



## **MINUTES OF A MEETING OF THE CORPORATE SCRUTINY COMMITTEE HELD ON 12th JUNE 2019**

**PRESENT:** Councillor T Jay (Chair), Councillors B Price, M Bailey, P Brindley, R Claymore, Dr S People, P Standen and M Summers

The following officers were present: Stefan Garner (Executive Director Finance), John Day (Knowledge, Performance and Insight Co-ordinator) and Jo Hutchison (Democratic Services, Scrutiny and Elections Officer)

Apologies received from: Councillor(s) R Bilcliff, R Ford and S Goodall.

### **1 APPOINTMENT OF VICE-CHAIR**

**RESOLVED:** That Councillor Ben Price be appointed as Vice-Chair

*(Moved by Councillor R Claymore and seconded by Councillor M Summers)*

### **2 DECLARATIONS OF INTEREST**

There were no Declarations of Interest

### **3 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 13<sup>th</sup> March 2019 were approved and signed as a correct record.

*(Moved by Councillor M Summers and seconded by Councillor Dr S People)*

### **4 CHAIR'S UPDATE**

There was no Chair's update.

### **5 RESPONSES TO REPORTS OF THE CORPORATE SCRUTINY COMMITTEE**

The recommendations from this Committee, as recoded in the minutes of the Corporate Scrutiny Committee on 13 March 2019, were reported to the Cabinet meeting on 11 April 2019.

## **6 CONSIDERATION OF MATTERS REFERRED TO THE CORPORATE SCRUTINY COMMITTEE FROM CABINET / COUNCIL**

It was agreed that any 12 month review of the implementation of any Cabinet and / or Council decisions would be considered under the Work Plan item.

## **7 QUARTER FOUR 2018/19 PERFORMANCE REPORT**

The Report of the Leader of the Council on Quarter 4 Performance 2018/19 which provided the Committee with a performance update and financial health check was received by the Corporate Scrutiny Committee. It was noted that the report would be considered by Cabinet on 2<sup>nd</sup> July 2019.

The Executive Director, Finance and the Knowledge, Performance and Insight Co-ordinator attended the meeting to respond to queries raised by the Committee.

The Executive Director, Finance reported that the progress on the corporate plan actions, performance measures and corporate risks were largely green, that the report provided an overview of the impact of welfare benefit reform changes, an MTFS update section, which reflected what was approved as part of eth budget process and the financial health check for the financial year end.

The Committee discussed the following areas and sought clarification on:

- Housing and universal credit figures – the Executive Director Finance, circulated an updated section with corrected content, which showed that there were 645 Universal credit claimants within the Council's housing stock and outlined that there were actions in place, including a new corporate project group to support tenants and to protect the Council's rent income;
- The increased percentage of non-council tenants who were in arrears. It was reported that the corporate project group would consider council tenant and non-council tenant arrears as part of their work;
- The completion date for the works on the Assembly Rooms;
- The strategy for the Enterprise Centre, its budgetary position and whether the key performance indicators were appropriate and whether this could be considered further;
- Office 365 roll out and the expected completion date for this project.

The Committee agreed the following actions:

- That the corporate project group's work extend to cover council tenant and non-council tenant arrears as part of their work;
- That the completion date for the Assembly Rooms be clarified;
- That an update on Office 365 be provided, including the expected completion date for the roll out and the rationale for the roll-out.

The Committee thanked the Executive Director Finance and the Knowledge, Performance and Insight Co-ordinator, who then left the meeting.

**RESOLVED** That Corporate Scrutiny Committee;  
Endorsed the contents of this report.

*(Moved by Councillor M Summers and seconded by Councillor Dr S Peaple)*

## 8 WORKING GROUP UPDATES

The only Working Group which remained ongoing from the last municipal year related to the Support for Members Communication sub-group, which would be considered under the Work Plan.

## 9 2019/20 FORWARD PLAN

The Committee considered the Forward Plan and agreed to consider the Forward Plan at each meeting in order to identify items to add to the Committee's Work Plan. The Committee identified that it would add the following items to its Work Plan for review at the appropriate time:

- Market Tender
- Review of Cleaning Services

## 10 CORPORATE SCRUTINY COMMITTEE WORK PLAN

The Committee considered and updated the Committee Work Plan (as set out below):

### Corporate Scrutiny Work Plan

Work Plan 2019 - 2020	
DATE	SUBJECT
July 2019	Member induction update
July 2019 (tbc)	Garage Sites
July 2019	Review of Council Cleaning Services
August 2019	Customer Portal – update on progress
TBC 2019	Town Centre Strategy update
October 2019	Member Training update
October 2019	Review of senior management restructuring
TBC	Review of Cabinet decisions over previous 12 month period
November 2019	Private Sector Housing Enforcement Policy – 12 month update

<b>December 2019</b>	<b>Asset Management Review update (including town centre) – Councillor R Pritchard to be invited</b>
<b>TBC</b>	<b>Corporate investment strategy</b>
<b>TBC</b>	<b>Quarterly Performance working group to be established (Thomas Jay, Simon People, Patrick Standen, Rosey Claymore + others)</b>
<b>TBC</b>	<b>Market Tender</b>

<b>Upcoming Corporate Scrutiny Committee Meetings</b>
10 <sup>th</sup> July 2019
14 <sup>th</sup> August 2019 (QPR Q1 focus)
8 <sup>th</sup> October 2019
14 <sup>th</sup> November 2019 (QPR Q2 focus)
5 <sup>th</sup> December 2019
5 <sup>th</sup> February 2020 (QPR Q3 focus)
12 <sup>th</sup> March 2020

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 Chair