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Minutes of the meeting of the **Overview & Scrutiny Committee** held in Old Court Room, The Council House (Chichester City Council), North Street, Chichester on Tuesday 10 May 2016 at 10.00 am

**Members Present:** Mrs C Apel (Chairman), Mr P Budge, Mr M Cullen, Mrs P Dignum, Mr N Galloway, Mrs E Hamilton, Mr G Hicks, Mr S Lloyd-Williams, Caroline Neville, Mrs P Plant, Mr H Potter, Mr J Ransley, Mr A Shaxson and Mrs J Tassell

**Members not present:** Mrs N Graves

**Officers present:** Ms P Bushby (Community Interventions Manager), Mr S Hansford (Head of Community Services), Miss L Higenbottam (Member Services Assistant) and Mrs B Jones (Principal Scrutiny Officer)

## 68 **Chairman's announcements**

Mrs Apel welcomed members, officers, Mr Finch, Mr Steene, Mr Martin and the press.

Apologies for absence had been received from Mrs N Graves.

The committee agreed to swap the order of items 9 and 10.

## 69 **Minutes**

In reference to minute 63, question one Mr Shaxson requested that it be noted that people generally are unable to explain what the term Novium means in relation to the function of the museum.

In reference to minute 64, paragraph four Mrs Dignum asked for the addition 'as problems were more complex' to the end of the first sentence.

In reference to minute 64, paragraph five, bullet point 1 Mrs Dignum asked for the addition of 'with' at the end of the bullet point.

Mrs Bushby updated the committee on the progress of the recommendations to the Community Safety Partnership (CSP):

- Recommendation one would not be taken forward as the CSP felt that all priorities are treated with equal importance and as such are not listed in any preferential order

- In reference to recommendation two the CSP regularly promote their work through the Members Bulletin, the CSP Newsletter and social media

Mrs Jones explained that in reference to minute 63 the questions raised by the committee regarding the Novium Museum would be addressed in both the June paper to Cabinet and the July paper to Overview and Scrutiny (OSC).

## **RESOLVED**

That the minutes of the OSC held on Tuesday 15 March 2016 are approved as a correct record subject to the additions above.

Accordingly, Mrs Apel signed and dated the official version of the minutes.

### **70 Urgent Items**

There were no urgent items.

### **71 Declarations of Interests**

Mrs Apel declared a personal interest in item six as a friend of both Chichester Festival Theatre and Pallant House Gallery.

Mrs Dignum declared a personal interest in item six as a friend of both Chichester Festival Theatre and Pallant House Gallery.

Mr Ransley declared a prejudicial interest in item six as a Trustee of Pallant House Gallery. Mr Ransley withdrew to the public seating area during this item and did not take part in the discussion.

### **72 Public Question Time**

There were no public questions.

### **73 Cultural Grants Task and Finish Group Report**

Mrs Apel welcomed Mr Alan Finch, Director of Chichester Festival Theatre (CFT).

Mr Finch explained that the 2015/16 year was the first full operating year after RENEW and had been a huge success. Shows had successfully transferred to London, some receiving critical acclaim. The production Gypsy was filmed whilst in London, resulting in a special BBC programme.

Mr Finch explained that the plan to renovate CFT began in 2007 following a VAT rebate. Redevelopment created an additional 100 seats so at full capacity the main theatre can now accommodate 1300 people. Over two years there had been a 20,000 increase in the audience figures. Additional seats create greater revenue for popular productions. RENEW raised £22 million of which £2.6 million was used to refurbish the Minerva theatre. The restaurant can now cater for a greater number of

covers. Additional changing room space makes the theatre more appealing to actors and actresses and disabled access has been improved.

Mr Finch explained that the Youth Theatre produced *Running Wild* and were given a five star review by *The Times* newspaper. Subsequently Regents Park Theatre will be working with professionals and the Youth Theatre to show the production which will be codirected by a member of CFT staff.

Mr Finch acknowledged that CFT experienced some technical problems on the first day of ticket sales this season, however around 50,000 tickets were sold. Around 10%-15% of tickets are sold to new customers.

Mr Finch informed the committee that when productions leave CFT there is no financial risk attached. CFT receives a percentage of the ticket sales which can generate up to £200,000 in a good year.

During the 11 seasons Mr Finch and Mr Church have been Directors, 50 shows have continued after Chichester. Mr Finch suggested that the key to this success was creating theatre suitable to Chichester rather than creating theatre with the end goal of it showing in London.

Mr Finch explained that the apprenticeship programme is part funded by philanthropic sources. Apprenticeships available have included light, sound and stage work. Most apprentices have day release to a relevant training course at Chichester College. Past apprentices have been employed in theatre and education settings.

The Committee asked the following questions:

- Do apprentices receive a qualification? *More theatre qualifications are being developed particularly in the areas of lighting and video work. Some apprentices choose specific skill based qualifications.*
- What are the long term aspirations for the Minerva? *In 2012 the lighting and sound equipment were replaced. The recent refurbishment has made the Minerva modernised for the 21<sup>st</sup> century. Changes will increase audience enjoyment and therefore sustainability for the long term.*
- Will the refurbishment of the Minerva improve disability access both inside and out? *The lift has been replaced. There are disabled ramps to the terrace and restaurant. There has also been an addition of a ground floor disabled toilet.*
- What is CFT's aspiration towards self-sufficiency? *CFT is not a commercial theatre. The theatre is part of the local culture and appropriate funding is required. Currently CFT receives £1.9 million funding and would not be sustainable without some public funding. The theatre attracts visitors who benefit the local economy and provides community engagement activities.*
- In reference to the Service Level Agreement could it be clarified that Chichester District Council does not get involved in deciding what is artistic and of high quality? *CFT is a registered charity with a clear constitution. A board of governors hire and fire the Directors. The Directors suggest the artistic direction which is then approved by the Board.*

- Was the theatre in the park tent sold? *The theatre in the park tent was sold two weeks ago.*
- Does the theatre fund artists? *A range of artists have shown interest in either specific shows or the theatre building (including many visual arts students). Artists are allowed to attend rehearsals and shows and although they are not paid are given free access to help with their work.*
- Is CFT's success sustainability after the current Directors leave? *It is important that members and the public back the new Directors as they have the current Directors. The Board have appointed two very capable Directors with a vast array of experience.*

Mrs Apel read a note from Mrs Graves congratulating Mr Finch on his success at CFT. The Committee applauded Mr Finch and thanked him for all he had done for CFT.

Mr Ransley withdrew to the public seating area.

Mrs Apel welcomed Mr Steene and Mr Martin, Co-Directors of Pallant House Gallery (PHG).

Mr Steene explained that 2015/16 had been a successful year for PHG with a high level of press coverage including international recognition from the New York Times. Many artists that have exhibited first at PHG have gone on to tour.

Mr Steene explained that PHG saw 56,000 visitors in the last year. 18% of visitors were from within the district, 40% from Portsmouth and Guildford postcodes, 32% from elsewhere, 8% from London and 2% from overseas. One artist provided feedback stating that PHG is an essential day out with a breathtaking permanent exhibition and one of the most important spaces in Europe.

Mr Steene explained that the average spend per visitor is £6.80 with £3.3m achieved from additional spend. The refurbished café and restaurant has seen an increase in takings of 46%.

Mr Steene explained that an economic impact study has been carried out and the results were very positive. Results will be shared with Members shortly. One of the areas for consideration will be the best and most successful forms of communication.

Mr Steene explained that 191 people took part in community programmes of which 108 live within the Chichester District. In addition 19 separate schools with 600 school children took part in the schools programme. Due to the success and popularity of community art courses more dates including weekends are planned. The Outside In Project had proved highly successful for disabled artists. PHG took part in the Living with Dementia Festival and helped run a partnership competition with St Wilfrid's Hospice raising £2,800. PHG held successful free open weekends with the May bank holiday seeing 1300 visitors. PHG has also worked with West Dean and the Cass Sculpture Foundation and may coordinate a 40 artist exhibition at the Oxmarket Centre. Although the university placements were not all taken up they will be offered again this year.

Mr Steene shared the following news:

- PHG has successfully achieved Arts Council funding including specific funds for lighting facilities
- The Arts Council have awarded PHG an Edgar Degas piece for display
- The new wing of the building sees its 10<sup>th</sup> anniversary in 2016
- HRH Princess Alexandra will be visiting in July 2016

The Committee asked the following questions:

- Do the attendance figures account for people who visited more than once? *The headcount is per visit not per person.*
- Have visitors been asked what brings them to PHG? *The economic impact study provides some details. The front of house team will look at ways to capture this information going forward.*
- Which types of advertising are most successful? *It is hoped that further visitor enquiries will provide this information. It will be useful to compare regionally.*
- What is the secret to PHG's success? *Showcasing British artists and the community opportunities and feel of the building. People use PHG instead of day centres. The historic house with contemporary extension is unique in that it creates a home for art. PHG provides a good starting point for many artists to go on to exhibit elsewhere. The recent trees exhibition made of knitting and crochet by visitors embodies the galleries community working ethos.*
- What is the future sustainability of PHG exhibitions? *Costs of exhibitions are rising due to insurance and transport costs. Temporary exhibitions are being sponsored and fundraising takes place to support the costs.*
- What impact has the refurbished coffee bar had? *It caters for a wide range of needs and has maximised the opportunity for the franchise.*

The committee congratulated Mr Steene and Mr Martin for their hard work.

#### **RESOLVED**

1. That the Cultural Grants Task and Finish Group report be noted
2. That the 2015/16 annual reports and 2016/17 Service Level Agreements from Pallant House Gallery and Chichester Festival Theatre be endorsed

#### **74 Committee Task and Finish Group**

Further to the meeting of 15 March 2016, minute 67, Mrs Hamilton had indicated that she wished to step down from the Task and Finish Group on Leisure Contract Management and Mr Cullen has offered to take up this place.

#### **RESOLVED**

That Mr M Cullen be appointed to replace Mrs E Hamilton on the corporate Leisure Contract Management Task and Finish Group.

#### **75 Cabinet Strategy**

Mr Dignum introduced the item explaining that he was requested to present the Cabinet's priorities and areas of focus. Mr Dignum explained that by nature Council's work has many plans and projects ongoing every year. The Business Routing Panel (of which Mr Dignum and Mrs Apel are members) had recently examined 30 A3 pages of projects based on the five corporate plan objectives:

- Improve the provision of and access to suitable housing
- Support our communities, especially the disadvantaged
- Manage and protect our built and natural environments
- Improve and support the local economy
- Ensure value for money for our council taxpayers

Mr Dignum explained the eight major challenges for the Council in 2016-17 including the top challenge facing each Cabinet Portfolio Holder as follows:

1. Recycling - Mr Barrow will be leading the Waste Panel to address the challenge of 50% recycling
2. Local Plan Review – Mrs Taylor will lead identifying potential areas towards the end of the year
3. Grants - Mrs Lintill will be leading on the determination of grants to PHG and CFT
4. Museum - Mrs Keegan will lead and a consultant will address the options shortly, with proposals being developed later in the year
5. Support Services - Mr Finch will be taking forward the shared services project with Arun and Horsham for areas such as IT, Customer service and Revenues and Benefits
6. Four Year Financial Plan - Mrs Hardwick will be agreeing the framework with DCLG to provide clarity of Government funding until 2019-20
7. Devolution - A seminar three weeks ago made little progress and all is on hold until after the referendum
8. Chichester Vision and Southern Gateway – Mr Dignum will lead on these two major projects for the City
  - a. The Vision focuses on the future of the City as a whole
  - b. The Southern Gateway project represents a redevelopment opportunity in one part of the City

In approaching the challenges Mr Dignum explained he has applied the following principles:

- Maintaining services – public conveniences, CCTV installations and council tax support are among the areas that would be protected
- Ensuring that services are provided efficiently - the two big targets for cost reduction while maintaining the services to the public were the leisure centres and the Novium museum
  - The leisure centres cost around £1 million per annum excluding support and capital replacement costs
  - The Novium museum costs over £600,000 per year
- Examining how costs could be cut by sharing services with neighbouring councils such as support services and building control

- Using assets more effectively:
  - £3 million has been invested in commercial property in the City
  - £6 million will be invested in the Enterprise Gateway
  - £5 million will be invested in the Local Authority Property Fund with a further £5 million to follow
  - Further investments are planned
  - Rents yield far more than having the capital on deposit
- Regularly reviewing charges to ensure they are set at competitive levels
  - The car parks yield £6 million of our £16 million from fees and charges

All these steps aim to minimise any increase in council tax while maintaining services. The current five year projection indicates there will be a gap to fill after 2018/19.

The Committee asked the following questions:

- Could the strategy outlined briefly and succinctly in the introduction be incorporated into the strategy document and made available on the website? *The introduction will be made available as part of the minutes. The strategy document in the agenda is by portfolio for the benefit of this committee.*
- What is the level of usage of the electrical vehicle charging points and is the Portfolio Holder considering the commercial satisfaction? *Cabinet agreed to purchase seven electric vans which are on order as part of the Government scheme where 75% of costs are paid for CDC.*
- Will the Portfolio Holder be addressing the issue that increased brake and tyre wear dust from the heavier electric cars and whether there is more pollution than fossil fuel vehicles? *Levels are being monitored.*
- Can CDC set its own planning performance standards as the national standards are not considered to be a useful measure? *This will be considered.*
- Can the Planning and Housing Services Portfolio Holder add an additional bullet point to the key priorities in the Housing Strategy to read 'Provide development which has a positive impact on the area in which it is built and in the wider district'? *This will be considered.*
- Can greater investment be made in property? *This will be considered.*
- Will the Southern Gateway Project involve the railway station? *The station concourse will be included.*
- What is the current position on the potential loss of the squash courts at the Westgate Leisure Centre? *It is important to account for the needs of the majority of residents who will make greater use of class studios. Similarly priced squash courts are available at Chichester Racquets Club.*
- What quality standards provision is being made for the market which will remain in the Cattle Market car park? *All stallholders will be required to use the same reasonably sized gazebo stalls. The market will run one day a week.*
- Could pay on foot be introduced to more car parks? *This will be considered.*
- What percentage of funds does the Council get from on street parking? *On street parking cannot make a profit; funds can only be used for the Civil Enforcement Officers.*

- Could CDC have been quicker at securing income generation from the Automated Testing Facility? *There were complications. The Waste Panel is now discussing the possibility of recycling food waste.*

**RECOMMENDED TO THE LEADER:**

1. Request the Planning & Housing Services portfolio holder to develop the Council's own local planning performance standards (as the national standards are not considered to be a useful measure on their own any longer)
2. Request the Planning & Housing Services portfolio holder to add an additional bullet point to the key priorities in the Housing Strategy to read 'Provide development which has a positive impact on the area in which it is built and in the wider district'
3. Dependent upon the workload of this committee to request the portfolio holders to each attend a future meeting of this committee to be questioned by the committee on their own areas of focus in the strategy (The Commercial Services portfolio holder is due to attend in January 2017 to talk about the Parking Strategy)

**76 Forward Plan**

Mrs Apel invited the committee to comment on the Forward Plan attached to the agenda and members made the following comments:

- The Southern Gateway project should be regularly reviewed by the committee
- Mr Cullen should provide regular feedback to this committee from the corporate Leisure Contract Management Task and Finish Group

**RESOLVED**

That the Forward Plan be noted.

**77 Overview and Scrutiny Committee Work Programme 2016-17**

Mrs Jones explained that the work programme had been drafted following the annual scrutiny committee workshop. The five standard meetings per year had been increased to six at the committee's request a couple of years ago and with the special meeting in July there will be an increase to seven meetings this year. Officers' capacity to uphold this level of support will need to be monitored. The only item raised at the workshop not on the work programme is Planning Enforcement which will be covered corporately.

Members made the following comments and suggestions:

- Request for a letter to be written to the Police asking for an update on the effects of restructure of Police Community Support Officers and reassurance that the district will still be effectively policed



- Include funding provision from CIL in the terms of reference for the Education Task and Finish Group
- Request British Telecoms (BT) Openreach to attend to discuss the provision of line services and how this is managed following natural disaster or incident

**RESOLVED**

That the committee agrees its work programme for 2016/17 and that the Chairman of the committee and the Lead Officer for Overview and Scrutiny be granted approval to make amendments to the work programme before presentation to Council in July.

**RECOMMENDED TO COUNCIL**

That Council notes the OSC Work Programme for 2016/17.

**78 Late Items**

The Committee discussed extending the length of future OSC meetings. Suggestions included allowing for all day meetings or starting at 9.30am.

The committee took a vote on starting at 9.30am.

**RESOLVED**

That future meetings of the committee should start at 9.30am.

**79 Exclusion of the Press and Public**

There were no restricted items for consideration.

The meeting ended at 12.32 pm

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CHAIRMAN

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Date: