

# Public Document Pack

Resources and Services Overview and  
Scrutiny Committee

21 May 2018

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**MINUTES OF THE MEETING OF THE RESOURCES AND SERVICES OVERVIEW  
AND SCRUTINY COMMITTEE,  
HELD ON MONDAY, 21ST MAY, 2018 AT 7.30 PM  
IN THE COUNCIL CHAMBER, COUNCIL OFFICES, THORPE ROAD, WEELEY,  
CO16 9AJ**

<b>Present:</b>	Councillors Stephenson (Chairman), Alexander (Vice-Chairman), Baker, Broderick, Everett, Miles, Pemberton, Scott and Steady
<b>Also Present:</b>	None
<b>In Attendance:</b>	Ian Davidson (Chief Executive)(except item 7), Anastasia Simpson (Head of People, Performance and Projects), Richard Barrett (Head of Finance, Revenues and Benefits Services), Ian Ford (Committee Services Manager) and Katie Wilkins (Human Resources and Business Manager)

**1. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

There were no apologies for absence and consequently there were no substitutions on this occasion.

**2. MINUTES OF THE FINAL MEETING OF THE CORPORATE MANAGEMENT COMMITTEE HELD ON 12 MARCH 2018**

The Minutes of the final meeting of the Corporate Management Committee, held on 12 March 2018, were approved as a correct record and signed by the Chairman.

**3. MINUTES OF THE FINAL MEETING OF THE SERVICE DEVELOPMENT AND DELIVERY COMMITTEE HELD ON 4 APRIL 2018**

The Minutes of the final meeting of the Service Development and Delivery Committee, held on 4 April 2018, were approved as a correct record and signed by the Vice-Chairman.

**4. DECLARATIONS OF INTEREST**

There were none.

**5. THE ROLE OF THE RESOURCES AND SERVICES OVERVIEW AND SCRUTINY COMMITTEE**

The Chief Executive (Ian Davidson) attended the meeting to discuss with Members the role of the Committee and that of scrutiny generally within the new committee structure.

In his address to the Committee the Chief Executive –

- (1) emphasised the importance of the ‘overview’ role of the Committee as well as that of ‘scrutiny’ and mentioned the work being done in the areas of waste

management and recycling as an example of where the Committee could offer a different perspective;

- (2) stated that the new overview and scrutiny committee structure with its 'internal' and 'external' facing split offered the Council an important opportunity to reset the overview and scrutiny function;
- (3) drew attention to the Council's agreed Priorities and projects for 2018/19 which could form the basis of the Committee's future work;
- (4) informed Members that following discussions with the respective Chairmen of the two new overview and scrutiny committees Officers would be looking into providing training on overview and scrutiny matters through an external provider in order to assist Members in developing their skills and expertise; and
- (5) outlined potential ways (both formal and informal) the task and finish working groups could operate and the importance of their having precise terms of reference and tight, but realistic timescales to carry out their reviews.

The Chief Executive then responded to Members' questions on his address and other matters.

**6. REPORT OF THE DEPUTY CHIEF EXECUTIVE - A.1 - PERFORMANCE REPORT - 2017/18 OUTTURN REPORT**

The Committee had before it a report of the Deputy Chief Executive (A.1) which presented the performance outturn report for the period 2017/2018 including the Corporate Plan and Priorities and Projects 2017/18. Appendix A to that report contained details of the 16 indicators and projects where performance was measured. Of those, 13 (81%) were on, or above, their expected target and 3 (19%) were not in line with the expected performance. Three of the indicators and projects highlighted in the report were deemed 'non-measurable' as this Council's role was that of 'influence' only.

Members were informed that the performance report had been submitted to Cabinet at its meeting held 18 May 2018. Any feedback from the Committee would be presented to a future meeting of the Cabinet as a separate reference report.

The Head of People, Performance and Projects (Anastasia Simpson) explained the purpose of the "advance question sheet" which had been sent to Members of the Committee ahead of the meeting.

The Human Resources and Business Manager (Katie Wilkins) gave a verbal update in respect of several indicators and projects.

The Chief Executive gave further updates to the Committee in respect of the Mayflower 400 and Garden Communities projects.

Officers responded to other questions raised by Members on various topics and where an answer was not immediately available, the Human Resources and Business Manager undertook to respond to Members as soon as possible after the meeting.

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It was **RESOLVED** that -

- (a) the contents of the report be noted, subject to the sickness figures being removed from future performance update reports to the Committee; and
- (b) the Cabinet be informed that the Committee will be undertaking overview and scrutiny reviews on waste management and recycling rates and will inform Cabinet in due course of the outcome of such reviews. The relevant Officer(s) will be requested to attend the Committee in the first instance and the Environment Portfolio Holder will be asked to attend the Task and Finish Working Group, if required.

## **7. WORK PROGRAMME 2018/2019**

Members were requested to consider the items that would be looked at by the Committee; those that should be looked at by a Task and Finish Working Group; and those items that should be the subject of an All Member Briefing.

Members were also requested to decide the size, composition and terms of reference for any Task and Finish Working Group that it decided to set up at this meeting

The 2018/2019 Work Programme for the Committee that was approved at the Annual Meeting of the Council held on 24 April 2018 was Members for their reference. The Committee was made aware that two additional items had been provisionally added to its work programme with respect to its meeting due to be held on 25 June 2018 namely –

- 1) Update on Transformation Project; and
- 2) LGA Peer Challenge Action Plan - Reference from Cabinet.

The Committee was also informed that, at the final meeting of the Service Development and Delivery Committee held on 4 April 2018, Committee Members had considered, amongst other things, what items, if any, to put forward for inclusion in the 2018/2019 Work Programme for the new Resources and Services Overview and Scrutiny Committee.

One of those items put forward had been “Review of Tendring Closed Road Rally 2018”. That item had duly been included in the 2018/2019 Work Programme for the Resources and Services Overview and Scrutiny Committee that was submitted to, and approved by, the Annual Meeting of the Council on 24 April 2018.

The Monitoring Officer had subsequently pointed out that this item, due to the fact that the Road Rally was not a Council run event, should actually be on the Work Programme for the Community Leadership Overview and Scrutiny Committee as the Rally involved the Council working with external bodies (Essex Police, rally organisers, public etc.) on matters such as community safety. Therefore that item had now been removed from this Committee’s Work Programme and reallocated to the Community Leadership Overview and Scrutiny Committee’s Work Programme.

Having discussed the above it was –

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**RESOLVED** that the following amendments be made to the Committee's Work Programme for 2018/2019:-

- (1) 25 June 2018 – the update on Careline and the Lifting Service be deleted and instead submitted to an All Member Briefing;
- (2) 25 June 2018 – the LGA Action Plan Reference from Cabinet be moved from this meeting to the meeting on 30 July 2018;
- (3) 25 June 2018 – the review of environmental issues in the light of the waste contract changes item to also now include a review of recycling rates;
- (4) 30 July 2018 – an item updating the Committee on the production of a new District wide Tourism Strategy to be included; and
- (5) 17 September 2018 – an item to enable the Committee to review how the new overview and scrutiny arrangements are bedding in to be included.

The meeting was declared closed at 9.35 pm

**Chairman**