



## **MINUTES OF A MEETING OF THE CORPORATE SCRUTINY COMMITTEE HELD ON 10th JULY 2019**

PRESENT: Councillor T Jay (Chair), Councillors R Bilcliff, R Claymore, R Ford, Dr S Peale, P Standen and M Summers

The following officers were present: Jo Hutchison (Democratic Services, Scrutiny and Elections Officer)

Apologies received from: Councillor(s) B Price and S Goodall

### **11 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 12<sup>th</sup> June 2019 were approved and signed as a correct record.

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

### **12 DECLARATIONS OF INTEREST**

There were no Declarations of Interest

### **13 CHAIR'S UPDATE**

The Chair reported that the responses to the Committee's queries on the QPR Q4 2018/19 Report had been circulated to members of the Committee and that no further comments had been raised.

The Chair reported that he proposed that the Member Support, sub-group on Communications should continue and an item remain on the Work Plan to ensure that the outcomes of the ongoing work to improve communications on, in particular, ward related matters was delivered. The Committee agreed that progress in this area was important and that the item remain on the Work Plan.

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

There were no matters to report on this item.

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

There were no matters to report on this item.

## 16 WORKING GROUP UPDATES

The Chair reported that the working group looking at the QPR Report had met on 10<sup>th</sup> July 2019 and considered the potential content for an executive summary to the QPR Reports for this Committee, which it was recommended should include data from the previous 8 quarters such that trends could be identified. It was noted that the executive summary was intended to be in addition to the detailed report provided.

It was reported that further work and engagement with Officers would be undertaken by the work group before a formal report was brought back to this Committee at its next meeting. The Work plan would be updated to reflect this item.

## 17 2019/20 FORWARD PLAN

The Committee reviewed the Forward Plan and agreed that the following matters identified from the Forward Plan be added to the Committee's Work Plan for review at the appropriate time:

- Procurement Service and Strategy Update (August 2019)
- Local Council Tax Reduction Scheme 2020/21 onwards (November 2019)

## 18 CORPORATE SCRUTINY COMMITTEE WORK PLAN

The Committee considered the Committee Work Plan and agreed that items should be grouped by the meeting date at which they were due for consideration and that an additional column be added to capture the meeting at which the item was raised in order to ensure that focus was kept on the progress of items. The Committee Work Plan was updated as set out below:

### Corporate Scrutiny Work Plan

<b>Work Plan 2019 - 2020</b>		
<b>TARGET MEETING DATE</b>	<b>SUBJECT</b>	<b>MEETING WHEN ITEM ADDED TO WORK PLAN</b>
August 2019	QPR Q1 2019/20 Report	Regular item
August 2019	Working group report on QPR Report Executive Summary	June 2019
August 2019	Review of Council Cleaning Services (exempt)	July 2019
August 2019	Market Tender	June 2019
August 2019	Procurement Service and Strategy	July 2019

	<b>Update</b>	
<b>October 2019</b>	<b>Customer Portal – update on progress</b>	
<b>October 2019</b>	<b>Member Training update</b>	<b>June 2019</b>
<b>October 2019</b>	<b>Review of senior management restructuring</b>	
<b>October 2019</b>	<b>Garage Sites</b>	
<b>November 2019</b>	<b>QPR Q2 2019/20 Report</b>	<b>Regular item</b>
<b>November 2019</b>	<b>Private Sector Housing Enforcement Policy – 12 month update</b>	
<b>November 2019</b>	<b>Local Council Tax Reduction Scheme 2020/21 onwards</b>	<b>July 2019</b>
<b>December 2019</b>	<b>Asset Management Review update (including town centre) – Councillor R Pritchard to be invited</b>	
<b>December 2019</b>	<b>Town Centre Strategy update</b>	<b>June 2019</b>
<b>December 2019</b>	<b>Corporate investment strategy</b>	
<b>February 2019</b>	<b>QPR Q3 2019/20 Report</b>	<b>Regular item</b>
<b>TBC</b>	<b>Member Support Working group – sub group on Member Communications</b>	
<b>TBC</b>	<b>Review of Cabinet decisions over previous 12 month period</b>	

### Upcoming Corporate Scrutiny Committee Meetings

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

The Committee received the report of the Executive Director Organisation which updated the Committee on the Member Induction following the May 2019 Local Elections, in light of the recommendations of this Committee to Cabinet on 25 February 2019 and the 11 April 2019.

**RESOLVED**

That the Committee endorsed the report and made the following recommendations to Cabinet:

That Cabinet endorse the recommendations on Member Induction that have been implemented through the Member Induction Programme, through amendment to the Constitution in respect of the supply of paper to members, and the creation of the Members Zone

That Cabinet endorse the ICT support to members that was implemented during May 2019 for newly elected members

That Cabinet endorse the recommendation that feedback will be sought from members on the implementation of the Member Induction Programme and the ongoing training programme and the results of this feedback will be provided to the Corporate Scrutiny Committee within 6 months

That Cabinet endorse that an update on the level of member attendance at all training sessions will be made available to the Corporate Scrutiny Committee.

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

**20 EXCLUSION OF THE PRESS AND THE PUBLIC**

**RESOLVED:** That members of the press and public be now excluded from the meeting during consideration of the following item on the grounds that the business involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended).

*(Moved by Councillor T Jay and seconded by Councillor Dr S Peuple)*

**21 REVIEW OF CLEANING SERVICES**

The Committee received and considered a confidential report from the Assistant Director Assets. The Committee agreed to make a recommendation to Cabinet following its consideration of the report.

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Chair

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