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**North East
Derbyshire**
District Council

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Date: Monday, 22 February 2021

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

Please attend a meeting of the Organisation Scrutiny Committee to be held on **Tuesday, 2 March 2021 at 10.00 am by Conference Call**. Access credentials to the meeting will be sent to you separately. The public parts of the meeting will be streamed from the Council's website.

Virtual Attendance and Hybrid Meetings

I have provided the Leader and Deputy Leader with advice on the holding of "hybrid" meetings outlining the risks including to employees dealing with the Chamber and to Members. Hybrid meetings are those where some attendance is in person in the Council Chamber and some is virtual. I would encourage you all to attend virtually. Accordingly if you attend in person you will be deemed to have accepted the following disclaimer as applying.

Risk Assessment Disclaimer

When attending this meeting in person, I confirm that I have read and understood the contents of each of the following risk assessments and agree to act in line with its content.

- RA – Return to Work Mill Lane Covid 19 V13
- Mill Lane Coronavirus Control Measures V8

Both documents have been emailed to Members and are available on the Modern.Gov App library.

The same advice is given to officers who are also encouraged to participate in the meeting remotely.

Yours sincerely



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 Angelique Foster Councillor Maureen Potts Councillor Patricia Bone Councillor Heather Liggett 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 5 - 7)

To approve as a correct record and the Chair to sign the Minutes of the Organisation Scrutiny Committee held on 2 February 2021.

4 Scrutiny Review - Health and Wellbeing - Working from Home During the Pandemic

Triangulation of Evidence

5 Forward Plan of Executive Decisions - 15 February 2021 - 15 March 2021

To consider the Forward Plan of Executive Decisions. The most up-to-date Forward Plan of Executive Decisions can be accessed via the following link:

<https://democracy.ne-derbyshire.gov.uk/mgListPlans.aspx?RPId=1137&RD=0&bcr=1>

6 Work Programme (Pages 8 - 15)

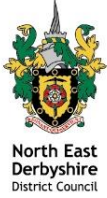
To consider the Work Programme for the Organisation Scrutiny Committee 2020/21 and review the proposed workload.

7 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.

8 Date of Next Meeting

The next meeting of the Organisation Scrutiny Committee is scheduled to take place on Tuesday 11 May 2021 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

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ORGANISATION SCRUTINY COMMITTEE

MINUTES OF MEETING HELD ON TUESDAY, 2 FEBRUARY 2021

Present:

Councillor Angelique Foster (Chair) (in the Chair)
Councillor Maureen Potts (Vice-Chair)

Councillor Joseph Birkin
Councillor John Funnell
Councillor Pat Kerry
Councillor Philip Wright

Councillor Patricia Bone
Councillor Maggie Jones
Councillor Heather Liggett

Also Present:

S Veerman	Overview & Scrutiny Manager
S Gordon	HR & OD Manager
N Kwasa	Senior Governance Officer
A Bond	Governance Officer
L Hickin	Director of Corporate Resources & Head of Paid Service
K O’Gorman	Projects and Development Manager
Councillor A Dale	Leader of the Council

OSC/ Apologies for Absence

40/2

0-21 There were no apologies for absence.

OSC/ Declarations of Interest

41/2

0-21 There were no declarations of interest.

OSC/ Scrutiny Review

42/2

0-21 The HR & OD Manager introduced the report on agile working. She noted that the proposed policy was similar to existing policies but was designed to be a fit for purpose, not one size fits all framework to replace the existing multiple policies. She highlighted that approaches to agile working would vary across the Council dependant on service needs, for example for those who operate non-standard office based working arrangements.

The Committee discussed the report in depth, including how the definition of agile working differs from that of flexible working, and the importance for both managers and employees to find a balance which meets service needs and creates happy, engaged and motivated employees. The Committee questioned the HR & OD Manager on specific issues including how situations would be managed in which there were disagreements and the employee was not satisfied with their working situation; how the policy works in relation to insurance and safe working environments when employees are working from home, as well as maintaining links between managers and teams, and how vacant job roles would be advertised in relation to agile working.

RESOLVED – That the update be noted.

OSC/ Transformation Programme Update

43/2

0-21

The Director of Corporate Resources and Head of Paid Service presented the report and highlighted the updates and impacts of the COVID-19 pandemic on the following transformation streams; service transformation, transforming finances, digital organisation, organisational transformation and environmental transformation.

The Chair and Committee thanked the staff for the work they have done in transforming the Council which has been pushed forward very quickly due to the impacts of the pandemic. The Committee had a wide ranging discussion on the report, including issues around savings targets and headline projects to deliver these. The Director of Corporate Resources and Head of Paid Service confirmed that the Council has sought expert advice from consultants and specialists when necessary to inform the programmes. The Committee agreed that there should be a focus on how agile working and transformation will fit together.

RESOLVED - That the update be noted.

OSC/ Scrutiny Review

44/2

0-21

The Leader, Councillor Alex Dale, presented an update on his vision for the Council post-COVID, related to home-working and support available for employees and managers. He noted that his vision included a modern, agile work force with well supported staff, delivering high performing value for money services to residents and the impact on the environment and local economy. He noted the importance of finding a balance between home working and providing front-facing services and office-based working, to find the best of both worlds between a virtual and a physical working environment. The Committee discussed the issue in depth.

RESOLVED – That the update from the Leader be noted.

OSC/ Scrutiny Review - Home Working Survey

45/2

0-21

The Projects and Development Manager introduced the survey which was carried out in June 2020 across the strategic alliance to look at four things:

1. To assess how many people worked from home/remotely prior to COVID-19 lockdown, how often and to gauge the perception of working from home.
2. To review how staff have been coping with working from home during COVID-19 lockdown and to highlight issues, concerns and successes.
3. To gauge interest in future remote working, potential issues, benefits, savings, requirements, areas for improvements and ideas for successful implementation of remote working.
4. To calculate the potential environmental benefits to working remotely on a large scale.

The Committee discussed the survey in depth, with particular consideration to the need for hybrid working arrangements and the balance across different service areas, as well as the need for clarity on the drivers behind a move to remote working. The Officer highlighted that the approach and the success to homeworking would be determined by the driver(s) behind it. She stated that the approach to home working so far has been reactive due to the pandemic but that going forward the organisation would need to decide the drivers (for example this could include freeing up office space, flexibility for staff, wellbeing or climate change) for this approach to work long term and that how these are communicated to stakeholders was important to build support.

RESOLVED - That the update be noted.

OSC/ 46/2 0-21 **Forward Plan of Executive Decisions - 15 December 2020 to 15 January 2021**

RESOLVED – That the Forward Plan of Executive Decisions – 15 December 2020 to 15 January 2021 be noted.

OSC/ 47/2 0-21 **Work Programme**

The Overview & Scrutiny Manager highlighted that the Committee would be triangulating review evidence at the next meeting but that there were also slots available to discuss other items if Members wished to submit anything to her. The Chair commented that it may be helpful to come back to the Home Working Survey and put together some comments on the results.

RESOLVED – That the Committee note the Forward Work Programme.

OSC/ 48/2 0-21 **Additional Urgent Items**

There were no additional urgent items.

OSC/ 49/2 0-21 **Date of Next Meeting**

The next meeting will be held on 2nd March 2021.

**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 	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 Forward Plan of Executive Decisions 	Sue Veerman- Overview and Scrutiny Manager
4th August, 2020	Annual Report of Human Resources and Organisational Development	Monitor and challenge	<ul style="list-style-type: none"> ➤ Organisational Development ➤ Apprentices ➤ Question and Answer Session 	Human Resources Manager
	Scrutiny Review	Review	<ul style="list-style-type: none"> ➤ Scoping of Review including scene setting 	Lead Officer Committee
	Previous Scrutiny Review	Scrutiny Review	<ul style="list-style-type: none"> ➤ To consider the interim draft report 	Committee

	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the Forward Plan of Executive 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	Impact of Pandemic Update	Monitor and challenge	<ul style="list-style-type: none"> To consider an update on the impact of Covid 19, including Health and Well being 	Sara Gordon – HR Manager
	Scrutiny Review		<ul style="list-style-type: none"> Approval of Project Plan Approval of timetable for the review Documentation: <ul style="list-style-type: none"> ➤ Working From Home Policy ➤ Temporary Working Arrangements 	

			➤ Selection of Bulletins to staff	
			Interviews 10:45 am Health and Safety 11:30 am Director of Environment and Enforcement including presentation	
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the Forward Plan of Executive 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
3rd November, 2020	Scrutiny Review	Consultee, monitor and challenge	<ul style="list-style-type: none"> Interviews <ul style="list-style-type: none"> ➤ 10:00 am Director of Corporate Services and Head of Transformation and Partnership 	Committee Lee Hickin

			<ul style="list-style-type: none"> ➤ 10:30 am Managers ➤ 11:15 am Staff working from home during the Pandemic 	
	Scrutiny Review	Monitor and challenge	<ul style="list-style-type: none"> • To consider the Home Working Survey 	Deferred to next meeting
	Forward Plan of Executive Decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> • To consider the Forward Plan of Executive 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 February, 2021	Scrutiny Review	Review	<ul style="list-style-type: none"> • To consider the Home Working Policy 	HR Manager – Sara Gordon

	Scrutiny Review	Review	<ul style="list-style-type: none"> To consider the Home Working Survey 	Committee
	Transformation Programme update	Monitor and challenge	<ul style="list-style-type: none"> To consider progress against the action Plan (including WFH project and impacts of Pandemic) 	Lee Hickin –Director Matt Broughton – HOS
	Scrutiny Review	Review	<ul style="list-style-type: none"> Discussion with Leader of the Council 	Councillor A Dale
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the Forward Plan of Executive 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	Scrutiny Review	Review	<ul style="list-style-type: none"> Triangulation of evidence – Scrutiny Review 	Committee Members
	List of Key Decisions	Consultee,	<ul style="list-style-type: none"> To consider the Forward Plan of 	Sue Veerman - Overview

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

		challenge	at year end	
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