

Public Document Pack



**North East
Derbyshire**
District Council

Our Ref: SV/MD
Contact: Damon Stanton
Tel: 01246 217011
Email: damon.stanton@ne-derbyshire.gov.uk
Date: Friday 12 June 2020

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

Please attend a meeting of the Organisation Scrutiny Committee to be held on **Tuesday, 23 June 2020 at 10.00 am**. This meeting will be held through virtual meeting software. Access credentials to the meeting will be sent to you under separate cover.

Yours sincerely

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

Joint Head of Corporate Governance and Monitoring Officer

Members of the Committee

<u>Conservative Group</u>	<u>Labour Group</u>	<u>Independent Group</u>
Councillor Patricia Bone Councillor Angelique Foster Councillor Heather Liggett Councillor Maureen Potts Councillor Philip Wright	Councillor Joseph Birkin Councillor Maggie Jones Councillor Pat Kerry	Councillor John Funnell

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

A G E N D A

- 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 Remit of Committee (Pages 9 - 12)

- (a) Scene Setting – Terms of Reference
- (b) How the Committee Operates

5 Selection of Scrutiny Review Topic (Pages 13 - 14)

To discuss and select a topic for the Committee's Scrutiny Review. (Please fill in the attached sheet if you have any suggestions which we can discuss at the meeting),

6 Draft Work Programme 2020/21 (Pages 15 - 20)

To consider the attached draft Work Programme for the Organisation Scrutiny Committee 2020/21 and make any suggestions for items.

7 Forward Plan of Executive Decisions (Pages 21 - 24)

To consider the attached Forward Plan of Executive Decisions – 13 March to 9 April 2020.

8 Exclusion of Public

That the public be excluded from the meeting during the discussion of the following items of business to avoid the disclosure to them of exempt information as defined in Paragraph 1, Part 1 of Schedule 12A to the Local Government Act 1972, (as amended by the Local Government (Access to Information) (Variation) Order 2006).

9 Previous Scrutiny Review 2019/20 - Health and Wellbeing

To discuss any outstanding issues relating to the Scrutiny Review. (Paragraph 1)

10 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.

11 Date of Next Meeting

The next meeting of the Organisation Scrutiny Committee is scheduled to take place on Tuesday 4 August 2020 at 10.00 am.



North East
Derbyshire
District Council

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

If you require
this agenda in
large print
or another
format
please call
us on
**01246
217753**

If you require an adjustment to enable you to participate in or access the meeting please contact the Governance Team at least 72 hours before the meeting starts.

ORGANISATION SCRUTINY COMMITTEE

MINUTES OF MEETING HELD ON 14 JANUARY 2020

I N D E X

Page No	Minute No	Heading
1	461	Apologies for Absence
1	462	Declarations of Interest
1	463	Minutes of Last Meeting
2	464	Scrutiny Review - Interviews
4	465	Previous Scrutiny Review
4	466	List of Key Decisions
4	467	Work Programme
4	468	Additional Urgent Items
4	469	Date of Next Meeting

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.

Terms of Reference

5.3 Scrutiny Committees

- (a) Within their themed areas, all *Scrutiny Committees* will:-
- (i) review decisions made by and the performance of the *Council Meeting*, the *Cabinet*, committees and *Officers* both in relation to individual decisions and over time (but not including *Regulatory Decisions*)
 - (ii) review the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas
 - (iii) question members of the *Cabinet* and *Officers* about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions (but not including *Regulatory Decisions*)
 - (iv) make recommendations to the *Council Meeting* and/or *Cabinet* arising from work undertaken by a *Scrutiny Committee*
 - (v) review the performance of other public bodies in the area and invite reports from them by asking them to address the *Scrutiny Committee* about their activities and performance
 - (vi) question and gather evidence from any person with their consent
 - (vii) collaborate with other *Scrutiny Committees* and other bodies carrying out similar functions outside the Council
 - (viii) report to the Council meeting annually on the scrutiny function and their work
 - (ix) exercise functions relating to call in and Councillor Call for Action.
- (b) Growth Scrutiny Committee

The committee will have responsibility for scrutiny functions relating to:-

- Local Enterprise Partnership and Combined Authorities
- Business/Economy
- Economic Development
- Regeneration

- Asset Management
- Planning
- Tourism
- Partnerships
- Strategic Housing – Housing Strategy

(c) Communities Scrutiny Committee

The committee will have responsibility for scrutiny functions relating to:-

- Statutory Crime and Disorder responsibility
- Community Safety
- Leisure
- Health and Well being
- Street Scene
- Environment Health (including Licensing)
- Inclusion
- Equality
- Housing Management
- Emergency planning
- Estates and property

(d) Organisation Scrutiny Committee

The committee will have responsibility for scrutiny functions relating to:-

- Services:
 - Audit
 - Communication and Consultation
 - Customer Services
 - Finance
 - Governance
 - Human Resources
 - ICT
 - Legal
 - Procurement
 - Revenue and Benefits
 - Scrutiny
 - Strategy and Performance
- Shared Services
- Commissioning /De Commissioning Services
- Self Regulation

- Transformation Programme
- Employees

(e) Audit and Corporate Governance Scrutiny Committee

The committee will:-

- (i) consider the Internal Audit annual report and opinion, and a summary of Internal Audit activity (actual and proposed) and the level of assurance it can give over the Council's corporate governance arrangements
- (ii) consider summaries of specific Internal Audit reports as requested
- (iii) consider reports dealing with the management and performance of the providers of Internal Audit Services
- (iv) consider a report from Internal Audit on agreed recommendations not implemented within a reasonable timescale
- (v) consider the External Auditor's Management Letter, relevant reports, and the report to those charged with governance
- (vi) consider specific reports as agreed with the External Auditor
- (vii) comment on the scope and depth of external audit work to ensure it gives value for money
- (viii) liaise with the Audit Commission over the appointment of the Council's external auditor
- (ix) commission work from Internal and External Audit as necessary
- (x) maintain an overview of the *Contract Rules*, and *Finance Rules*
- (xi) review any issue referred to it by the *Chief Executive*, a *Director*, the *Monitoring Officer*, the Chief Finance Officer or the *Council Meeting*, a committee or the *Cabinet*
- (xii) monitor the effective development and operation of risk management and corporate governance in the Council
- (xiii) monitor the Council's anti fraud and corruption strategy

- (xiv) oversee the production of the Council's Statement on Internal Control and recommend its adoption
- (xv) oversee the Council's arrangements for corporate governance and agree necessary actions to ensure compliance with best practice
- (xvi) oversee the Council's compliance with its own and other published standards and control
- (xvii) approve the Council's audited Annual Statement of Accounts
- (xviii) review the annual statement of accounts, specifically to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the *Council Meeting*
- (xix) consider the External Auditor's report to those charged with governance on issues arising from the audit of the accounts

5.4 **Issues falling within the functions of two or more Scrutiny Committees**

Any Committee may consider matters that are important to the Health and Well Being of residents within North East Derbyshire.

Where a particular issue could fall within the functions of two or more Scrutiny Committees the Chairs of the relevant Scrutiny Committees, following consultation with the Overview and Scrutiny Manager, will agree which Scrutiny Committee will consider the matter.

What makes a good scrutiny topic?

- A concern that affects a large percentage of the Districts residents
- An issue Scrutiny can influence and add value to
- A persistent problem that is not being resolved
- An underperforming service or overspending one etc.
- A topic that Cabinet has asked Scrutiny to investigate (prior to a report for decision going to Cabinet)
- Timely – an in depth review can take several months. Report could not be completed in time as issue moves on. More suitable to do a spotlight review or a special meeting look.

Not a good topic

- Duplication of work -Something being reviewed elsewhere, such as by Audit or service review for improvement, and where there are current recommendations not yet implemented (however, can sometimes be useful to feed in if review live and adds value)
- An issue that affects a small number of people and can be resolved in another way
- A topic which is the subject of an Ombudsman Inquiry or internal investigation
- A topic that is too complex, too long, requires too many resources to complete

Overview and Scrutiny Committees

Suggested Topics for Review

2020/21

Suggested by:

Issue to be looked into:

Why I think we need to look at this:

What would I like to see come out of such a review:

**ORGANISATION WORK PROGRAMME 2020/21
TUESDAY AT 10:00 AM**

Chair: Cllr Angelique Foster Vice Chair Cllr Mo Potts

MEETING DATE	AGENDA ITEM	SCRUTINY ACTIVITY	WHAT IT WILL COVER	UPDATE/COMMENTS
23rd June, 2020	Remit of the Committee		<ul style="list-style-type: none">• Briefing on Scrutiny:<ul style="list-style-type: none">- Setting the scene- The terms of reference of the Committee- How the Committee operates, ways of working - Discussion	Sue Veerman - Overview and Scrutiny Manager/ Committee Members
	Selection of Scrutiny Review Topic	Review	<ul style="list-style-type: none">• To consider suggestions for review and select a topic for the Scrutiny Review • Consider what we want to look at	Committee members

Agenda Item 6

			<ul style="list-style-type: none"> Consider stakeholders who we want to see 	
	Draft Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the draft work programme for the year and any suggested items for inclusion Previous work to be concluded? 	Committee Members/ Sue Veerman - Overview and Scrutiny Manager
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the list of key decisions 	Sue Veerman- Overview and Scrutiny Manager
4th August, 2020	Scrutiny Review	Review	<ul style="list-style-type: none"> Scene setting by Lead Officer Approval of Project Plan and timetable for the review Drafting of questions if any further stakeholder interviews to be arranged 	Lead Officer Committee
	Annual Report of	Monitor and	<ul style="list-style-type: none"> Organisational Development 	Human Resources

	Human Resources and Organisational Development	challenge	<ul style="list-style-type: none"> • Apprentices • Question and Answer Session 	Manager
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> • To consider the list of key decisions 	Sue Veerman Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> • To consider the Committees' work programme 	Sue Veerman Overview and Scrutiny Manager
29th September, 2020			<ul style="list-style-type: none"> • Item to be identified by Committee 	
			<ul style="list-style-type: none"> • Item to be identified by Committee 	
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> • To consider the list of key decisions 	Sue Veerman Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and	<ul style="list-style-type: none"> • To consider the Committees' work programme 	Sue Veerman Overview and Scrutiny

		challenge		Manager
3rd November, 2020	Scrutiny Review	Consultee, monitor and challenge	<ul style="list-style-type: none"> • Interviews 	
2nd February, 2021	Scrutiny Review	Review	<ul style="list-style-type: none"> • Interviews 	Committee
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> • To consider the list of key decisions 	Sue Veerman Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> • To consider the Committees' work programme 	Sue Veerman Overview and Scrutiny Manager
2nd March, 2021	Transformation Programme Update	monitor and challenge	<ul style="list-style-type: none"> • To consider progress against the action plan 	Lee Hickin – Director
			<ul style="list-style-type: none"> • Item to be identified by Committee 	

	Scrutiny Review	Review	<ul style="list-style-type: none"> • Triangulation of evidence – Scrutiny Review 	Committee Members
	List of Key Decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> • To consider the list of key decisions 	Sue Veerman - Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> • To consider the Committee's Work Programme 	Sue Veerman - Overview and Scrutiny Manager
11th May, 2021	Draft Scrutiny Review report	Review	<ul style="list-style-type: none"> • To agree the draft report for Scrutiny Review 	
			<ul style="list-style-type: none"> • Item to be identified by Committee 	
			<ul style="list-style-type: none"> • Item to be identified by Committee 	
	Monitoring of O&S recommendations	Monitor	<ul style="list-style-type: none"> • To monitor the implementation of previous committee and review recommendations 	Sue Veerman - Overview and Scrutiny Manager
	List of key decisions	Consultee, monitor and	<ul style="list-style-type: none"> • To consider the list of key decisions 	Sue Veerman - Overview and Scrutiny Manager

		challenge		
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider whether the Committees' work programme has been completed at year end 	Sue Veerman - Overview and Scrutiny Manager



North East Derbyshire
District Council

Forward Plan of Executive Decisions for the period 13 March 2020 – 9 April 2020

This Forward Plan sets out all of the decisions that are expected to be taken over the next four months by either: (i) The Cabinet, or (ii) an officer on an Executive function of the Council.

Some of the decisions listed in this plan are 'Key Decisions'. A Key Decision is one that is likely to:

- (a) Result in the Council spending or receiving income of over £100,000 revenue or £250,000 capital, or
- (b) Have a significant impact on two or more wards in the Council's area.

At least 28 calendar days' notice must be given before they are due to be taken by the Cabinet or an officer under delegated powers.

The Cabinet can make urgent decisions which do not appear in the Forward Plan. 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.

The Forward Plan also lists those 'Exempt' Decisions which are going to be taken over the next four months. Exempt Decisions are those decisions which have to be taken in private. This is because they involve confidential or exempt information which cannot be shared with the public.

The contact details for the officers or senior employees responsible for producing the reports and reports for these decisions are included in the plan. Please contact them if you would like more information. If you have any queries about why something is a Key Decision or is going to be taken in private then please contact the Governance Team on 01246 217391 or email: alan.maher@ne-derbyshire.gov.uk.

Published under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Sarah Sternberg, Head of Corporate Governance & Monitoring Officer

Published on: 11 March 2020

Cabinet members and their responsibilities

Member	Portfolio of responsibilities
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

DECISION TO BE TAKEN	DECISION-MAKER	DATE OF DECISION	KEY DECISION	EXEMPT DECISION (INCLUDING GROUNDS FOR EXEMPTION)	RESPONSIBLE PORTFOLIO HOLDER	RESPONSIBLE OFFICER
Land Sales To consider offer(s) to sell Council owned General Fund land.	Cabinet	9 Apr 2020	Key	Fully exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Councillor Jeremy Kenyon	Matthew Broughton
Medium Term Financial Plan 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.	Cabinet	9 Apr 2020	Key	Fully exempt Information relating to any individual. Information relating to the financial or business affairs of any particular person (including the authority holding that information) 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.	Councillor Paul Parkin	Jayne Dethick

DECISION TO BE TAKEN	DECISION-MAKER	DATE OF DECISION	KEY DECISION	EXEMPT DECISION (INCLUDING GROUNDS FOR EXEMPTION)	RESPONSIBLE PORTFOLIO HOLDER	RESPONSIBLE OFFICER
Vehicle Replacement Programme Replacement of two Refuse Collection Vehicles.	Cabinet	9 Apr 2020	Key	Open	Councillor Charlotte Cupit	Steve Brunt
Medium Term Financial Plan To update Members regarding the current position and to agree the process for securing financial savings whilst maintaining service delivery.	Cabinet	9 Apr 2020	Key	Open	Councillor Paul Parkin	Jayne Dethick