

ORGANISATION SCRUTINY COMMITTEE**MINUTES OF MEETING HELD ON 27 JULY 2016****I N D E X**

Page No	Minute No	Heading
1	144	Apologies for Absence
1	145	Declarations of Interest
1	146	Minutes of Last Meeting
1	147	Scrutiny Reviews
2	148	Human Resources
2	149	Scrutiny Review Topic
3	150	Scrutiny Work Programme
3	151	List of Key Decisions – Issue No 49
3	152	Additional Urgent Items
3	153	Date of Next Meeting

ORGANISATION SCRUTINY COMMITTEE

MINUTES OF MEETING HELD ON 27 JULY 2016

Present:

Councillor B Wright	Chair
Councillor T Mansbridge	Vice-Chair
Councillor J Barry	Councillor J Windle
“ R Welton	

Also Present

Stephanie Barker	- Assistant Director - HR & Payroll (for Minute No's 147 & 148)
Sue Veerman	- Overview and Scrutiny Manager
Sarah Cottam	- Governance Officer

144 Apologies for Absence

Apologies for absence were received from Councillors B Lewis, B Ridgway and Mrs L Robinson.

145 Declarations of Interest

Members are 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.

146 Minutes of Last Meeting

RESOLVED – That the Minutes of the meeting of the Organisation Scrutiny Committee held on 29 June 2016 be approved as a correct record and signed by the Chair.

147 Scrutiny Reviews

The Committee considered the Cabinet response for the Performance Related Pay Scrutiny Review and the Lead Officer response and Action Plan for the Administrative Arrangements and Joint Officers Scrutiny Review.

The Overview and Scrutiny Manager advised the Committee that Cabinet had approved the recommendation on Performance Related Pay. The Committee were advised that Stephanie Barker – Assistant Director – HR and Payroll had put together the Action Plan for the Administrative Arrangements and Joint Officers.

The Assistant Director – HR and Payroll advised that a quarterly report would be produced identifying a number of HR issues/developments and these would include turnover of staff, grievances submitted, sickness absence and exit interviews/questionnaires. The Assistant Director – HR and Payroll was happy to supply and report these to the Committee.

The Committee were advised that the exit questionnaires/interviews had been brought back into Human Resources and they would begin gathering the information required. The exit questionnaire had recently been reviewed and the same document was available over both Councils.

RESOLVED – That the Committee notes the response to the Scrutiny Reviews on Performance Related Pay and Administrative Arrangements and Joint Officers.

148 Human Resources

The Committee held a discussion session with Stephanie Barker – Assistant Director – HR and Payroll to gain a steer on what topics could be reviewed in 2016/17. One suggestion had been put forward to look at the communications and advertising within the Council and how this was undertaken and what revenue was achieved from this.

Staffing concerns was a key issue for the Committee and it was felt that the Council needed to ensure a duty of care for the staff.

The Assistant Director – HR and Payroll suggested looking at a variety of topics, such as:-

- A review of the health and well being of staff and help inform the review of the Health and Well Being Strategy;
- Sickness Absence Policy – was the Policy supportive of staff;
- A review of the Occupational Health Service provided to staff.

The Committee were advised that the Council offered various services to staff but these seemed fragmented and could be more streamlined.

The Assistant Director – HR and Payroll suggested that if the Committee wanted to carry out focus groups with randomly selected people looking at staffing they could support the review of Health and Wellbeing matters within the Council.

RESOLVED – That the Committee noted the suggestions put forward by the Assistant Director – HR and Payroll for possible review topics for 2016/17.

149 Scrutiny Review Topic

Following on from the previous discussion with the Assistant Director – HR and Payroll the Committee discussed at length the options put forward.

It was decided that the Committee would hold various focus groups on staffing issues and possibly look at an external facilitator for the groups. The groups would be made up of randomly selected member of staff, chosen by the Committee.

RESOLVED – That the Organisation Scrutiny Committee agree to hold various focus groups on staffing issues and possibly look at an external facilitator for the groups for its 2016/17 Scrutiny review topic.

150 Scrutiny Work Programme

The Committee considered its Work Programme for 2016/17. The Overview and Scrutiny Manager advised the Committee that the highlights of the staff survey results would be brought to the meeting in September 2016 ahead of the full results.

It was also advised that the Committee would be receiving an update on the progress against the Action Plan on the Strategic Alliance Peoples' Strategy 2016-2019.

The Committee would also be looking at the Transformation Programme over the year to consider any revisions to the Programme.

The Overview and Scrutiny Manager advised the Committee that the Scrutiny review topics suggested on communication and advertising within the Council could possibly be considered as a one-off item on the Work Programme or an extra meeting could be held in the future to look at this topic.

RESOLVED – That the Organisation Scrutiny Committee notes its Work Programme for 2016/17.

151 List of Key Decisions – Issue No 49

The Committee considered Issue No 40 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 49 – be noted.

152 Additional Urgent Items

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

153 Date of Next Meeting

The next meeting of the Organisation Scrutiny Committee would take place on Wednesday, 14 September 2016 at 3.00 pm.