



Minutes of the meeting of the **Overview & Scrutiny Committee** held in Committee Room 2, East Pallant House on Tuesday 18 June 2019 at 2.00 pm

Members Present: Mr A Moss (Chairman), Mr T Johnson (Vice-Chairman), Mrs C Apel, Mrs T Bangert, Mr J Elliott, Mr K Hughes, Mr H Potter, Mrs S Sharp and Mr A Sutton

Members not present: Mr M Bell and Mr D Palmer

In attendance by invitation:

Officers present: Mrs L Rudziak (Director of Housing and Communities), Mr D Hyland (Community and Partnerships Support Manager) and Mrs S Peyman (Divisional Manager for Culture)

279 **Chairman's Announcements**

Apologies were received from Mr Bell and Mr Palmer.

280 **Minutes**

RESOLVED

That the minutes of the meeting held on 12 March 2019 be approved and signed by the Chairman as a correct record.

Matters Arising: Minute 274: Ice Skating Review – Mrs Apel read out the Committee's recommendation made at its last meeting to Cabinet and the Cabinet's resolution.

Miss Davis read out an update from Mrs Peyman on the reinstatement of Priory Park, Chichester.

Mrs Peyman advised that full details of all the costs involved to the Council had not yet been completed, as the project had not yet been signed off. She undertook to provide a cost breakdown to the Committee for the reinstatement works once the project had been completed.

281 **Urgent Items**

There were no urgent items.

282 **Declarations of Interests**

Mrs Apel declared a personal interest as the Chichester District Council's representative on the Pallant House Gallery Trust and Company.

283 Public Question Time

There were no public questions.

284 Pallant House Gallery Monitoring Report

The Committee considered this report circulated with the agenda.

Mrs Peyman was joined by Mr Simon Martin who presented the report and provided a summary of the year.

Mr Martin expressed thanks to Mrs Pam Dignum, the Council's previous representative on the Pallant House Gallery Board of Trustees and was delighted to have Mrs Apel as the Council's new appointee.

He outlined Pallant House Gallery's annual report. In particular he explained how children and young people were encouraged to visit the gallery and the range of incentives in place to encourage everyone to visit. With regard to the art on view, the Gallery was trying to be more diverse in the types of paintings on display. A number of the paintings were loaned out to other organisations in this Country and to other countries, which was a great advert for the Gallery. With regard to financial governance, the 2018-2019 accounts were currently being audited.

Mrs Peyman added that as part of the monitoring framework an annual report was reported to this Committee. The Gallery's funding was split into two tranches, being released on 1 April and 1 October each year, but was first subject to confirmation that the Arts Council England funding was in place. Confirmation had been received that it was in place until 2022. Paragraph 4.1 set out the activities and the required measurements to be achieved under the monitoring framework. Mrs Peyman confirmed that having reviewed the monitoring framework she had no concerns with the performance of Pallant House Gallery, and advised that all the requirements appeared to be covered clearly in the report.

Members asked the following questions of Mr Martin:

- *We have heard some of the initiatives in place to attract young people. Are there other initiatives in place for other age ranges?:* Mr Martin advised that visitor numbers for older people were very good. The initiatives for young people were in place as the Gallery struggled to attract this age group, as they were working, had less free time and a wide range of different choices of what to do with the spare time they did have. It had been noticed that a key way to attract this age range was programming. The contemporary artist Nick Goss had held his first museum exhibition at the Gallery, which had attracted younger people, largely through social media. The post-impressionist Harold Gillman had attracted a different audience. Having both these exhibitions at the Gallery at the same time had created a cross fertilisation as their exhibitions were, therefore, seen by both the young and old, creating a cross fertilisation. The evening yoga was an opportunity to attract people who would not normally visit. The 'summer lates' evenings were created to attract young people who often did not want formal learning experiences but were looking for different types of experiences. The Gallery was also attracting younger families to take part in creative activities with their children.

- *How was the Gallery embracing new technology- In particular it was expected that Facebook's proposal for a new digital currency 'libra' would attract young people? – Does the Gallery keep track of these developments and look to see if they could be made use of?:* The gallery employed a part time Communications Assistant on Facebook, twitter and Instagram. The Gallery was working with the Arts Council digital champion about investing in short films and digital screens had been installed in the reception area. The Gallery was open to using holographic technology, but would depend on funding and if the issues concerning the Gallery's physical structure could be overcome.
- *Can the Community Workshops be taken on the road to community and youth groups?:* One of the roles of the Gallery's Community Programme Manager was to look at what the Gallery could do on a long term sustained support basis and not make it a box ticking exercise. An issue was the space available at the Gallery for workshops and the only way a lot of these could be undertaken was at a venue outside of the Gallery. The Gallery had found that increasingly schools could no longer afford the transport costs.
- *With regard to the audience profiling report, was this representative of the District and if not what was the Gallery doing to reflect the ethnic balance of the District?:* The Gallery always tried to increase the diversity of the visitors, however, it was not easy, and what the Gallery tried to do was to create a place that was open and welcoming. The Gallery's values were important to it, so that anyone who walks through the door felt welcome, and looked to remove any barriers. The Chichester Access Group had recently undertaken a disability audit, which identified a number of actions that the Gallery was currently working on. The Gallery had received a number of awards for its access when the new wing opened, but standards had changed over the last 12 years. With regard to increasing the ethnicity of visitors, this was dependent on the Gallery's funding and at the moment it was not able to work with as many groups as it wished to.
- *How does the Gallery work with other organisations in the District?:* The Gallery worked with other organisations in various ways, including marketing partnerships. The Gallery had reciprocal advertisements with Chichester Festival Theatre. E-bulletin cross marketing took place. Discussions were taking place with the Novium concerning an exhibition in two years' time to mark a number of local arts anniversaries. He was a member of the Chichester Cathedral Fabric Advisory Committee. The Gallery and the University of Chichester were putting together a memorandum of understanding to attract as much student use of the Gallery as possible, including student placements. However, regrettably the closure of the Otter Gallery had slowed down developments, as the Gallery had been working with the students as part of its community programme. The Gallery also worked with the Chichester College. Further afield the Gallery was part of 'Sussex Modern' consisting of various organisations, including local organisations, such as West Dean and Cass Sculpture Foundation. The Gallery was also looking to work with the County Council on tourism initiatives, including an advertisement at Gatwick airport and other local attractions. More was planned to move into cultural tourism with various discussions having taken place with Visit Chichester and Chichester BID. The Chairman commented that it was important to build upon these opportunities. Mrs Peyman added that as part of the Chichester Vision project, the Council will look into the formation of a cultural partnership across the District to pull together networking, opportunities to set up marketing initiatives and outreach education initiatives.

- *Do you analyse how people travel to visit the Gallery and is the Gallery looking at becoming carbon neutral?:* The cycle racks were recently been put in place following a long delay by the County Council. The use of public transport was encouraged. The short visitor interviews often asked what their mode of transport to the Gallery had been. The Gallery took part in car free Chichester Day. The Gallery had an Environmental Sustainability action plan. The Gallery's extension was the first public museum in this Country to have a geo thermal heating and cooling system. All electricity used was now renewable and the Gallery was in the process of changing its gas provider. A plan was in place to replace the lighting from halogen to LED which would have a significant long term cost benefit, albeit with an initial cost investment. With regard to the Museum's purchase of the adjoining Coach House, the District Council's planning officers had advised that solar panels were not permitted in a conservation area. He suggested that this issue was something to be re-considered.

The Committee thanked both Mr Martin and Mrs Peyman for their excellent report.

Mr Martin added that one of the issues the previous Council representative had been concerned with were the maintenance issues concerning Pallant House, which was a Grade I listed building. Part of the Gallery and explained that over the last couple of years there had been issues with the roof leaking. The District Council that was responsible for the exterior of the building and the Gallery for the interior. But if the roof leaked it affected the interior maintenance. He asked for a maintenance plan to be put in place to ensure the building was cared for in the future. The Chairman advised that the matter would be looked into as soon as possible and officers would be in contact with their thoughts and ideas.

The Committee welcomed the open invitation from Mr Martin for a familiarisation visit to the Gallery over the summer.

RESOLVED

That the annual report from Pallant House Gallery be received and agree that performance is in line with the monitoring framework.

285 Overview and Scrutiny Committee's 2018-2019 Annual Report and 2019-2020 Work Programme

The Committee considered the report circulated with the agenda.

Mr Hyland introduced the Annual report and provided a brief overview of the process. The previous Chairman, Mrs Apel advised that the Committee had done a large amount of good work during the previous year.

Officers undertook to circulate the results of the annual survey on scrutiny at Chichester District Council sent to members of the Overview and Scrutiny Committee and the wider membership.

Mrs Rudziak undertook to chase up the report requested from the Sussex Police and Crime Commissioner for a detailed account of how the precept increase has been spent.

Mr Hyland explained that the draft Work Programme had been agreed at the Committee's Annual Workshop, which was held to look back at the Committee's work over the past year and to look at the work to be undertaken this year. The Chairman asked members for any suggested changes and additional topics they would like added to the work plan, in particular for the next meeting on 10 September 2019.

During the discussion the Committee made the following amendments to the Work Programme received answers to questions including the following:

- *Task and Finish Groups (TFGs):* The terms of reference for the Corporate Plan TFG presented to the Committee each year were broadly the same and the Committee could amend if they wished. In formulating the TFG it was helpful for the whole Committee to have a broad understanding of the projects being monitored to help direct the TFGs in terms of where they should be scrutiny is best placed. The Corporate Plan was available to all members to view if they wished to view the Council's priorities. When considering the Terms of reference, members would be able to identify the topics that the TFG should be concentrating on. Officers undertook to provide the Committee with the terms of reference for the three TFGs.
- *Sickness Level Report - It was felt that a deeper investigation was required, in particular concerning staff workloads, which were considered a strategic issue:* Mrs Rudziak explained that the Committee's discussions had resulted in the Absence Management procedure being revised and suggested that members wait to see the impact of the revisions before deciding if more work was required. It was noted that sickness levels were already falling. Mr Hyland undertook to circulate the papers previously circulated to the Committee so that members could see the work previously considered. Add update report for six months' time.
- *There should be more communication between the rural Midhurst, Selsey and Petworth vision delivery plans and the City Chichester Vision, with the sharing of ideas as some were relevant to both the rural and city areas, with equal focus on all:* Mrs Rudziak suggested that the Committee could add this as a future item in itself for the Committee to consider to see if there were any further particular issues that required further investigation. The issue would be discussed further outside of the meeting, to include input from the Marketing and Communications Team, concerning communication and the perception that the Council was 'citycentric' and a paper reported to the Committee at an appropriate time.
- *Council's Temporary Accommodation:* The Chairman advised that the project was ongoing and a report would be brought back for the Committee to review the project once the building worked had been completed and was occupied.
- *Cabinet Member Presentations:* Cabinet Member for Environment and Chichester Contract Services to address the Committee at the same meeting that the report on reducing single use plastics was considered. Mrs Rudziak advised that the Committee would be required to prepare a scope for the Portfolio Holder. Add to November.

- *Task and Finish Groups:* The Leader of the Council intended to set up a Cabinet task and finish group to look at events and markets.
- *Environmental Issues - Single use plastics and recycling officer:* A further more focused report on environmental issues that addressed climate change was agreed. The new Waste and Environment Panel's terms of reference would be considered by Cabinet in July. This Committee would see the terms of reference and would be able to suggest items for inclusion on the agenda. It was agreed that members Add to November.
- *Police and Crime Commissioner:* A further letter was requested to be written to Katy Bourne asking her to make time to come to attend a meeting of the Committee. It was agreed that this suggestion would be discussed outside of the meeting.
- *WSSC Children and Young People's Services Select Committee:* It was agreed that Mrs Apel would resume observing these meetings as a member of public and report back to the Committee.
- *WSSC Health and Adults Social Care Select Committee:* The Chairman asked Mrs Bangert, the Council's representative, to report back to the Committee by email.
- *Cabinet Members:* Invite all Cabinet members to address the Committee over the next two years and give them a clear brief.
- *Cabinet Member for Finance, Growth, Place and Regeneration:* Mr Dignum. Chichester Vision, Chichester BID, Chichester Retail and Southern Gateway. Add to September.
- *Public Attendance at Meetings:* It was commented that there were no public in attendance today. The Chairman of the Council, sitting in the audience, advised that she did 'tweets' as a way of encouraging more speakers at the Council meeting. She would be happy to do it for other meetings as well. It was suggested that members of the Council could promote items and talk to the parishes. There could also be some involvement from the Communications Team. The Committee would like to encourage the public to see the scrutiny it was undertaking and to ask questions.
- *WSSC Highways Infrastructure – Current poor air quality areas and also the effect the planned infrastructure works would have on air quality:* Officers advised that West Sussex Highways could be invited to the Committee to contribute to the Air Quality Action Plan item in respect of their WSSC Road Audit, Traffic Plan and the implementation of the different highways schemes. It was noted that the various road traffic audits fed into the County and District Joint Air Quality Working Group. Mrs Purnell addressed the Committee from the audience to advise that observers at the County local area committees were able to raise these issues at the meetings and ask what WSSC could do to alleviate the issues. The Chairman advised that there were two aspects to this topic, the first was the District Council's Air Quality Action Plan and the second was the air quality that was the responsibility of WSSC. It was agreed that this topic would be worked on outside of the meeting to ensure both the District and County issues were dealt with properly. Add to January.
- *Southern Gateway timing of meetings:* Daytime public meetings about the project were likely to affect shopkeepers' attendance. Mrs Rudziak advised that they would be given other opportunities to be provided with the details, including at the Annual business rates meeting, and reports on the High Street would be considered in the next 6 months. It was suggested that members speak to individual shopkeepers and report their views back.

- *Evening Meetings:* The Chairman advised that, with regard to the involvement of the public and businesses in Committee business, where appropriate meetings should be held in the evenings.

The Chairman suggested that members may wish to think about the proposed Work Programme and anything they wished to change for future months. The amendments and suggestions to the Work Programme would be made outside of the meeting and members would be kept informed.

RESOLVED

- 1) That the Committee's 2018-2019 Annual Report be agreed.
- 2) That the Committee's 2019-2020 Work Programme be agreed.

RECOMMENDED TO COUNCIL

That the Overview and Scrutiny Committee's 2018-2019 Annual Report be noted.

286 Forward Plan

The Committee considered the Cabinet's Forward Plan for the period July to October 2019.

Mr Hyland explained that the Forward Plan listed future items proposed to be considered by Cabinet. The Committee could suggest adding items from the Forward Plan to this Committee's Work Plan if they wished.

The Chairman asked the Committee to look at the Forward Plan in more detail outside of the meeting to see if there were any particular items that this Committee should think about for consideration at its next meeting. With regard to the 9 July entry for the appointment of a Climate Change Officer, this item would be removed from the Forward Plan as the terms of reference only required approval at the Environment Panel. The Chairman advised that there would be the opportunity for members to feed into the terms of reference and he would submit a paper for consideration.

With regard to food waste collection trials, a member commented that the Government may in future issue a directive concerning this. The Chairman advised that this matter would be discussed at both the Environment Panel and Cabinet. He suggested that members read the report in detail and if they considered it should be brought to this Committee, they should do it in good time before Cabinet as this Committee needed to think further ahead in its work programming.

287 Late Items

There were no late items.

The meeting ended at 4.05 pm

CHAIRMAN

DATE

