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A meeting of **Overview & Scrutiny Committee** will be held in Committee Room 2, East Pallant House on **Tuesday 14 November 2017 at 9.30 am**

MEMBERS: Mrs C Apel (Chairman), Mrs N Graves (Vice-Chairman), Mr P Budge, Mrs P Dignum, Mr N Galloway, Mr G Hicks, Mr S Lloyd-Williams, Mr K Martin, Caroline Neville, Mrs P Plant, Mr H Potter, Mr J Ransley, Mr A Shaxson, Mrs J Tassell and Mr N Thomas

AGENDA

- 1 **Chairman's announcements**
Any apologies for absence that have been received will be noted at this point.
- 2 **Minutes** (Pages 1 - 22)
To approve as a correct record the minutes of the Overview & Scrutiny Committee meeting held on 12 September 2017.
To receive an update on progress against the committee's recommendations to Cabinet and Council.
- 3 **Urgent Items**
The Chairman will announce any urgent items that due to special circumstances are to be dealt with under the agenda item below relating to Late Items.
- 4 **Declarations of Interests**
Members and officers are reminded to make any declarations of disclosable pecuniary, personal and/or prejudicial interests they may have in respect of matters on the agenda for this meeting.
- 5 **Public Question Time**
The procedure for submitting public questions in writing no later than 12:00 on Monday 13 November 2017 is available upon request to Member Services (the contact details for which appear on the front page of this agenda).
- 6 **Business Improvement Services Portfolio Holder address**
The committee has invited the Support Services Portfolio Holder to present his priorities and areas of focus over the next year and to answer questions on progress towards achieving the aims and targets of the Council's Corporate Plan priorities.
- 7 **Consultation Review 2017** (Pages 23 - 36)
Further to minute 179 of 12 September 2017 the committee is requested to consider the council's public consultation procedures and to make any comments or suggestions for its improvement.
- 8 **Communications between CDC and South Downs National Park Authority (SDNPA) - Update** (Pages 37 - 44)
Further to minute 163 of 13 June 2017, the committee is requested to note and comment on the outcomes of the meeting with the SDNPA pursuant to the

recommendations of the committee on 13 June 2017 and Cabinet on 11 July 2017 to the SDNPA, and to comment on whether the concerns previously raised have been satisfactorily addressed.

9 **Corporate Plan Task and Finish Group - Final Report** (Pages 45 - 46)

Further to minute 178 of 12 September 2017 the committee is requested to note this report from the Corporate Plan Task and Finish Group and to confirm that it is satisfied that the Council is achieving satisfactory levels of performance against the targets and activities in the 2017-18 Corporate Plan mid-year progress report.

10 **Budget Review 2017** (Page 47)

The committee is requested to consider and agree the Terms of Reference for this task and finish group and to nominate three members to take part in this review.

11 **Forward Plan** (Pages 48 - 61)

Members are asked to consider the latest Forward Plan (attached) and to consider whether it wishes to enquire into any of the forthcoming decisions.

12 **Late Items**

Consideration of any late items as follows:

- a) Items added to the agenda papers and made available for public inspection.
- b) Items which the Chairman has agreed should be taken as matters of urgency by reason of special circumstances reported at the meeting.

13 **Exclusion of the Press and Public**

There are no restricted items for consideration.

NOTES

1. The press and public may be excluded from the meeting during any item of business where it is likely that there would be disclosure of "exempt information" as defined in section 100A of and Schedule 12A to the Local Government Act 1972.
2. Restrictions have been introduced on the distribution of paper copies of supplementary information circulated separately from the agenda as follows:
 - a) Members of the Overview & Scrutiny Committee, the Cabinet and Senior Officers receive paper copies of the supplements (including appendices).
 - b) The press and public may view this information on the council's website here [here](#) unless they contain exempt information.
3. The open proceedings of this meeting will be audio recorded and the recording will be retained in accordance with the council's information and data policies. If a member of the public enters the committee room or makes a representation to the meeting, they will be deemed to have consented to being audio recorded. If members of the public have any queries regarding the audio recording of this meeting, please liaise with the contact for this meeting at the front of this agenda.
4. Subject to the provisions allowing the exclusion of the press and public, the photographing, filming or recording of this meeting from the public seating area is permitted. To assist with the management of the meeting, anyone wishing to do this is asked to inform the chairman of the meeting of their intention before the meeting starts. The use of mobile devices for access to social media is permitted, but these should be switched to silent for the duration of the meeting. Those undertaking such activities must do so discreetly and not disrupt the meeting, for example by oral commentary, excessive noise, distracting movement or flash photography. Filming of children, vulnerable adults or members of the audience who object should be avoided.

