

JOHN WARD

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A meeting of the **Overview & Scrutiny Committee** will be held in Committee Room 2 - East Pallant House on **Tuesday 19 November 2019 at 9.30 am**

MEMBERS: Mr A Moss (Chairman), Mr T Johnson (Vice-Chairman), Mrs C Apel, Mrs T Bangert, Mr A Dignum, Mr K Hughes, Mr D Palmer, Mr C Page, Mr H Potter, Mrs S Sharp and Mr A Sutton

AGENDA

1 Chairman's Announcements

Any apologies for absence will be noted at this point.

2 Minutes

To approve the minutes of the Overview and Scrutiny Committee meeting held on 10 September 2019 (*copy to follow*).

To receive an update on progress against recommendations made to the Cabinet and the 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 noon 2 working days before the meeting is available upon request from Democratic Services (the contact details for which appear on the front page of this agenda).

6 Cabinet Member for Environment and Chichester Contract Services Address (Pages 1 - 9)

The Cabinet Member for Environment and Chichester Contract Services is invited to present her priorities and areas of focus over the coming months and to answer questions from the Committee on progress towards achieving the priorities within her portfolio.

7 Reducing Single Use Plastics - Monitoring and Review (Pages 11 - 23)

The Committee is asked to note the progress on the Council's Single Use Plastics Action Plan.

8 Annual Review of Business Improvement Business District (BID) (Pages 25 - 54)

The Committee is requested to note the annual report relating to Chichester Business Improvement District (BID) performance.

- 9 **Chichester Festival Theatre Monitoring Report** (Pages 55 - 133)
To receive the annual report from Chichester Festival Theatre and assess performance in line with the agreed monitoring framework.
- 10 **Consultations Task and Finish Group** (Pages 135 - 138)
The Committee is asked to note the report relating to the review on planning consultations carried out by the Task and Finish Group and to confirm that they are satisfied with the progress made to date and are in agreement with the proposed future improvements.
- 11 **Corporate Plan Review Task and Finish Group** (Pages 139 - 141)
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 2019/20 Corporate Plan mid-year progress report.
- 12 **Budget Review Task and Finish Group** (Page 143)
The Committee is requested to note the terms of reference and scoping outline plan for the Budget Review Task and Finish Group and agree membership of the Group.
- 13 **Forward Plan** (Pages 145 - 158)
Members are requested to consider the latest Forward Plan and whether any items should be added to the Committee's Work Programme.
- 14 **Work Programme** (Pages 159 - 161)
The Committee is requested to consider the latest Work Programme.
- 15 **Late Items**
Consideration of any late items as follows:
- Items added to the agenda papers and made available for public inspection.
 - Items which the Chairman has agreed should be taken as matters of urgency by reason of special circumstances reported at the meeting.
- 16 **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](#) 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.