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Minutes of the meeting of the **Overview & Scrutiny Committee** held in Committee Room 2 - East Pallant House on Tuesday 15 January 2019 at 9.30 am

**Members Present:** Mrs C Apel (Chairman), Mrs N Graves (Vice-Chairman), Mr P Budge, Mrs P Dignum, Mr N Galloway, 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

**Members not present:** Mr M Dunn and Mr G Hicks

**In attendance by invitation:**

**Officers present:** Mrs H Belenger (Divisional Manager for Financial Services), Miss L Higenbottam (Democratic Services), Mrs J Hotchkiss (Director of Growth and Place), Mr D Hyland (Community and Partnerships Support Manager), Mr J Mildred (Divisional Manager for Corporate Services), Mrs E Reed (Environmental Housing Manager), Mrs L Rudziak (Director of Housing and Communities), Mrs S Peyman (Divisional Manager for Culture), Ms S Thorndyke (Museum and TIC Manager) and Mrs L Grange (Divisional Manager for Housing)

## 255 **Chairman's Announcements**

The Chairman welcomed all those present and read out the emergency evacuation procedures.

Apologies for absence had been received from Graham Hicks.

## 256 **Minutes**

### **RESOLVED**

The minutes of the meeting of 13 November 2018 were approved and signed as a correct record.

Matters Arising:

Re: minute 245 from 13 November 2018 Mrs Murphy will be circulating statistics relating to the use of the Christmas Park and Ride service shortly. With reference to Mr Ransley's proposal an update on the BID will be added to the OSC work programme.

Re: minute 248 from 13 November 2018 Mrs Peyman circulated the Novium donation figures to OSC members. On 10 November 2018 Mrs Peyman passed the recommendation onto the Novium TFG.

Re: minute 249 from 13 November 2018 the request for a member protocol to explain the SDNPA planning application process and red carding has been noted. The meeting between the SDNPA and members has been delayed until after the District Elections.

Re: minute 251 from 13 November 2018 invitations were sent to Chief Inspector Kris Ottery and the Police Crime Commissioner Katy Bourne and policing in Chichester District will be discussed at item six.

## 257 **Urgent Items**

There were no urgent items.

## 258 **Declarations of Interests**

Dr O'Kelly declared a personal interest in respect of agenda item six as a Sussex magistrate.

The following members declared a personal interest in respect of agenda item seven as friends of Chichester Festival Theatre (CFT):

- Mrs Apel
- Mrs Dignum
- Mrs Graves
- Dr O'Kelly
- Mrs Plant

Mrs Apel also declared a personal interest in respect of agenda item seven as a CFT volunteer chaperone.

## 259 **Public Question Time**

There were no public questions.

## 260 **Policing in Chichester District**

Chief Inspector Kris Ottery introduced himself and his colleague Inspector Sharon Sawyer. It was noted that the Police Crime Commissioner Katy Bourne had responded to the Committee's invitation but was unable to attend the meeting. Chief Inspector Ottery clarified that the level of crime in the district had increased but this was true of the majority of the country. Due to the current trend for vehicle related crime in beauty spots Sussex Police continue to work with a number of other local Police forces towards making significant arrests. He explained that whilst some arrests had been made catching organised criminals across a wide geographical area presents many challenges.

On behalf of the Committee Mrs Apel asked Chief Inspector Ottery and Inspector Sawyer the following questions (answers in italics):

- What is happening regarding the ongoing theft from motor vehicle (TRMV) offences around the car parks in the area? The incidents have been ongoing since early summer last year and there are still reports of more incidents happening. *Due to the large number of incidents a lot of Police resource has gone into catching those involved however it can be difficult when the activity spans a wide geographical area.*
- Following the closure of some police stations what are Sussex Police doing to reassure local communities in rural areas that they are going to get a quick response to emergencies? *Response teams are still based at Chichester and Bognor Police Stations. When officers arrive on shift they are allocated an area to proactively patrol depending on the day's events and when required will be deployed to deal with an incident. There are also Police hubs in Midhurst, Petworth and Selsey that can be utilised. With regard to the closure of the custody suite in Chichester a cost analysis exercise took place and it was not deemed cost effective to maintain the service. However, those requiring interview but not custody can still be seen in Chichester.*
- Will the council tax increase and government grant result in 200 more Police in Sussex? *There are now four additional people on the Neighbourhood Policing Team taking the numbers from seven to 11. The Missing Persons team has also seen recent investment as has the Community Investigation team.*
- Is the shortage of Police the main reason for the drop in crimes solved across the country? *A greater number of Police officers would in turn be likely to make a greater difference to crime however good results are still being achieved.*
- What is the reason for shoplifters not being charged if the value of the theft is under £50? *There is no specific cut off value for investigating shoplifting. Whether to investigate is decided on a case by case basis. It often depends on what other criminal activity (if any) an individual has been involved with. Early intervention is taken very seriously with partnership work involving social care and other agencies. The Police also have a good partnership with the council's own officers.*
- How are the Police tackling cyber-crime? *A Police Community Support Officer (PCSO) has visited approximately 5000 people to help prevent this type of crime. Visits have been targeted at the vulnerable and those who work with the vulnerable. A Cyber Crime Unit has also been established in Sussex for more complex cases. The local banks also operate Operation Signature. The banking protocol has helped to successfully catch a number of individuals associated with this type of crime.*
- How do the Police categorise and therefore determine whether to respond to a report of crime? *Individual cases are often harder to solve than a series of cases where a pattern of behaviour can be identified and investigated. The value of a crime, vulnerability and solvability are all considered when assessing the level of priority given to the response. The response time for reporting non-emergency crime online is something that is regularly raised with the Police Crime Commissioner and work is underway to look at the system. It is hoped that now online reporting is up and running the benefit will begin to become apparent. If a member wishes to report something to the*

*local Police they can use the local number and leave a voicemail or email the local Police direct. If a member of the public rings 999 and it is not an emergency the operator will ask them to call back 101.*

- *Do the Police still carry out investigations into burglaries? Burglaries are triaged based on the level of solvability which is decided on a case by case basis. It is recognised that a good level of support is important to victims following the level of intrusion they would have faced.*

Members also asked the following questions:

- *Do the Police still actively target suspects? Yes, this can be through investigation into other criminal activity the individual is involved in.*
- *Are most offenders locally based? A number of recent offenders have come from the Hampshire area and offend across Hampshire, Surrey, Thames Valley and Sussex.*
- *Could a community 'purchase' a Police officer? There has been much discussion about the possibility but the main issues remain that there would be additional costs and consideration has to be given to the affordability versus need. It is likely that those areas that would benefit most would be those unable to make the purchase.*
- *Are there any initiatives for the prevention of drugs? One big priority is prevention of county drug lines and cuckooing. As much as possible is being done through partnerships to work with potential victims.*
- *What are the Police doing to educate the public? Community events are held throughout the year and last year PCSO's attended a number of community events. Members are invited to apply online to go on patrol with Police officers in a 'ride along scheme'.*

In response to a number of individual cases Chief Inspector Ottery explained that if members provide case number details he would follow up the enquiries.

On behalf of the Committee Mrs Apel thanked Chief Inspector Ottery and Inspector Sharon Sawyer for their time.

## 261 **Chichester Festival Theatre Monitoring Report**

Mr Daniel Evans, Artistic Director for CFT and Ms Dale Rooks, Director of Learning for CFT introduced themselves. Mrs Peyman was also present.

Mrs Peyman introduced the annual monitoring report. She drew attention to section 4.1 of the report, in particular the table highlighting the activities and measures for the period April 2017 – March 2018.

Mr Evans then explained that CFT are proud of their partnership with the council and the association helps provide leverage for Arts Council funding as CFT is able to demonstrate economic and social impact in the local community. He confirmed that 2017/18 had been a record year with around 230,000 tickets sold, 83% capacity and seven national awards. He explained that people from 29 different countries had seen Fiddler on the Roof. He confirmed that 16-25 year old prologue tickets had been reduced to £5 which had resulted in a 133% rise in take up. He outlined the work of LEAP led by Ms Rooks which provided 3,200 sessions to over 60,000

participants. Mr Evans explained that the work with local schools had extended to over 6000 students with CFT offering relaxed performances aimed at those with autism. He confirmed that CFT had live streamed productions to the children's wards at St Richards and Worthing hospitals and hoped to continue to develop this over the next year. He explained that CFT operates a buddy scheme to provide a theatre companion for those not wanting to visit alone. He confirmed that CFT were the only theatre in the UK to receive an Arts Award positive practice award for a poetry project in partnership with The Chichester Centre (Graylingwell). He added that the year had also seen a performance for Her Majesty the Queen and the celebration of the Freedom of the City for astronaut Tim Peake.

Mr Evans then outlined the main challenges faced by CFT. He explained that there have been difficulties finding space to accommodate the number and diverse range of workshops, community events, rehearsals and performances the theatre offers. As a result CFT has started hiring space from Chichester City Council and also working with Chichester Rugby Club to provide staff parking. Mr Evans confirmed that the other main challenge continued to be transportation in particular the local train infrastructure and theatre parking.

Mr Evans and Ms Rooks responded to members questions as follows (answers in italics):

- Have CFT considered the route for staff walking back to the car park at the rugby club in the evening? *The path is lit but the area is dark so this is something being considered. The current arrangement is that chaperones and children walk back in groups.*
- Has CFT considered hiring the council's committee rooms? *No, but it is something that would be considered.*
- With reference to page 29 of the agenda pack what are the seven quality principles for children and young people? *The seven quality principles provided by the Arts Council are measured in a variety of ways including interviews, filming evidence and feedback. The principles are:*
  - *Striving for excellence*
  - *Emphasising authenticity*
  - *Being exciting, inspiring and engaging*
  - *Ensuring a positive child centred experience*
  - *Actively involving children in the work and decision making*
  - *Providing a sense of personal progression*
- What provision does CFT offer for the hard of hearing? *Loop hire is available. CFT have a large number of loops available but are looking to invest in additional equipment.*
- Why do some productions translate onto the CFT stage better than others? *Many productions are not created at CFT and require some production changes. The degree to which those changes are implemented varies based on who is running the production.*
- Will CFT be hosting more music concerts? *Recently 10cc performed and CFT also held a young people's rock concert. It has also been noted that people often come to the theatre for the first time when comedians are performing.*
- Will there be more live streaming of CFT performances? *In addition to the children's wards at St Richards and Worthing hospitals CFT has also live*

*streamed to Chestnut Tree House Children's Hospice and Great Ormond Street Children's Hospital. Other venues are being considered.*

- *What is being done to encourage people in their 30's and 40's to visit CFT? Next season will see something aimed specifically at that age group although it cannot be announced at this stage.*
- *Have the Arts Council given any indication about funding given the current political climate? No indication has been made that there will be any change.*
- *With reference to page 71 of the agenda pack does the deferred income brought forward indicate a change in trends? It is understood that the reference is due to a specific grant programme coming to an end rather than an indicative trend but a more detailed answer will be provided after the meeting. **Post meeting note:** In speaking to our Finance Director, this does not reflect a negative trend. Rather, the deferred income at this stage of the year in 2017 was exceptionally high due to particularly high sales for the first Festival Theatre production of the 2017 season. We believe this was due to high-profile casting, Richard Wilson in *Forty Years On* – a popular play by a popular playwright (Alan Bennett), and it being the opening production of Daniel Evans first season, which he was also directing – as referenced in our report (page 17 of the agenda pack) this particular production saw the highest number of tickets ever sold in the history of CFT for a single play. Deferred income moving into Festival 2018 was more reflective of the general level of advance sales we have experienced in previous years, with the positive exception of 2017. We would be happy to answer any further questions on this matter.*
- *What was the reason for the purchase of 67 Broyle Road? CFT had been experiencing a challenge in housing its performers and visitors and a strategic decision was made to purchase the house to provide accommodation.*

## **RESOLVED**

That the annual report from Chichester Festival Theatre be noted.

On behalf of the Committee Mrs Apel thanked Mr Evans, Ms Rooks and Mrs Peyman for their time.

The Committee took a short break.

## **262 Novium Business Plan Update**

Mr Peyman introduced the item. Mrs Hotchkiss and Ms Thorndyke were also present. Mrs Peyman explained that following the initial PID in February 2016 an options appraisal had been carried out and it had been agreed not to pursue the outsourcing of the Novium. Instead, a task and finish group (TFG) was established to review the Novium's business plan which would ultimately be considered by the Cabinet.

Ms Thorndyke then outlined a number of key projects. She explained that elements of the successful Tim Peake exhibition may be incorporated into the permanent displays. She confirmed that the Novium's security had been upgraded to comply with the requirements for hosting national exhibitions. She outlined the success of

the Lego exhibition and explained that a local camera exhibition was due to begin shortly. She then confirmed the five key objectives of the Novium over the next five years:

- Create a leading visitor experience
- Expand our reach and reputation
- Collaborate with our community
- Increase access to our collections
- Diversity and increase funding streams

Ms Thorndyke then explained that the Novium had won a bronze tourism event of the year award and now has a 4\* review on Tripadvisor.

Mrs Peyman, Ms Thorndyke and Mrs Hotchkiss responded to members questions as follows (answers in italics):

- What is the core purpose of the service? *The Novium has a responsibility to act as custodian for the heritage of the district by looking after the collection and building upon it for the future. It is important to ensure that the collection remains as accessible as possible to as many people as possible. The Novium is also a major cultural asset and important facility in the Chichester Vision.*
- What has been spent on digitalising and storing the collection? *Estimated at less than 1% of the budget has been used but where there has been investment it has been made on the building to ensuring appropriate climate control for the collection.*
- Has consideration been given to the scale and flexibility of the cafe for the future? *The cafe will be considered as part of the wider reconfiguration of the entrance area. It is hoped that any change to the cafe will encourage longer visits and also bring more visitors through the door.*
- Are there plans for the Novium to link with other local cultural events? *The Novium has been working with Pallant House Gallery and CFT including running simultaneous open evenings.*
- Is social media being prioritised? *Yes, the Communications Officer is focussing on increasing the Novium's presence on Instagram.*
- With reference to page 91 of the report why was there a sudden change in the number of Tourist Information Centre (TIC) enquiries from 2016/17 to 2017/18? *The figures are correct as there has been a noticeable change in the way that people use and interact with the TIC service.*
- Can the number of fixed displays be altered to provide a greater degree of flexibility and change in order to encourage repeat visits? *It has been acknowledged that work needs to be done to ensure that there are changes to the permanent displays to tell new stories and encourage repeat visitors.*
- Can more be done to encourage donations? *There has been a lot of work to consider ways for the Novium to self-generate income. All the Novium literature contains information about donating and contactless donations have been trialled.*
- Why does the SWOT analysis reference failing lighting and a leaking building? *This refers to one issue with a roof light over a stairwell which started leaking. It has since been dealt with by the facilities team.*

- Could the name of the cafe be changed? *Yes, officers want to look at a brand refresh.*

Several members explained that they would not be able to support the recommendation to the Cabinet as they felt unable to justify the level of spend required.

The Committee then voted on the recommendation to the Cabinet which was carried.

#### **RECOMMENDED TO THE CABINET**

That the business plan for the Novium Museum and Tourist Information Services be approved.

#### **263 Update on progress relating to the management and levels of sickness within Chichester District Council**

Mr Mildred introduced the item. He explained that the wellbeing team had been working alongside a professor from Portsmouth University regarding our approach to managing stress. He then clarified that the results of the anonymous stress survey had been discussed at the Joint Employee Consultative Panel (JECP). The overall results had been good and any areas for improvement had been highlighted for follow up. He confirmed that the sickness figures had improved throughout 2018 and in December had reached a more acceptable level of 7.24 days.

Mr Mildred answered members questions. With regard to training he explained that managers will be required to attend mandatory stress management training over the next three months. With regard to recording absence meetings managers will be expected to follow a set procedure to ensure consistency across teams.

In discussing further progress updates it was agreed that it would be most appropriate as part of the Corporate Plan TFG as sickness absence is one of the indicators covered.

#### **RESOLVED**

That the progress over the last six months and latest sickness absence figures be noted.

#### **264 Amendments to the Housing Allocations Scheme**

Mrs Reed introduced the report. She explained that following a decision by the Ombudsman an amendment to the Housing Allocations Scheme had been required in order to clarify the criteria for ex Armed Forces personnel joining the housing register. The amendment gives ex Armed Forces personnel a full local connection up to five years after discharge.

Mrs Reed also agreed to ensure that parish councils are notified of the amendments.



## **RESOLVED**

That the amendments to Chichester District Council's Housing Allocations Scheme which clarifies the eligibility of members of the Armed Forces and former Service Personnel to join the Council's Housing Register be noted.

### **265 Budget Review Task and Finish Group feedback**

Mr Lloyd-Williams introduced the report. Mrs Belenger was also present. He explained that the Budget TFG had been asked to consider the budget variations for 2019/20. He outlined key highlights as follows:

- A 2% pay award next year.
- £16.6 million raised in fees and charges.
- A potential increase in Council Tax to be agreed by Full Council at its meeting in March.
- A saving of £102,000 from the transfer of trade waste to Ford.
- A reduction in recycling credit income due to the new West Sussex County Council (WSCC) regime.
- An increase in the homeless hostel rental due to a rise in demand for the accommodation.

Mr Lloyd-Williams confirmed that the TFG were satisfied with the reasons for the variants. Mrs Belenger added that the Government settlement had arrived later than anticipated but details had been emailed to all members explaining that there were no major surprises as this was the final year of the accepted multi-year funding offer from the government. She clarified that only difference was on the New Homes Bonus figure which had been greater than anticipated.

The Committee then discussed requesting a report from the Waste and Recycling Panel on the potential impact to the council following the changes to recycling credits or alternatively setting up a TFG to discuss the issue further. It was also decided that WSCC housing delivery cuts should be investigated further. The Committee then agreed that it would be worthwhile combining both areas in one TFG.

## **RESOLVED**

1. That the oral feedback from the Budget Task and Finish Group be noted.
2. That a Task and Finish Group be established to consider the implication of the WSCC funding cuts to recycling and housing services and the impact this will have on the council's service delivery and financials.

Mr Martin left the meeting.

### **266 Community Safety Review Task and Finish Group Terms of Reference**

The Committee agreed the terms of reference for the Community Safety Task and Finish Group (TFG).

Mrs Apel sought three nominations.

**RESOLVED**

1. That the Community Safety Task and Finish Group terms of reference be agreed.
2. That Mrs Dignum, Caroline Neville and Mr Potter be appointed to the Community Safety Task and Finish Group 2019.

267 **Revised Joint Scrutiny Terms of Reference and Protocol**

Mrs Apel explained that the Joint Scrutiny Terms of Reference and Protocol had been revised by the West Sussex Joint Scrutiny Steering Group (JSSG) and as such each associated Committee had been asked to note the revisions.

Mrs Apel then suggested putting forward the idea of joint scrutiny relating to the cuts in housing.

The Committee had no further suggestions.

**RESOLVED**

That the revision to the Joint Scrutiny Terms of Reference and Protocol be noted.

268 **Late Items**

There were no late items.

The meeting ended at 12.50 pm

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CHAIRMAN

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Date: