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Crawley Borough Council
Full Council



Supplementary Agenda – Order Paper

Wednesday, 21 October 2020

A handwritten signature in black ink, appearing to read "A. J. ...", positioned above the title "Chief Executive".

Chief Executive

	Pages
2 Disclosures of Interest	3 - 4
<p>Enclosed are the Disclosures of Interests received in advance of this meeting.</p>	
5 Public Question Time	
<p>There have been <u>no</u> written public questions received</p>	
8 Councillors' Questions Time	5 - 8
<p>Enclosed are the Councillors' written questions submitted in advance along with the responses to those Questions</p> <p>Councillors' Questions Time last for 30 minutes and questions can be asked to any member of the Cabinet and to any Committee Chairs during this item.</p>	
9 Receiving the Minutes of the Cabinet, Overview and Scrutiny Commission and Other Committees including Items for Debate	
<p>There have been <u>no</u> items reserved for debate.</p>	
12 Recommendation 2 - Leisure Contract - Extension of Variation Order (Report HPS/23) [PART B Report]	
<p>Councillors are reminded to access the Part B discussion of this item they'll have to use the separate link which they were sent in advance of this meeting.</p>	

NOTE: The Mayor has agreed that, although this report and information was not available for at least five clear days before the meeting, there are special circumstances justifying its urgent consideration.

INFORMATION ON DURATION OF THE MEETING

If the business of the meeting has not been completed within two and a half hours (normally 10.00 p.m.), then the Mayor will require the meeting to consider if it wishes to continue for a period of up to 30 minutes. A vote will be taken and a simple majority in favour will be necessary for the meeting to continue. (Following the meeting's initial extension, consideration will be given to extending the meeting by further periods of up to 30 minutes if required).

Should the vote be in favour of not continuing, there is a process for dealing with motions and recommendations which have not been dealt with within the two and a half hours, or at the expiry of any agreed extension(s). In these circumstances, such motions and recommendations will be deemed as formally moved and seconded (together with any amendments). No speeches will be allowed on these items and the vote will be taken in the usual way. If a recorded vote is called for during this process, it will be taken immediately. This process will also apply in instances where the Council is statutorily required to make a decision about any matter before a particular date.

During the process set out above, the only other motions which may be moved are that a matter be withdrawn or referred to an appropriate body or individual for decision or report. When all motions and recommendations have been dealt with, the Mayor will declare the meeting closed.

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Disclosures of Interest received

Councillor	Item	Meeting and Minute	Type and Nature of Disclosure
Councillor A Belben	Item 6 – Planning Application CR/2020/0210/TPO – St Nicholas Church, Church Road, Pound Hill, Crawley	Planning Committee 20 July 2020 (Minute 5)	Personal Interest – member of the Worth Conservation Area Advisory Committee
Councillor B J Burgess	Environmental Health and Licensing Update – COVID-19 and Beyond	Licensing Committee 15 September 2020 (Minute 4)	Personal Interest – Member of West Sussex County Council
Councillor Crow	Environmental Health and Licensing Update – COVID-19 and Beyond	Licensing Committee 15 September 2020 (Minute 4)	Personal Interest – Member of West Sussex County Council
Councillor Jones	Environmental Health and Licensing Update – COVID-19 and Beyond	Licensing Committee 15 September 2020 (Minute 4)	Personal Interest – Member of West Sussex County Council
Councillor Burrett	Health and Adult Social Care Select Committee (HASC)	Overview and Scrutiny Commission 28 September 2020 (Minute 7)	Personal Interest – Member of WSCC
Councillor Lanzer	Health and Adult Social Care Select Committee (HASC)	Overview and Scrutiny Commission 28 September 2020 (Minute 7)	Personal Interest – Member of WSCC

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Councillors Written Questions and the Responses

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(Questions in *italics and Answers in RED*)

Questions to Councillor P. Smith (Cabinet Member for Planning & Economic Development) from Councillor Crow

Question 1

Since the council became the operator for the Crawley Market, what has been the income generation for, or the subsidy from, for Crawley Borough Council for each year of its operation to date?

The following table shows the income received by Crawley Borough Council from the market since 2014. This provides a welcome contribution to the council's revenue budget.

	2014	2015	2016	2017	2018	2019	2020 to date
Crawley Market Totals	17,899.84	21,022.87	26,147.47	14,135.17	17,240.00	17,980.00	6,360.00

Question 2

Are there any plans for the council to cease being the Crawley Market operator and for the market to have its own operator like it did previously?

The Council values the town centre markets that currently operate from The Broadway and Haslett Avenue West on Wednesdays, Fridays and Saturdays, recognising the diverse offer they bring to the town centre. There are currently no plans to change the existing operational arrangements for the market however we would consider options that would improve the viability and vitality of the market offer. Any proposals to change the existing arrangements would be explored in consultation with the market traders.

Question 3

Is there any update as to when the Crawley Market will move into Queensway to operate, as planned for when the now completed Queensway improvement scheme was designed?

In 2015, the council commissioned a report into the future of Crawley's market. The study concluded that there is widespread support for a quality markets offer in Crawley and that Queensway would be the preferred future location for a market. The £2.2m public realm regeneration scheme in Queensway, completed in November 2019 as part of the Crawley Growth Programme, delivered the space and infrastructure required to support a future market however, due to funding constraints

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exacerbated by the Covid-19 pandemic, there are no proposals to bring this forward at this time. The newly regenerated public realm has allowed this main thoroughfare to provide a safe space for all users, maximising the need to meet current social distancing requirements.

Questions to Councillor Lamb (Leader of the Council) from Councillor Burrett

Question 1

Please detail the total number of Council staff employed on 1 April for each of the following years, both in terms of the total number of FTEs employed, and the total head count:

	<i>Headcount</i>	<i>FTE</i>
2010	812	674
2011	761	637
2012	694	587
2013	673	583
2014	651	568
2015	622	547
2016	601	536
2017	584	524
2018	584	527
2019	600	547

Question 2

Please detail the total number of (a) staff disciplinary cases, and (b) staff grievance cases dealt with by the Council during each of the following financial years:

The Council only holds data from 2017 onwards.

2017/2018	
<i>Case type</i>	<i>Total</i>
<i>Disciplinary</i>	2
<i>Grievances</i>	7

2018/2019	
<i>Case type</i>	<i>Total</i>
<i>Disciplinary</i>	2
<i>Grievances</i>	7

2019/2020	
<i>Case type</i>	<i>Total</i>
<i>Disciplinary</i>	1
<i>Grievances</i>	3

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Question 3

If the answers to Questions 1 and 2 above reveal an increase in the ratio of staff disciplinary and grievance cases to the overall total number of staff, have any reasons been identified for such a trend, and are there any common causes recognised and issues identified, which need to be addressed in order to improve the Council's relationship with its staff?

As disciplinary and grievance data has only been captured over recent years, a trend cannot be proven or disproven statistically. However, these figures only relate to cases considered at a formal hearing. As the council seeks to resolve employee performance and capability matters informally, where possible, the number of cases which progress to the formal stages is significantly minimised.

Over recent years we have seen the employee relations cases increase both in number and complexity, which can take a significant amount of time for managers when balancing the work of the day job and the requirement to manage teams of staff. Consequently, there has been an increase in the work of the HR team to support and guide them through each step of a process, with the team recently growing in size to help resolve this increase in demand.

No single cause for this increase in demand has been identified at this time, but with the council undergoing significant and ongoing transformation over recent years to both reduce back-office costs and increase performance, it is natural to expect that the level of employee relations issues would increase in the short-term until changes have had the opportunity to bed-down.

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