

**JOHN WARD**  
Director of Corporate Services

Contact: Democratic Services on 01243 534685  
Email: [democraticservices@chichester.gov.uk](mailto:democraticservices@chichester.gov.uk)

East Pallant House  
1 East Pallant  
Chichester  
West Sussex  
PO19 1TY  
Tel: 01243 785166  
[www.chichester.gov.uk](http://www.chichester.gov.uk)



A meeting of the **Overview & Scrutiny Committee** will be held in Committee Room 2 - East Pallant House on **Tuesday 15 January 2019 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 - 12)  
To approve the minutes of the Overview and Scrutiny Committee meeting held on 13 November 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 14 January 2019 is available upon request from Democratic Services (the contact details for which appear on the front page of this agenda).
- 6 **Policing in Chichester District**  
Following the November 2018 meeting the Committee invited the Police Crime Commissioner and Chief Inspector to attend this meeting.
- 7 **Chichester Festival Theatre Monitoring Report** (Pages 13 - 76)  
The Committee is requested to receive the annual report from Chichester Festival Theatre and assess performance in line with the monitoring framework.

- 8      **Novium Business Plan Update** (Pages 77 - 120)  
The Committee is requested to receive the business plan for the Novium Museum and Tourist Information Services and recommend to Cabinet for approval.
- 9      **Update on progress relating to the management and levels of sickness within Chichester District Council** (Pages 121 - 122)  
The Committee is requested to note the progress over the last six months and latest sickness absence figures.
- 10     **Amendments to the Housing Allocations Scheme** (Pages 123 - 124)  
The Committee is requested to note the amendments to Chichester District Council's Housing Allocations Scheme which clarify the eligibility of members of the Armed Forces and former Service Personnel to join the Council's Housing Register.
- 11     **Budget Review Task and Finish Group feedback**  
Mr Lloyd-Williams and Mrs Belenger will provide an oral report on the outcomes from this review.
- 12     **Community Safety Review Task and Finish Group Terms of Reference** (Pages 125 - 126)  
The Committee is requested to note the terms of reference and scoping outline plan for the Community Safety Review Task and Finish Group and agree membership of the Group.
- 13     **Revised Joint Scrutiny Terms of Reference and Protocol** (Pages 127 - 130)  
The Committee is requested to note the protocol for joint scrutiny with West Sussex borough and district councils which was recently agreed by the West Sussex Joint Scrutiny Steering Group (JSSG).
- 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 [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.