

# Public Document Pack



**North East  
Derbyshire**  
District Council

Our Ref:

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Date: Monday, 16 March 2020

To: **Members of the Organisation Scrutiny Committee**

Please attend a meeting of the Organisation Scrutiny Committee to be held on **Tuesday, 24 March 2020 at 10.00 am in Chamber 1**, NEDDC Council Offices, Mill Lane, Wingerworth, Chesterfield S42 6NG.

Yours sincerely

A handwritten signature in black ink that reads "Sarah Steuberg".

Joint Head of Corporate Governance and Monitoring Officer

## **Members of the Committee**

<b><u>Conservative Group</u></b>	<b><u>Labour Group</u></b>	<b><u>Independent Group</u></b>
Councillor Patricia Bone Councillor Michelle Emmens Councillor Angelique Foster Councillor Heather Liggett Councillor Maureen Potts	Councillor Joseph Birkin Councillor Maggie Jones Councillor Brian Wright	Councillor John Funnell

**For further information about this meeting please contact: Damon Stanton 01246 217011**

# **AGENDA**

## **1 Apologies for Absence**

## **2 Declarations of Interest**

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

## **3 Minutes of Last Meeting (Pages 4 - 8)**

To approve as a correct record and the Chair to sign the Minutes of the Organisation Scrutiny Committee held on 14 January 2020.

## **4 Interview**

10.00 am – Union Representative

## **5 Transformation Programme**

To receive a presentation and consider an update from the Director of Corporate Resources on progress against the Action Plan

## **6 Scrutiny Review**

Triangulation of Evidence – Health and Wellbeing

## **7 List of Key Decisions - Issue 94 (Pages 9 - 14)**

To consider the List of Key Decisions – Issue No 94

## **8 Work Programme (Pages 15 - 20)**

To consider the Work Programme for the Organisation Scrutiny Committee 2019/20 and review the proposed workload.

## **9 Additional Urgent Items**

To consider any other matter which the Chair of the meeting is of the opinion should be considered as a matter of urgency.

## **10 Date of Next Meeting**

The next meeting of the Organisation Scrutiny Committee is scheduled to take place on Tuesday 12 May 2020 at 10.00 am.



***We speak  
your language***

**Polish**

***Mówimy Twoim językiem***

**French**

***Nous parlons votre langue***

**Spanish**

***Hablamos su  
idioma***

**Slovak**

***Rozprávame Vaším  
jazykom***

**Chinese**

**我们会说你的语言**

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217753**

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## ORGANISATION SCRUTINY COMMITTEE

### MINUTES OF MEETING HELD ON 14 JANUARY 2020

#### I N D E X

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## **ORGANISATION SCRUTINY COMMITTEE**

### **MINUTES OF MEETING HELD ON 14 JANUARY 2020**

#### **Present:**

Councillor A Foster .....	Chair
Councillor M Potts.....	Vice-Chair
Councillor J Birkin	Councillor J Funnell
“ P Bone	“ H Liggett
“ M Emmens	“ B Wright

#### **Also Present**

Mark Rocca – Lead Facility Officer (for Min No 464)  
Chris Mills – Leisure Operations Manager (for Min No 464)  
Gareth Harper – Estate Manager (for Min No 464)  
Darren Mitchell – Streetscene and Waste Services Manager (for Min No 464)  
Steve Lee – Strategic Partnership Co-ordinator (for Min No 464)  
Sarah Sternberg – Head of Corporate Governance and Monitoring Officer  
Damon Stanton – Governance Officer

#### **461 Apologies for Absence**

Apologies for absence was received from Councillor M Jones.

#### **462 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 declarations made at this meeting.

#### **463 Minutes of Last Meeting**

**RESOLVED** – That the Minutes of the meeting of the Organisation Scrutiny Committee held on 22 October 2019 be approved as a correct record and signed by the Chair.

**464 Scrutiny Review – Interviews**

**Leisure Operations Manager/Lead Facilities Officer**

The Committee welcomed the Lead Facility Officer and the Leisure Operations Manager to the meeting to discuss the Council's Sickness Absence Management Policy.

The Officers informed Members that there were over 125 staff in leisure services, and they found that the policy supported both management and staff when attempting to run a busy service. The Officers stated that they thought the triggers were appropriate and fair, and that it did help reduce overall sickness absence. They did, however, comment that the process could sometimes be time consuming.

Members noted that the Authority provided support for staff who were experiencing symptoms of mental ill health. This support included counselling and access to an occupational health provider. There was also wide ranging support available to management staff. This included advice from the HR Team, as well as external and internal training courses.

The Officers recommended a number of ways in which employee health and wellbeing could be improved, such as outside or walking meetings.

Members thanked the Officers for attending the meeting.

*The Officers then left meeting.*

**Estates Manager**

The Committee welcomed the Estates Manager to the meeting to discuss the Council's Sickness Absence Management Policy.

The Officer informed Members that he managed a relatively small team, and as such he felt that the processes and policy worked well. Members heard that HR Services provided wide ranging support to service managers, and that in his experience staff were well aware of the policy.

Members had a varied discussion on the trigger points in the policy, as well as the effectiveness of targets. The Officer commented that it was a policy similar to that in other organisations and that on the whole it worked well.

Members thanked the Officer for attending the meeting.

*The Officer then left the meeting.*

**Joint Streetscene and Waste Services Manager**

The Joint Streetscene and Waste Services Manager was present at the meeting to discuss the Council's Sickness Absence Management Policy.

The Committee heard that there was over 100 staff in Streetscene and that due to the labour intense nature of the work there was a relatively high sickness absence rate when compared with other services at the Authority. The Officer stated that the process could be time consuming, and involved repeated review interviews after an employee had hit a trigger point.

Members discussed ways in which attendance could be improved, as well as a positive cultural attitude that promoted attendance at work. The Officer suggested that adjustments could be made to the policy to accommodate for larger service areas, as a 'one size fits all' approach may not work for all.

The Committee heard that HR often assisted service managers in difficult meetings, and were pro-active in assisting employees who had on-going health issues.

Members noted that Streetscene allowed phased returns for employees, as well as placing them on lighter duties if they were returning from long term injury or illness. It was stated that agencies were sometimes used to cover for those on long term sick.

Members thanked the Officer for attending the meeting.

*The Officer then left the meeting.*

*At this point, Councillor B Wright withdrew from the meeting.*

#### Strategic Partnership Co-ordinator

The Strategic Partnership Co-ordinator was present at the meeting to discuss the Council's Sickness Absence Management Policy.

The Officer stated that he was responsible for the transformation and partnership service area, and that he line managed three employees. The Committee heard that the policy did support both employees and managers, and in his experience was fair and easy to follow.

The Officer praised the support that HR provided, and commented that employees had access to counselling, a helpline and an occupational health provider. The Strategic Partnership Co-ordinator stated that whilst he found the policy to be supportive of service managers, he acknowledged that it could be time consuming if he was responsible for a larger service.

The Committee agreed that the policy had many good aspects, but recognised that it seemed to place additional pressures on service managers who were responsible for a large team. Members also discussed paid leave for medical appointments.

Members thanked the Officer for attending the meeting.

*The Officer then left the meeting.*

**465 Previous Scrutiny Review**

The Committee agreed that they would like to consider the review after the meeting and feedback any comments to the Overview and Scrutiny Manager. Members acknowledged that there had been some organisational change since the previous Scrutiny Review on Communications and Marketing.

Members had a wide ranging discussion on Member and Officer communications, and felt that ward issues could be better communicated with Ward Members. The Head of Corporate Governance and Monitoring Officer informed the Committee of a Member and Officer Communications Protocol that had recently been established and would be circulated to Members in the near future.

**466 List of Key Decisions – Issue No 91**

RESOLVED – That the List of Key Decisions Issue No 91 be noted.

**467 Work Programme**

The Committee agreed that they would like to strengthen the review by inviting employee representatives such as union officials to the Committee to discuss employee health and wellbeing.

RESOLVED – That the Work Programme be noted.

**468 Additional Urgent Items**

There were no additional urgent items for discussion at this meeting.

**469 Date of Next Meeting**

The date of the next scheduled meeting of the Organisation Scrutiny Committee is 24 March 2020 at 10.00 am.



**North East  
Derbyshire**  
District Council

## **Key Decisions & Items to be Considered in Private**

**To be made under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012**

**Published on: 11 March 2020**  
**Issue No: 94**

## INTRODUCTION

The list attached sets out decisions that are termed as “Key Decisions” at least 28 calendar days before they are due to be taken by the Cabinet or an officer under delegated powers.

Preparation of the list helps Cabinet to programme its work. The purpose of the list is to give notice and provide an opportunity for consultation on the issues to be discussed. The list is updated each month with the period of the list being rolled forward by one month and republished. The list is available for public inspection at the District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, S42 6NG. Copies of the list can be obtained from Sarah Sternberg, Joint Head of Corporate Governance and Monitoring Officer at this address or by email to [sarah.sternberg@bolsover.gov.uk](mailto:sarah.sternberg@bolsover.gov.uk).

The list can also be accessed from the Council’s website at [www.ne-derbyshire.gov.uk](http://www.ne-derbyshire.gov.uk). The Cabinet is allowed to make urgent decisions which do not appear in the list, however, a notice will be published at the District Council Offices and on the Council’s website explaining the reasons for the urgent decisions. Please note that the decision dates are indicative and are subject to change.

Cabinet Portfolio responsibilities are as follows:

Councillor M E Thacker MBE	-	Leader and Portfolio Holder for Overall Strategic Leadership
Councillor A Dale	-	Deputy Leader and Portfolio Holder for Council Services
Councillor C Cupit	-	Portfolio Holder for Environment
Councillor J Kenyon	-	Portfolio Holder for Transformation & Climate Change
Councillor B Lewis	-	Portfolio Holder for Partnerships & Leisure
Councillor P Parkin	-	Portfolio Holder for Finance
Councillor A Powell	-	Portfolio Holder for Communications & Housing
Councillor C Renwick	-	Portfolio Holder for Economic Growth

The Cabinet agenda and reports are available for inspection by the public five clear days prior to the meeting of the Cabinet. The papers can be seen at the District Council Offices at the above address. The papers are also available on the Council’s website referred to above. Background papers are listed on each report submitted to the Cabinet and members of the public are entitled to see these documents unless they contain exempt or confidential information. The report also contains the name and telephone number of a contact officer.

Meetings of the Cabinet are open to the public and usually take place in the Committee Rooms at the District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, S42 6NG. Occasionally there are items included on the agenda which are exempt and for those items the public will be asked to leave the meeting. This list shows where this is intended and the reason why the reports are exempt or confidential. Members of the public may make representations to the Joint Head of Corporate Governance and Monitoring Officer about any particular item being considered in the private session of the meeting.

The list does not detail all decisions which have to be taken by the Cabinet, only “Key Decisions”. In these Rules a “Key Decision” means an executive decision, which is likely:

(1) **REVENUE**

- (a) Results in the Council making Revenue Savings of £100,000 or more; or
- (b) Results in the Council incurring Revenue Expenditure of £100,000 or more

(2) **CAPITAL**

- (a) Results in the Council making Capital Income of £250,000 or more; or
- (b) Results in the Council incurring Capital Expenditure of £250,000 or more

- (3) Be significant in terms of its effect on communities living or working in an area comprising two or more wards in the District.

**The dates for the meetings of Cabinet in 2019/2020 are as follows:**

2019 - 13 June	2020 - 9 January
11 July	13 February
5 September	12 March
3 October	9 April
7 November	7 May
5 December	28 May

The Council hereby gives notice of its intention to make the following Key Decisions:

Matter in respect of which a decision will be taken	Decision-maker	Date of decision	Documents to be considered	Is this decision a Key Decision?	Is this decision to be heard in public or private session
<p><b>Medium Term Financial Plan</b></p> <p>To update Members regarding the current position and to agree the process for securing financial savings whilst maintaining service delivery, together with any implications this may have for the Council's staffing establishment.</p>	Cabinet	April 2020	Report of Councillor P Parkin, Portfolio Holder for Finance.	Yes – likely to result in the Council making Revenue Savings or incurring Revenue Expenditure of £100,000 or more or making Capital Income or incurring Capital Expenditure of £250,000 or more.	Exempt under Paragraphs 1, 3 and 4 of Schedule 12A to the Local Government Act 1972 (as amended)
<p><b>Medium Term Financial Plan</b></p> <p>To update Members regarding the current position and to agree the process for securing financial savings whilst maintaining service delivery.</p>	Cabinet	April 2020	Report of Councillor P Parkin, Portfolio Holder for Finance.	Yes – likely to result in the Council making Revenue Savings or incurring Revenue Expenditure of £100,000 or more or making Capital Income or incurring Capital Expenditure of £250,000 or more.	Public

Matter in respect of which a decision will be taken	Decision-maker	Date of decision	Documents to be considered	Is this decision a Key Decision?	Is this decision to be heard in public or private session
<p><b>Land Sales</b></p> <p>To consider offer(s) to sell Council owned General Fund land.</p>	Cabinet	April 2020	Report of Councillor J Kenyon, Portfolio Holder for Transformation & Climate Change	Yes – likely to result in the Council making Revenue Savings or incurring Revenue Expenditure of £100,000 or more or making Capital Income or incurring Capital Expenditure of £250,000 or more.	Exempt under Paragraph 3 of Schedule 12A to the Local Government Act 1972 (as amended).
<p><b>Vehicle Replacement Programme</b></p> <p>Replacement of two Refuse Collection Vehicles.</p>	Cabinet	Within the next three months	Report of Councillor C Cupit, Portfolio Holder for Environment	Yes – likely to result in the Council making Capital Income of £250,000 or more.	Public

## **SCHEDULE**

### **SCHEDULE 12A**

#### **ACCESS TO INFORMATION: EXEMPT INFORMATION**

##### **PART 1**

##### **DESCRIPTIONS OF EXEMPT INFORMATION: ENGLAND**

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes –
  - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
  - (b) To make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

**ORGANISATION WORK PROGRAMME 2019/20**  
**TUESDAY AT 10:00 AM**  
 (except 10<sup>th</sup> September, 2019 meeting which has a 2:00pm start)

**Chair: Cllr Angelique Foster    Vice Chair Cllr Mo Potts**

<b>MEETING DATE</b>	<b>AGENDA ITEM</b>	<b>SCRUTINY ACTIVITY</b>	<b>WHAT IT WILL COVER</b>	<b>UPDATE/COMMENTS</b>
<b>18<sup>th</sup> June, 2019</b>	Remit of the Committee		<ul style="list-style-type: none"> <li>• Briefing on Scrutiny:                             <ul style="list-style-type: none"> <li>- Setting the scene</li> <li>- The terms of reference of the Committee</li> <li>- How the Committee operates, ways of working - Discussion</li> </ul> </li> </ul>	Sue Veerman - Overview and Scrutiny Manager/ Committee Members
	Selection of Scrutiny Review Topic	Review	<ul style="list-style-type: none"> <li>• To consider suggestions for review and select a topic for the Scrutiny Review</li> <li>• Consider what we want to look at</li> <li>• Consider stakeholders who we want to see</li> </ul>	Committee members

	Draft Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider the draft work programme for the year and any suggested items for inclusion</li> </ul>	Committee Members/ Sue Veerman - Overview and Scrutiny Manager
	Customer Services Report 2018/19	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider the report on Customer Services for 2018/19</li> </ul>	Rachel Pope – Customer Services Operational Manager
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider the list of key decisions</li> </ul>	Sue Veerman- Overview and Scrutiny Manager
<b>10<sup>th</sup> September, 2019</b> <b>2:00pm start</b>	Scrutiny Review (Part 1)	Monitor and challenge	<ul style="list-style-type: none"> <li>Scene setting by Lead Officer/ Consideration of relevant Data and Documentation</li> <li>Approval of Project Plan and timetable for the review</li> </ul>	Sara Gordon – Human Resources Manager  Committee
	Annual Report of Human Resources and Organisational Development	Monitor and challenge	<ul style="list-style-type: none"> <li>Organisational Development</li> <li>Apprentices</li> <li>Question and Answer Session</li> </ul>	Human Resources Manager
	Scrutiny Review (Part 2)	Monitor and challenge	<ul style="list-style-type: none"> <li>Drafting of questions if any further stakeholder interviews to be arranged</li> </ul>	Committee

			<ul style="list-style-type: none"> <li>• Discussion and preparation for site visits around Mill Lane and depots and consideration of any questions</li> </ul>	Committee
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>• To consider the list of key decisions</li> </ul>	Sue Veerman Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>• To consider the Committees' work programme</li> </ul>	Sue Veerman Overview and Scrutiny Manager
<b>22<sup>nd</sup> October, 2019</b>	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>• To consider the list of key decisions</li> </ul>	Sue Veerman Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>• To consider the Committees' work programme</li> </ul>	Sue Veerman Overview and Scrutiny Manager
	Scrutiny Review	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>• Visit around the building at Mill Lane</li> <li>• Appraisal of visit</li> </ul>	Committee
<b>26<sup>th</sup> November, 2019</b>	Scrutiny Review	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>• Visit to Eckington Depot</li> </ul>	

<p><b>14th January, 2020</b></p>	<p>Scrutiny Review</p>	<p>Review</p>	<ul style="list-style-type: none"> <li>• Interviews <ul style="list-style-type: none"> <li>➤ 10:00 am – Leisure Operations Manager/ Lead Facility Officer</li> <li>➤ 10:30 am – Estates Manager</li> <li>➤ 11:00am - Joint Street Scene Waste Services Manager</li> <li>➤ 11:30 am – Strategic Partnership Co-Ordinator</li> </ul> </li> </ul>	<p>Committee</p>
	<p>Previous Scrutiny Review</p>	<p>Review</p>	<ul style="list-style-type: none"> <li>• To consider the previous review – Communications and Marketing</li> </ul>	<p>Committee</p>
	<p>List of key decisions</p>	<p>Consultee, monitor and challenge</p>	<ul style="list-style-type: none"> <li>• To consider the list of key decisions</li> </ul>	<p>Sue Veerman Overview and Scrutiny Manager</p>
	<p>Scrutiny Work Programme</p>	<p>Consultee, monitor and challenge</p>	<ul style="list-style-type: none"> <li>• To consider the Committees’ work programme</li> </ul>	<p>Sue Veerman Overview and Scrutiny Manager</p>

<b>24<sup>th</sup> March, 2020</b>	Scrutiny Review	Review	<ul style="list-style-type: none"> <li>• Interview <ul style="list-style-type: none"> <li>➤ 10:00 am – Union Representative</li> </ul> </li> </ul>	Will Hicklin
	Transformation Programme Update	monitor and challenge	<ul style="list-style-type: none"> <li>• To consider progress against the action plan</li> </ul>	Lee Hickin – Director
	Scrutiny Review	Review	<ul style="list-style-type: none"> <li>• Triangulation of evidence – Scrutiny Review</li> </ul>	Committee Members
	List of Key Decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>• To consider the list of key decisions</li> </ul>	Sue Veerman - Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>• To consider the Committee’s Work Programme</li> </ul>	Sue Veerman - Overview and Scrutiny Manager
<b>12<sup>th</sup> May, 2020</b>	Draft Scrutiny Review report	Review	<ul style="list-style-type: none"> <li>• To agree the draft report for Scrutiny Review</li> </ul>	
	Action plan – previous Scrutiny Review	monitor and challenge	<p>To consider Cabinets response to the Scrutiny Review of Communications and Marketing – action plan?</p> <ul style="list-style-type: none"> <li>•</li> </ul>	
	Item to be identified by Committee			
	Item to be identified by Committee		<ul style="list-style-type: none"> <li>•</li> </ul>	
	Monitoring of O&S	Monitor	<ul style="list-style-type: none"> <li>• To monitor the implementation of</li> </ul>	Sue Veerman - Overview

	recommendations		previous committee and review recommendations	and Scrutiny Manager
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider the list of key decisions</li> </ul>	Sue Veerman - Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider whether the Committees' work programme has been completed at year end</li> </ul>	Sue Veerman - Overview and Scrutiny Manager