

JOHN WARD
Director of Corporate Services

Contact: Democratic Services on 01243 534685
Email: democraticservices@chichester.gov.uk

East Pallant House
1 East Pallant
Chichester
West Sussex
PO19 1TY
Tel: 01243 785166
www.chichester.gov.uk



A meeting of **Overview & Scrutiny Committee** will be held in Committee Room 2 - East Pallant House on **Tuesday 13 November 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 - 8)
To approve the minutes of the Overview and Scrutiny Committee meeting held on 18 September 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 12 November 2018 is available upon request from Democratic Services (the contact details for which appear on the front page of this agenda).
- 6 **Review of Business Improvement District (BID)** (Pages 9 - 36)
The Committee is requested to note the report relating to Chichester Business Improvement District (BID).
- 7 **Visit Chichester Monitoring Report** (Pages 37 - 49)
The Committee will receive the six monthly update from Visit Chichester and is requested to assess performance in line with the Service Level Agreement.

- 8 **Novium Business Plan Update** (Pages 51 - 53)
The Committee is requested to note the progress made to date on the development of a business plan for the Novium Museum and Tourist Information Services.
- 9 **Pallant House Gallery Monitoring Report** (Pages 55 - 77)
The Committee will receive the six monthly update from Pallant House Gallery and is requested to assess the performance in line with the monitoring framework.
- 10 **Communications between CDC and South Downs National Park Authority (SDNPA) - Review** (Pages 79 - 85)
The Committee is requested to note and comment on the feedback by CDC Members in relation to communications with the SDNPA since the Overview and Scrutiny Committee meeting on 14 November 2017 and to accept the invitation of the SDNPA to hold a further meeting to address any outstanding concerns.
- 11 **Consultation Review Task and Finish Group Update**
Officers will provide the Committee with an oral update.
- 12 **Corporate Plan Review Task and Finish Group Final Report** (Pages 87 - 134)
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 2018/19 Corporate Plan mid-year progress report.
- 13 **Budget Review Task and Finish Group Terms of Reference** (Page 135)
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.
- 14 **Forward Plan** (Pages 137 - 150)
Members are requested to consider the latest Forward Plan and whether any items should be added to the Committee's Work Programme.
- 15 **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.
- 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 [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.