

**JOHN WARD**  
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A meeting of the **Overview & Scrutiny Committee** will be held in the Committee Rooms, East Pallant House on **Tuesday 12 September 2023 at 2.00 pm**

MEMBERS: Mrs D Johnson (Chairman), Ms B Burkhart (Vice-Chairman),  
Mr J Brookes-Harmer, Mr C Hastain, Ms O Hickson, Ms E Newbery,  
Mr H Potter, Ms S Quail, Mrs S Sharp, Mr C Todhunter and Mr J Vivian

## AGENDA

1 **Chairman's Announcements**

Any apologies for absence will be noted at this point.

2 **Minutes** (Pages 1 - 4)

To approve the minutes of the Overview and Scrutiny Committee meeting held on 4 July 2023.

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 by no later than noon 2 working days before the meeting is available [here](#) or from the Democratic Services Officer (whose contact details appear on the front page of this agenda).

6 **Corporate Plan Review Task & Finish Group Terms of Reference and Membership** (Pages 5 - 6)

The Overview and Scrutiny Committee are asked to consider and agree the terms of reference for the Corporate Plan Review (TFG) and agree its membership.

7 **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.

8 **Exclusion of the Press and Public**

The Committee is asked to consider in respect of the following item(s) whether the

public, including the press, should be excluded from the meeting on the grounds of exemption under Parts I to 7 of Schedule 12A of the Local Government Act 1972, as indicated against the item and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information. **The reports dealt with under this part of the agenda are attached for members of the Overview and Scrutiny Committee and senior officers only (salmon paper).**

## 9 **Corporate Efficiencies Programme**

The Overview and Scrutiny Committee are asked to consider the attached report and appendix and make the recommendation as set out in section 3.1 of the staffing confidential report.

*Please note this is circulated to members and senior officers only.*

## NOTES

1. The press and public may be excluded from the meeting during any item of business wherever 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. The press and public may view the report appendices which are not included with their copy of the agenda on the Council's website at Chichester District Council Minutes, agendas and reports unless they contain exempt information.

3. Subject to Covid-19 Risk Assessments members of the public are advised of the following;

- Where public meetings are being held at East Pallant House in order to best manage the space available members of the public are in the first instance asked to listen to the meeting online via the council's committee pages.
- Where a member of the public has registered a question they will be invited to attend the meeting and will be issued a seat in the public gallery.
- You are advised not to attend any face to face meeting if you have symptoms of Covid.

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 intentions 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. [Standing Order 11.3 of Chichester District Council's Constitution]