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A meeting of **Overview & Scrutiny Committee** will be held in Committee Room 2 - East Pallant House on **Tuesday 18 September 2018 at 9.30 am**

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

AGENDA

- 1 **Chairman's Announcements**
Any apologies for absence will be noted at this point.
- 2 **Minutes** (Pages 1 - 9)
To approve the minutes of the Overview and Scrutiny Committee meeting held on 19 June 2018.

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 12:00 on 17 September 2018 is available upon request from Democratic Services (the contact details for which appear on the front page of this agenda).
- 6 **Chichester Enterprise Centre** (Pages 11 - 25)
The Overview and Scrutiny Committee is requested to consider the Post Project Evaluation (PPE) report for the Chichester Enterprise Centre development and make any recommendations to Cabinet.

- 7 **Council Tax Review of Locally Defined Discounts and Premia** (Pages 27 - 31)
The Overview and Scrutiny Committee is requested to make the following recommendations to the Cabinet:
1. That the council tax discounts proposed in appendix 1 be applied for the 2019-2020 financial year
 2. That the council tax empty homes premium be set at 100% for the 2019-2020 financial year
- 8 **Leisure Services Performance Review** (Pages 33 - 159)
The Overview and Scrutiny Committee is requested to review the 2017-18 Annual Report from Everyone Active (Sport and Leisure Management Ltd) and agree that the contractor has achieved satisfactory levels of performance against the outcomes set out at paragraph 3.0 of the 2017-2018 annual report.
- 9 **Reducing Single Use Plastics** (Pages 161 - 172)
The Overview and Scrutiny Committee is requested to provide comment on the Single Use Plastics Action Plan and recommend it to the Cabinet for approval.
- 10 **Southern Gateway Regeneration - Development Brief** (Pages 173 - 189)
The Overview and Scrutiny Committee is requested to provide comment to the Cabinet on the draft Development Brief.
- 11 **Housing standards and future needs - Report of the Task & Finish Group**
(Pages 191 - 227)
The Overview and Scrutiny Committee is requested to consider and endorse the recommendations made by the Task and Finish Group in paragraphs 1.1 to 1.8 of the report.
- 12 **Corporate Plan Review - Terms of Reference** (Pages 229 - 230)
The Overview and Scrutiny Committee is requested to note the terms of reference and scoping outline plan for the Corporate Plan Review Task and Finish Group and agree membership of the Group.
- 13 **Forward Plan** (Pages 231 - 246)
Members are requested to consider the latest Forward Plan and whether any items should be added to the Committee's Work Programme.
- 14 **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.
- 15 **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 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.