beast from the East' that hit in March had a significant impact on the amount collected that month for composting, preventing Arun achieving an overall recycling rate of 40%.

It should be noted that this target for recycling and composting is influenced by factors beyond the performance of the Biffa contract, for example education and promotion and the waste collection model operated by the authority.

- **Residual waste per household (KG)**
Target 466kg Actual 450.089

This has shown a slight increase from 448.79 kg/hh last year. During the course of the year the Cleansing Team did operate a targeted 'Think Before You Throw' campaign to 4500 properties. This involved West Sussex Waste partnership doorsteppers undertaking questionnaires and a targeted leaflet being produced that detailed services. The aim of this was to increase recycling and help waste reduction efforts. The campaign showed some good results and we will look to deliver the leaflet to a larger number of properties in 2018/19.

It should be noted that this target for residual waste per household is influenced by factors beyond the performance of the Biffa contract, for example education and promotion and the waste collection model operated by the authority.

- **Missed bins refuse per 100,000**
Performance Measurement 33.92

This is a slight increase over the previous year however is still high performing and well within the contractual performance tolerances detailed in 4.2 below

- **Missed bins recycling per 100,000**
Performance Measurement 29.36

This is a slight increase over the previous year however is still high performing and well within the contractual performance tolerances detailed below

- **Satisfaction with Cleanliness of the district & satisfaction with refuse & recycling collections.**

These results of the customer satisfaction survey are due to presented separately to OSC in due course. Commentary relating to the results and identifiable actions are being considered by the Environmental Services & Strategy Manager and Cleansing Operations Manager with a view to improving the satisfaction rates for 2018/19

4.2 Contractual KPI's

Missed Bin Targets - Refuse	
Year 1 (2017)	60 per 100,000
Year 2	50 per 100,000
Year 3	40 per 100,000
Missed Bin Targets - Recycling	
Year 1 (2017)	50 per 100,000
Year 2	40 per 100,000
Year 3	30 per 100,000

4.2.1 Biffa routinely maintain the following statistics for the contract that are reviewed regularly

Bins to be delivered (Green Waste Club)	Missed Bins per 100,000 by service
KGs per Bin (Green Waste Club)	Tonnages Collected by material stream
Missed Bins (Green Waste Club)	Total Collections
Bins Issued (Green Waste Club)	Crew Monitoring Reports
Active Customers (Green Waste Club)	KGs collected per household
Customer Churn (Green Waste Club)	
Standards of Cleanliness - % of Rectification periods met	
Bulky collections within target time period	
% recycling performance	

5.0 **H&S management & review**

Health and Safety compliance and monitoring is both a Council and Biffa priority. This is reviewed on a monthly basis at the Health and Safety at Work meeting with the workforce and Trade Union representatives.

A full annual Health & Safety compliance review is undertaken by the Cleansing Operations Manager

6.0 **Future Services**

The scope of this report is not designed to cover what future services beyond the current contract may look like.

However, the direction of travel with waste and recycling services is clearly an important decision for the authority moving forward and one with significant financial implications.

The West Sussex Waste Partnership is a partnership of all the District & Borough Councils in West Sussex (representing waste collection authorities) and West Sussex County Council as the waste disposal authority. How the Districts and Boroughs collect their waste and how it is then disposed of and processed by The County Council is a complex relationship, but one that offers many opportunities for a joined up and efficient approach in the future.

Over the next few years significant consultation will be undertaken with Arun's members, Arun's residents and the West Sussex Waste Partnership to plan future services which provide a continued high level of satisfaction from our residents, whilst delivering a reduction in residual waste per household and maximising recycling rates.

7.0 **Biffa Operational Structure**

Laura Parker from Biffa will present a Powerpoint presentation to members outlining the service structure in place to deliver the Arun contract.

8.0 **Partnership initiatives, good news stories (presented by Laura Parker from Biffa)**

Whilst there is a contractual relationship between the Council and Biffa it is important that both organisations work in partnership together to promote services and celebrate the positive delivery of services.

The following are examples of successful partnership initiatives and good service delivery;

- Increase in membership of the Green Waste Club, increasing tonnages and crucial to improving our overall composting and recycling rate.

- Successful introduction of Small WEEE collections from the kerbside with over 16 tonnes collected.
- Street Washing Service leading to an enhanced Cleansing regime for the public realm and Riverside Walk. This has included areas not in the original contract specification such as the Bognor sea wall and Hotham Park providing added value.
- Electric vehicles provided for supervisors on the contract and use of Biofuel on frontline collection vehicles.
- Introduction of a new static cleaner for Fittleton Car Park.
- Segregation of recycling from general rubbish for litter pickers in Town Centre and seafront areas.
- Longer seasonal resource litter picking available for Bognor Regis and Littlehampton seafront areas running from Easter Holidays until the end of September.

Background Papers: None

Contacts: Oliver Handson – Environmental Services & Strategy Manager 37955

Dan Cox – Cleansing Operations Manager 37688

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

Report to Overview Select Committee – 22 May 2018

Name of Meeting:	Sussex Police & Crime Panel
Date of Meeting:	27 April 2018
Report by:	Councillor Mike Clayden
Relevant Cabinet Member:	Cabinet Member for Community Wellbeing

This meeting concerned itself with the introduction of the Sussex Police Transformation Strategy 2018-22

I would request all members look at this document and here is a link <https://www.sussex.police.uk/media/8394/sussex-police-transformation-strategy-7-rev-web.pdf>

With the increased precept we have kept the 476 Warranted Police Offices that were at risk.

There is also the promise of 200 additional warranted officers by 2022.

Additional powers have also been given to PSCOs by the Chief Constable.

We have a new District Commander Chief Inspector Kris Ottery, who is bringing in the new focus on local Policing with more visible officers in our community's.

At this point I think we need to see how it all works and report back any problem areas.

Other matters discussed were Cycling and parking on footpaths.

AGENDA ITEM NO. 10ARUN DISTRICT COUNCILOVERVIEW SELECT COMMITTEE – 30 MAY 2017

Recommendation Paper

Subject : Work Programme for 2018/2019

Report by : Jackie Follis – Group Head of Policy

Report date : 9 May 2018

EXECUTIVE SUMMARY

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

The Committee was presented with a draft work programme at its last meeting so that Members could consider topics that they would like to cover in the 2017/2018 year so that these could be discussed with the relevant officers and a work programme developed for discussion at this meeting of the Committee. The proposed work programme is attached as Appendix 1 to this report.

RECOMMENDATION

It is recommended to Full Council that:

1. the Overview Select Committee's work programme for 2018/19, as developed at the meeting 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 The Council's Constitution at Scrutiny Procedure Rule 5.1 confirms the requirement for the Committee to present its work programme annually to Full Council for approval. The Committee then has authority to change its work programme during the year subject to prior consultation with the Group Head of Policy, and taking into account available resources.

1.2 The work programme for 2017/2018 focused on the key areas of the Committee's responsibilities. It included the Committee scrutinizing key strategic proposals for the Council such as the Local Housing Company and the Leisure Strategy as well as ongoing service reviews and regular items such as the Budget and Performance Indicators. The Committee responded to serious concerns expressed by all Councillors about increased levels of crime within the Arun District. This led to the Police and Crime Commissioner being invited to a special meeting to answer questions on this. The Committee also received regular updates on joint scrutiny across West Sussex; and aimed to hold Cabinet Members to account through questions and updates and their involvement in the presentation of reports.

2.0 DEVELOPING A WORK PROGRAMME FOR 2018/2019

2.1 The Chairman and Vice-Chairman welcome suggestions from Members of the Committee on what issues they would like to develop or review over the coming year working to the key themes of the Committee's responsibilities, namely:

- Policy/Strategy Reviews
- Performance Reviews
- Contractor/Partner Performance Reviews
- Partner Reviews
- Feedback from Joint Scrutiny in West Sussex
- Holding Cabinet to account

2.2 The items so far identified by the officer team that could come forward in the coming year were outlined to Members at the last meeting of the Committee – in summary these were:

Date	Topic	Reporting to
22 May 2018	<ul style="list-style-type: none"> • <i>Contractor Performance Review - Combined Cleansing Services Contract</i> • <i>Policy/Strategy Review - Update and Review of the HRA Plan since its adoption in September 2017</i> 	Cabinet – 23.07.18
10 July 2018	<ul style="list-style-type: none"> • <i>Performance Review - Corporate Plan performance outturn for 2018/19 and summary of five year performance</i> • <i>Performance Review - Service Delivery Plan performance outturn for 2018/19 and summary of five year performance</i> • <i>Review of Scrutiny Procedure rules</i> 	Cabinet 23.07.18

18 September 201	<ul style="list-style-type: none"> • <i>Policy Review</i> - Local Housing Company • Invitation to new Police Divisional Commander for West Sussex to present and report on the Sussex Police Transformation Strategy 2018-2022 	Cabinet – 12.11.18
20 November 2018	<ul style="list-style-type: none"> • <i>Contractor Performance Review</i> – Leisure Operating contract Annual Report • <i>Contractor Performance Review</i> – Greenspace Management Contract, review of performance since award of contract • <i>Performance Review</i> – Corporate Plan 2018-2022 – Q2 performance • <i>Performance Review</i> – Service Delivery Plan 2018-20122 – Q2 performance • Feedback from Council Tax Review Scheme for 2019/20 	Cabinet 11.01.19
22 January 2019	<ul style="list-style-type: none"> • <i>Strategy Review</i> – Council Budget 2019/20 • Capacity for another topic – potentially move one of the contractor performance reviews from November meeting? 	Cabinet 04.03.19
12 March 2019	No items currently for this meeting	TBC

2.3 It is recognised that the work programme can seem repetitive, but with the Council in the final year of its four year term, it is important that the Committee continues to ask questions and provide challenge across a range of service based and strategic issues for the Council. Members are recommended to consider:

1. Is the subject important?
2. Will a review bring value?
3. What will be the outcome of looking at this subject again?

- 2.4 The two areas that the Committee may particularly wish to consider:
- (i) how Cabinet Members are “held to account”; and
 - (ii) whether the format for receiving Joint Scrutiny updates is working.

3.0 CONCLUSIONS

- 3.1 The Committee has the opportunity to consider how it wishes to approach its work programme for the coming year to fulfil its responsibility of scrutinising the work of the Council. Once agreed, the work programme will be an evolving document, subject to ongoing review reflecting changes in priorities and how the Council is working.
- 3.2 The Committee’s views are welcomed so that it can approve and recommend onto Full Council its work programme for 2018/19.

Background Paper: [Council's Constitution](#)

Contact: **Jackie Follis – Group Head of Policy** 01903 737480

**OVERVIEW SELECT COMMITTEE
WORK PROGRAMME – 2018/19**

Date of Meeting: 22 MAY 2018			
Policy/Strategy Reviews			
Agenda Items	Subject	Lead Officer/Member	Comments
1	Combined Cleansing Services Contract – Review of Performance since award and extension of Contract	Ollie Handson – Greenspace & Development Manager	
2	HRA – Update and Review of Plan since its adoption by Full Council in September 2017	Satnam Kaur – Group Head of Residential	
Performance Reviews			
	There are no items for this meeting.		
Contractor/Partner Performance Reviews			
	There are no items for this meeting		
Partner Reviews			
	There are no items for this meeting.		
Feedback from Joint Scrutiny in West Sussex			
3	Feedback from Sussex Police & Crime Panel – 27 April 2018	Cllr Clayden as the appropriate Cabinet Member	
Holding Cabinet to account			
4	Cabinet Member Questions and Updates	All Cabinet	
Work Programme			
5	To agree the work programme for 2018/19	Jackie Follis	To be reported to Full Council on 18.07.18

**OVERVIEW SELECT COMMITTEE
WORK PROGRAMME – 2018/19**

Date of Meeting: 10 JULY 2018			
Policy/Strategy Reviews			
Agenda Items	Subject	Lead Officer/Member	Comments
1	Overview Select Committee – Review of Scrutiny Procedure Rules	Jackie Follis – Group Head of Policy	In place for the review of the Constitution
Performance Reviews			
2	Corporate Plan 2013-2018 – Q4 and End of Year Performance outturn for 1 April 2017 to 31 March 2018	Gemma Stubbs – Executive Assistant to the Chief Executive	Review of end of year performance
3	Service Delivery Plan 2013-2018 – Q4 and End of Year Performance outturn for 1 April 2017 to 31 March 2018	Gemma Stubbs – Executive Assistant to the Chief Executive	Review of end of year performance
Contractor/Partner Performance Reviews			
	There are no items for this meeting		
Partner Reviews			
	There are no items for this meeting.		
Feedback from Joint Scrutiny in West Sussex			
4	Feedback from Police and Crime Panel Meeting – 29 June 2018	Cllr M Clayden/Cllr A Cooper	
5	Feedback from Meeting of HASC held on 22 June 2018	Cllr Blampied?	
Holding Cabinet to account			
6	Cabinet Member Questions and Updates – focus for this meeting on reviewing performance against the Corporate Plan and Service Delivery Plans	All Cabinet	
Work Programme			
7	Work Programme – 2017/18 – Update	Jackie Follis – Group Head of Policy	

**OVERVIEW SELECT COMMITTEE
WORK PROGRAMME – 2018/19**

Date of Meeting: 18 SEPTEMBER 2018			
Policy/Strategy Reviews			
Agenda Items	Subject	Lead Officer/Member	Comments
1	Review of the Council's Write-Off and Recovery Policies	Carolin Martlew – Financial Services Manager and Andrew Dale – Revenues and Benefits Manager	
To Be Confirmed...	The Committee is in the process of inviting the newly appointed Police Divisional Commander for West Sussex, Chief Superintendent Jerry Westerman to this meeting to provide information on the Sussex Police Transformation Strategy 2018-2022 and answer any questions Members may have on this subject.		
Performance Reviews			
2	Feedback from Council Tax Review Working Party	Andrew Dale – Revenues & Benefits Manager	
Contractor/Partner Performance Reviews			
	There are no items for this meeting		
Partner Reviews			
	There are no items for this meeting.		
Feedback from Joint Scrutiny in West Sussex			
Holding Cabinet to account			
3	Cabinet Member Questions and Updates	All Cabinet	
Work Programme			
4	Work Programme 2018/19 – Update	Jackie Follis – Group Head of Policy	

**OVERVIEW SELECT COMMITTEE
WORK PROGRAMME – 2018/19**

Date of Meeting: 20 NOVEMBER 2018			
Policy/Strategy Reviews			
Agenda Items	Subject	Lead Officer/Member	Comments
1	Leisure Operating Contract – Annual Report [including review of Dual Use Agreement at the Arun Leisure Centre]	Robin Wickham – Group Head of Community Wellbeing	It is a constitutional requirement for the Committee to annually review the Dual Use Agreement
2	Greenspace Management Contract = Review of Performance since award of Contract	Ollie Handson – Greenspace & Development Manager	
Performance Reviews			
3	Corporate Plan – 2018-2022 – Q2 Performance Outturn Report for the period 1 April 2018 to 30 September 2018	Gemma Stubbs – Executive Assistant to the Chief Executive	
4	Service Delivery Plan – 2018-2022 – Q2 Performance Outturn Report for the period 1 April 2018 to 30 September 2018	Gemma Stubbs – Executive Assistant to the Chief Executive	
5	Feedback from Council Tax Review – Scheme for 2019/20	Andrew Dale – Revenues and Benefits Manager	Annual Review
Contractor/Partner Performance Reviews			
	There are no items for this meeting		
Partner Reviews			
	There are no items for this meeting.		
Feedback from Joint Scrutiny in West Sussex			
6	Feedback from Meetings of HASC held on 27 September and 15 November 2018	Cllr G Blampied	
7	Feedback from the Meeting of the Sussex Police and Crime Panel held on 6 October 2018	Cllr P Wotherspoon/Cllr L Brown	
Holding Cabinet to account			
8	Cabinet Member Questions and Updates	All Cabinet	
Work Programme			
9	Work Programme 2018-19 – Update	Jackie Follis – Group Head of Policy	

**OVERVIEW SELECT COMMITTEE
WORK PROGRAMME – 2018/19**

Date of Meeting: 22 JANUARY 2019			
Policy/Strategy Reviews			
Agenda Items	Subject	Lead Officer/Member	Comments
1	Council Budget – 2019/20	Alan Peach – Group Head of Corporate Support	Annual Review
	Capacity for another topic		
Performance Reviews			
2			
3			
Contractor/Partner Performance Reviews			
	There are no items for this meeting		
Partner Reviews			
	There are no items for this meeting.		
Feedback from Joint Scrutiny in West Sussex			
4	Feedback from Meetings of HASC held on 16 January 2019	Cllr G Blampied	
5	Feedback from Sussex Police and Crime Panel Meeting held on 18 January 2019	Cllr M Clayden/ Cllr A Cooper	
Holding Cabinet to account			
6	Cabinet Member Questions and Updates – focus for this meeting on reviewing performance against the Corporate Plan	All Cabinet	
Work Programme			
7	Work Programme 2018/19 – Update	Jackie Follis – Group Head of Policy	

**OVERVIEW SELECT COMMITTEE
WORK PROGRAMME – 2018/19**

Date of Meeting: 12 MARCH 2019			
Policy/Strategy Reviews			
Agenda Items	Subject	Lead Officer/Member	Comments
1	Capacity for Items		
2	Capacity for Items		
Performance Reviews			
	There are not items for this meeting		
Contractor/Partner Performance Reviews			
	There are no items for this meeting		
Partner Reviews			
	There are no items for this meeting.		
Feedback from Joint Scrutiny in West Sussex			
3	Feedback from the meeting of the Sussex Police & Crime Panel held on 18 February 2019		
Holding Cabinet to account			
4	Cabinet Member Questions and Updates	All Cabinet	
Work Programme			
5	Ideas for Work Programme 2019/20 –	Jackie Follis – Group Head of Policy	