

**ORGANISATION SCRUTINY COMMITTEE**

**MINUTES OF MEETING HELD ON 29 JUNE 2016**

**I N D E X**

<b>Page No</b>	<b>Minute No</b>	<b>Heading</b>
1	102	Apologies for Absence
1	103	Declarations of Interest
1	104	Minutes of Last Meeting
1	105	Remit of the Committee
2	106	Selection of Scrutiny Review Topic
3	107	Draft Work Programme
4	108	Transformation Programme
4	109	List of Key Decisions – Issue No 48
4	110	Additional Urgent Items
4	111	Date of Next Meeting

## **ORGANISATION SCRUTINY COMMITTEE**

### **MINUTES OF MEETING HELD ON 29 JUNE 2016**

#### **Present:**

Councillor T Mansbridge .....	Vice-Chair (in the Chair)
Councillor J Barry	Councillor R Welton
“ L Robinson	“ J Windle
“ B Ridgway	

#### **Also Present**

Stephanie Barker – Assistant Director – HR and Payroll  
Paul Hackett – Executive Director – Transformation  
Sue Veerman – Overview and Scrutiny Officer  
Sarah Cottam – Governance Officer

#### **102 Apologies for Absence**

Apologies for absence were received from Councillors B Wright and A Dale.

#### **103 Declarations of Interest**

Members were requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest, not already on their register of interests, in any item on the agenda and withdraw from the meeting at the appropriate time.

There were no interests declared at this meeting.

#### **104 Minutes of Last Meeting**

**RESOLVED** – That the Minutes of the meeting of the Organisation Scrutiny Committee held on 13 April 2016 be approved as a correct record and signed by the Chair.

#### **105 Remit of the Committee**

The Overview and Scrutiny Manager set the scene for members on what the remit of the Organisation Scrutiny Committee was. The Committee discussed its remit and noted their responsibilities for scrutiny functions relating to:-

- Services
  - Communication and consultation;
  - Customer Services;
  - Finance;
  - Governance;
  - Human Resources;
  - ICT;
  - Legal;
  - Procurement;
  - Revenue and Benefits;
  - Scrutiny;
  - Strategy and Performance.
- Shared Services
  - Commissioning/decommissioning services;
  - Self Regulation;
  - Transformation Programme;
  - Employees.

**RESOLVED** – That the Organisation Scrutiny Committee notes the remit of the Committee.

(Overview and Scrutiny Manager/Members)

#### **106    Selection of Scrutiny Review Topic**

The Overview and Scrutiny Manager had made contact with a number of stakeholders, including Scrutiny Members and Officers requesting ideas for potential review topics in 2016/17.

The Overview and Scrutiny Manager advised that any item in the remit of the Committee could be reviewed but also past topics could be revisited if members felt that this was necessary.

The following topic had been suggested in advance of the meeting:-

- Communications and advertising within the Council –

Members considered the merits of undertaking this review and discussed how advertising was undertaken within the Council and what revenue was made from this. The review would also look at whether the service was effective and ensured value for money was being received.

A further suggestion was made with regard to staffing at the Council. Staff were recognised as a key resource for the Council and Members discussed a number of associated policies and procedures that support the employment of staff including their welfare, development and engagement.

As part of this discussion Members also discussed at length issues arising from the recent Scrutiny Review of Administrative Arrangements in place within the Strategic Alliance. Stephanie Barker – Assistant Director – HR and Payroll was in attendance at the meeting to talk through some proposals for the action plan in response to the Review's recommendations.

The Committee were advised that the employees' survey was now ready and an external company would be delivering the survey on behalf of the Council. The deadline for the survey would be the end of July with results being available in August. Members requested a copy of the survey before its distribution to staff.

A number of other items were discussed between the Committee and the Assistant Director – HR and Payroll to assist them in identifying a suitable Scrutiny Review topic. These included accommodation, exit interviews, job shadowing and a skills audit of all staff.

Following on from the discussions Members agreed that they would choose a Scrutiny Review topic subject to the administrative arrangements action plan being agreed by Cabinet on the 3 August 2016.

**RESOLVED –**

- (1) That the Scrutiny Review topic be chosen at the next meeting of the Organisation Scrutiny Committee following the outcome of the administrative arrangements action plan to be submitted to Cabinet on 3 August 2016.
- (2) That a copy of the Staff Survey be made available to members of the Committee before its distribution to staff.  
(Overview and Scrutiny Manager/Members)

**107 Draft Work Programme**

The Committee considered the draft Work Programme of the Organisation Scrutiny Committee for 2016/17 which set out the items which the Committee would consider over the forthcoming year.

Resulting from the previous discussion on the Scrutiny Review Topic, items were identified for inclusion on the Work Programme and it was noted that the progress on the administrative arrangements action plan would also be monitored through the work programme. Members requested that the Assistant Director – HR and Payroll provide the Committee with a quarterly staff sickness update.

**RESOLVED –**

- (1) That the Organisation Scrutiny Committee's Draft Work Programme for 2016/17 be noted.
- (2) That the Assistant Director – HR and Payroll provide a staff sickness update quarterly for the Committee.  
(Overview and Scrutiny Manager/  
Assistant Director HR & Payroll)

**108 Transformation Programme**

The Committee considered an update on the progress of the Transformation Programme. Paul Hackett – Executive Director Transformation attended the meeting to update members.

The programme was launched in January 2014 after the peer review in 2013. The programme had successfully delivered direct savings for North East Derbyshire of £134,192 in 2014/15. The programme has since been revised from April 2015 onwards to fall in line with the Corporate Plan timetable.

Overall the Council had netted £1.7m in savings within the Programme.

The Committee were advised that the Council had taken an income first approach with minimal impact on staff. There were currently 40 projects being carried out within the programme, split between three teams, Assets, Workforce and Services.

The Executive Director Transformation advised the Committee that Leisure Services had made £35,300 of actual savings and predicted savings of £200,000 by March 2019.

The Committee were advised that all the easy savings had been taken and it was felt that that more difficult decisions would need to be taken to ensure growth was sustainable within the organisation. It was noted that the New Homes Bonus and the NNDR had not reached the targets expected.

**RESOLVED** – That the Committee notes the update on the progress of the Transformation Programme.

(Executive Director – Transformation)

**109 List of Key Decisions – Issue No 48**

The Committee considered Issue No 48 of the List of Key Decisions which set out the major decisions being taken over the next few months.

**RESOLVED** – That the List of Key Decisions – Issue No 48 be noted.

**110 Additional Urgent Items**

There were no additional urgent items to be considered at the meeting.

**111 Date of Next Meeting**

The next meeting of the Organisation Scrutiny Committee would take place on Wednesday 27 July 2016 at 3.00 pm.