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A meeting of the **Overview and Scrutiny Committee** will be held in Committee Room 2 at East Pallant House East Pallant Chichester on **Tuesday 19 June 2018 at 09:30**

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, Mr A Shaxson and Mr N Thomas

AGENDA

1 **Chairman's Announcements**

The chairman will make any specific announcements.

Any apologies for absence that have been received will be noted at this point.

2 **Approval of Minutes** (pages 1 to 9)

The Overview and Scrutiny Committee is requested to approve as a correct record the minutes of its meeting on Tuesday 15 May 2018, a copy of which is circulated with this agenda.

The Overview and Scrutiny Committee will receive an update on progress against its recommendations to the Cabinet and the Council.

3 **Late Items**

The chairman will advise of any late items which will be given consideration under agenda item 13 (a) or (b).

4 **Declarations of Interests**

Members are requested to make any declarations of disclosable pecuniary, personal and/or prejudicial interests which they might have in respect of matters on the agenda for this meeting.

5 **Public Question Time**

In accordance with Chichester District Council's scheme for public question time and with reference to standing order 6 in part 4 A and section 5.6 in Part 5 of the Chichester District Council *Constitution*, the Cabinet will receive any questions which have been submitted by members of the public in writing by 12:00 on the

previous working day. The total time allocated for public question time is 15 minutes subject to the chairman's discretion to extend that period.

6 The Novium Museum (pages 10 to 13)

The Overview and Scrutiny Committee is requested to consider the agenda report and to make the following resolution and the recommendation to the Cabinet:

A - RESOLUTION

That the the progress made on the procurement project for the management of the Novium Museum and Tourist Information Services be noted.

B - RECOMMENDATION

That the Cabinet approves the proposal in paras 5.1 and 5.2 of the agenda report.

7 Sickness Levels within Chichester District Council (pages 14 to 38)

The Overview and Scrutiny Committee considers the agenda report and its four appendices and is requested to consider the following recommendation:

That the Overview and Scrutiny Committee reviews the current position regarding sickness absence within Chichester District Council and the proposed actions as set out in paras 5.1 to 5.5 of the agenda report.

8 Consultation Review Task and Finish Group - Terms of Reference and Scoping Outline Plan (pages 39 to 40)

The Overview and Scrutiny Committee is requested to note the attached terms of reference and scoping outline plan for the Consultation Review Task and Finish Group.

9 Overview and Scrutiny Committee's 2017-2018 Annual Report and 2018-2019 Work Programme (pages 41 to 50)

The Overview and Scrutiny Committee is requested to consider the agenda report and its two appendices and to make the following resolution and recommendation:

A – RESOLUTION

That the Overview and Scrutiny Committee's 2017-2018 Annual Report and the 2018-2019 Work Programme be agreed.

B - RECOMMENDATION

That the Overview and Scrutiny Committee's 2017-2018 Annual Report and the 2018-2019 Work Programme be noted.

10 Forward Plan (pages 51 to 65)

The Overview and Scrutiny Committee is requested to consider the attached latest

version of the Forward Plan and to consider whether it wishes to enquire into any of the forthcoming decisions.

11 **Late Items**

- (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 to be reported at the meeting

12 **Exclusion of the Press and Public**

The Overview and Scrutiny Committee is requested in respect of agenda item 13 (Award of a Services Concessions Contract) to make a resolution that the public including the press should be excluded from the meeting on the following grounds of exemption in Schedule 12A to the Local Government Act 1972 namely Paragraphs 1 (information relating to any individual) and 3 (information relating to the financial or business affairs of any particular person (including the authority holding that information)) 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.

13 **Award of a Services Concessions Contract** (pages 66 to 81)

The Overview and Scrutiny Committee is requested to consider the confidential Part II exempt* agenda report and its appendix (printed on salmon paper for members and relevant officers only) and

- (a) to note the outcome of the review and (b) to make any comments to the Cabinet on the proposal outlined in para 5 of the agenda report.

*[**Note** The grounds for excluding the public and press during this item are that it is likely that there would be a disclosure to them of 'exempt information' of the description specified in Paragraphs 1 (information relating to an individual) and 3 (information relating to the financial or business affairs of any particular person (including the authority holding that information)) of Part I of Schedule 12A to the Local Government Act 1972]

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 and 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 Chichester District 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 Chichester District 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.