



## Minutes of the Policy, Strategy and Finance Overview Panel

*Minutes of a meeting held on 11 December 2003  
at the Civic Offices Civic Offices*

**PRESENT:**

Councillor J V Bryant  
(Chairman)

Councillor R H Price  
(Vice-Chairman)

**Councillors:** P J Davies (deputising for Councillor Mrs D M Burton-Jenkins)  
M F Godrich  
Mrs D R Harrison  
T G Knight (deputising for Councillor F G Devonshire)  
D J Murray

**Also present:** Councillor A Mandry

### 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from the Chairman (Councillor F G Devonshire) and Councillor Mrs D M Burton-Jenkins.

### 2. MINUTES

It was AGREED that the minutes of the meeting of the Panel held on 13 November, 2003, be confirmed and signed as a correct record ([ps-031113-m](#)).

### 3. CHAIRMAN'S ANNOUNCEMENTS

- (i) Councillors F G Devonshire (accident) and Mrs D M Burton-Jenkins (illness)

The Chairman referred to the injury of Councillor Devonshire in a recent road accident and the illness of Councillor Mrs Burton-Jenkins.

It was AGREED that the best wishes of the Panel's members be expressed to both Councillors for their speedy recovery.

(ii) Councillor Mrs Burton-Jenkins – Service on the Panel

The Chairman announced that Councillor Mrs Burton-Jenkins, who had served on the Panel since its inception in May 2002 would not be serving on the new Scrutiny Board.

It was AGREED that the best thanks of the members be extended to Councillor Mrs Burton-Jenkins for her contribution to the work of the Panel since the introduction of the new executive arrangements.

#### 4. REVENUE BUDGET AND SERVICE PERFORMANCE PLANS 2004/05

(Minute 5 of 12 December, 2003)

The Director of Finance and Resources submitted a report inviting members to examine the overall level of expenditure on the Council's services which came within the Panel's area of responsibility (copy of report [ps-031211-r01-ala](#), circulated with agenda and appended to signed minutes).

The Council's Head of Strategic Finance, Mr Keith Thompson, gave a presentation, illustrating elements of the report and informed the Panel that the Executive would consider the revenue budget and service performance plans for 2004/05, at its meeting on 15 December, 2003, when the views and comments from the Panel would be reported. The Panel reviewed the position, after members' attention had been drawn to the following issues, highlighted in the report:-

- (a) overall revenue spending;
- (b) actual expenditure in 2002/03;
- (c) base budget for 2003/04;
- (d) revised budget for 2003/04;
- (e) the Council's overall financial position, finance strategy and budget setting principles;
- (f) the base budget for 2004/05;
- (g) the issues that had/would influence the employee and financial resources devoted to the individual services; and
- (h) the service performance plans.

The Panel then discussed the detail of the individual service plans and performance indicators with the officers responsible for the particular budgets. The service plans considered were as follows:

- (a) democratic representation;
- (b) commercial estates;
- (c) publicity and promotion;
- (d) grants to voluntary and community sector;
- (e) tourism;
- (f) community safety – closed circuit television (CCTV);
- (g) community safety – community partnerships;

- (h) emergency planning;
- (i) economic development;
- (j) local land charges; and
- (k) local tax collection.

It was AGREED:

- (a) that the Executive be informed that the Panel has considered the detail of the proposed budget and service plans and is in agreement that they should be taken forward to the Executive as part of the budget setting process for 2004/05 with the exception of the eight items listed below; the Executive is asked to consider these items with a view to amending them as follows:
  - (1) democratic representation – service improvements – add to “annual review of constitution” the words “so as to ensure that any amendments are implemented at the commencement of the next following municipal year as appropriate”;
  - (2) publicity and promotion – service improvements – add after “Youth – focussed area” the words “on the Council’s Web Site”;
  - (3) grants to voluntary and community sector – consult – add the words “and Ward Councillors as appropriate” to the end of the sentence on consultation;
  - (4) community safety – closed circuit television (CCTV) – achievements over last three years – delete the whole of the references to the years “1997” and “1999”;
  - (5) economic development – service improvements – add the words “whilst recognising the needs of the town centre residents” to the end of the sentence “Exploit Market Quay to market the town centre and increase evening activity”;
  - (6) local land charges – achievements over the last three years – add to “100% turnaround in 2002/2003” the words “within ten working days”;
  - (7) local tax collection – link to strategies - add “link to anti-fraud strategy”; and
  - (8) local tax collection – service improvements – delete “folding and stuffing” and substitute “improvements to the automated postal service).
- (b) that the Executive be informed that the Panel considers that acronyms should not be used in future service plan reports with the full words being used throughout.
- (c) that the best value performance indicators (BVPI) numbers 78(a) and 78(b) relating to benefits, be amended by the addition of the words “in

days” after the words “average time” in each case, ie. “average time in days to process new claims” and “average time in days to process change in circumstances”, for the purposes of clarification.

## **5. OVERVIEW PANEL – WORK PROGRAMME**

(Minute 9 of 13 November, 2003)

The members received a report on the Panel’s current work programme for 2003/04 agreed at the last meeting on 13 November, 2003. (copy of report [ps-031211-r02-pbo](#), circulated with agenda and appended to signed minutes).

The Panel was asked to note that as a consequence of the review of overview and scrutiny arrangements, the following amendments had been made to the work programme of the Panel, which would be submitted to the new Scrutiny Board for consideration at its first meeting on 5 January 2004:

- (i) Youth Strategy Action Plan – current updates from Housing and Planning and Transportation – transferred to Leisure Panel.
- (ii) Closed Circuit Television Briefing Report – transferred to Leisure and Community Panel.
- (iii) Community Grants Programme – Fast Track Small Grants Approvals – transferred to Leisure and Community Panel.
- (iv) Social Inclusion in Fareham Best Value Review – transferred to Best Value Panel.
- (v) Housing Revenue Account Budget and Service Plans 2004/05 – transferred from Housing Panel to Scrutiny Board.
- (vi) Housing Capital Programme 2004/05 – transferred from Housing Panel to Scrutiny Board.

It was also to be noted that the Corporate Vision Policy Framework Consultation had been deleted from the programme as it was not required in this year’s programme and that members’ allowances had been added to the programme for the Scrutiny Board in order to deal with the consultation on an interim review resulting from the review of overview and scrutiny.

(The meeting started at 6.00 pm  
and ended at 8.15 pm)