

## RESOLUTIONS OF THE OVERVIEW AND SCRUTINY COMMITTEE: 12 JUNE 2018

### SECTION 1: COMMITTEE RESOLUTIONS

Ref	Resolution	Response/Outcome	Status as at 24.05.2018
Min 111 Mar 17	<b>Resolutions Report: Task &amp; Finish Groups</b> That Chairman be authorised to look into the issue of actions taken following Task and Finish Groups and report back to this Committee on her conclusions.	Contact has been made with the Centre for Public Scrutiny which has been requested to put together a proposal for a training event with covers amongst others, topics highlighted in Minute 111 (March 2017), Minute 16 (June 2017), Minute 31 (July 2017) and Minute 32 of this Resolution Schedule.	Awaiting costing and initial proposal from the Centre for Public Scrutiny
Min 16 June 17	<b>Work Programme</b> That the Chairman, Chief Executive and Scrutiny Officer be requested to develop the outline for a workshop that would enable Members to identify issues and topics for discussion at future meetings of this Committee		
Min 31 July 17	<b>Resolutions Report for July 2018</b> That the Chairman of the Overview and Scrutiny Committee meet with the Leader of the Council and the Chief Executive to discuss holding an externally facilitated workshop for all members of the Overview and Scrutiny Committee and Cabinet to ascertain effective methods of Overview and Scrutiny that result in added value and impact on decisions.	A meeting has been held with the Chairman and the Leader of the Council to scope a meeting.	See above
Min 28 July 17	<b>Green Space Strategy</b> That the Parks and Countryside Development Manager bring a further update regarding progress made in respect of play areas to Committee's meeting on 20 March 2018.	Report Presented 20 March 2018	Complete – 20 <sup>th</sup> March

Ref	Resolution	Response/Outcome	Status as at 24.05.2018
Min 32 July 17	<p><b>Work Programme</b></p> <p>That all planned Task and Finish Groups be deferred until after the planned workshop on effective methods of Overview and Scrutiny (Minute 31 refers) has been held;</p> <p>That the Head of Housing and Public Protection provide an update on the Common Housing Policy at the meeting if this Committee due to be held on 19 September 2017.</p>	<p>See above</p> <p>Presentation made 20 March 2018</p>	<p>See above</p> <p>Complete – 20<sup>th</sup> March</p>
Sept 17 Min 48	<p><b>Work Programme</b></p> <p>That the Head of Finance, Performance and Asset Management be requested to prepare a report on the management of Council assets, using the example of community halls, paying particular regard to the maintenance and upkeep of buildings.</p>	<p>Response from the Head of Finance, Performance and Asset Management.</p> <p>‘The Council has condition surveys for all the properties that it has the responsibility for maintaining. These surveys are used to prioritise the repairs, maintenance and improvements that are undertaken on each building. There are both revenue and capital budgets allocated for this purpose. Progress on the three community centres (Coombes, Walsworth and St Michael’s) has been provided over time to the Overview and Scrutiny Committee. These three leases have now been signed on a full repairing and insuring basis. Therefore, the responsibility for any repairs and maintenance now sits with the relevant Community Association. The condition surveys were provided to the Community Associations as part of the lease discussions.’</p>	<p>Complete</p>

Ref	Resolution	Response/Outcome	Status as at 24.05.2018
Dec 17 Min 74	<p><b>Key Projects for 2017-18</b> That the Chief Executive be requested to present a list of lessons learnt from previous projects to the next meeting of this Committee.</p>	See work programme report	Complete
Dec 17 Min 76	<p><b>Resolutions Report</b> That the Democratic Services Manager be advised that the Overview and Scrutiny Committee would like to trial a paperless committee meeting as soon as this option is available</p>	Modern.gov is now operational. Familiarisation sessions are being scheduled for Members should they wish to attend. A dual system of printed papers and paperless meetings will run until December 2018.	Modern.gov now operational  Complete

## SECTION 2: RECOMMENDATIONS OF TASK AND FINISH GROUPS

Ref	Resolution	Response/Outcome	Status as at 24.05.2018
Min 50 Sept 15	<p><b>Task and Finish Group on the Commercialisation of Council Services</b></p> <p>The Task and Finish Group made 9 recommendations which were considered by Cabinet on 10 November 2015. Its recommendations were:</p> <ol style="list-style-type: none"> <li>1. The Council should appoint a senior commercial manager to lead and coordinate its commercial activities; and to identify and develop new commercial opportunities.</li> <li>2. The Council should appoint a high level commercial board comprised of councillors, officers and others with commercial experience. The board can advise the Cabinet about the feasibility of commercial opportunities and review the performance of existing ones.</li> <li>3. The Council should pursue income generation opportunities where it has the skills, experience and resources to do so. These should be compatible with the Council's strategic objectives, and at a level of risk which would not threaten the Council's core services in the event of an enterprise's failure.</li> <li>4. The Council should explore the possibilities of property investment as a means of generating revenue.</li> <li>5. The Council should use the expertise of its strategic partners to help manage its property portfolio.</li> <li>6. The Council should review its assets register to understand whether any of them could be used for property development or other commercial purposes.</li> </ol>	<p>The newly appointed Service Director Commercialisation has been tasked with developing a Commercialisation Strategy.</p> <p>It is suggested that Members of the Overview and Scrutiny Committee consider adding the scrutiny of this Strategy to their work programme.</p>	<p>Members consider the scrutiny of this Strategy as part of the 2018/19 work programme</p>

	<p><b>7.</b> Commercial activities should bear the true cost - but no more than that – of any support they receive from the Council.</p> <p><b>8.</b> The Council should review its training programmes for senior and other key staff to include more commercial training, networking and mentoring activities.</p> <p><b>9.</b> The Council should have a scheme that recognises officers who make useful commercialisation proposals or make significant contributions to their success.</p>		
<p>Min 103 Mar 16</p>	<p><b>Task and Finish Group on the Quality of Council Reports: Recommendations</b></p> <p><b>1:</b> The Council should review its report template and consider adopting the features of the alternative report template in Annex 1.</p> <p><b>2:</b> Reports should clearly state their purpose.</p> <p><b>3:</b> Reports should include timelines showing financial and timetable changes for projects.</p> <p><b>4:</b> The Council should be mindful of the burden of producing reports and consider doing so only when decisions are required. Reports should not be used to brief members unless there is a compelling reason for it.</p> <p><b>5:</b> The Council should introduce a document management system to enable proper tracking, management and storage of documents.</p> <p><b>6:</b> There is a need for training to encourage both plainer English and for officers to better understand the purpose of reports.</p> <p><b>7:</b> The Council should trial the introduction of paperless reports with a view to introducing paperless reports for all 49 councillors.</p>	<p>The Deputy Chief Executive reports that the revised committee report has been adopted without the need to for further amendment and appears to be operating well. A small deletion relating to the removal of the Agenda Item number has been required as this field is populated by Modern.gov as part of the preparation process for committee papers.</p>	<p>Complete</p>