

RESOLUTIONS OF THE OVERVIEW AND SCRUTINY COMMITTEE: AS AT 18 SEPTEMBER 2018

SECTION 1: COMMITTEE RESOLUTIONS

Ref	Resolution	Response/Outcome	Status as at 07.09.2018
Min 111 Mar 17	<p>Resolutions Report: Task & Finish Groups 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.</p>	Pending training delivery.	Arrangements being made for training delivery.
Min 16 June 17	<p>Work Programme 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</p>	The agreed scope of the above training event does not extend to cover this issue. A workshop is to be arranged to focus exclusively on developing the relationship between Cabinet and Overview and Scrutiny following the training delivery.	In progress.
Min 31 July 17	<p>Resolutions Report for July 2017 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.</p>	As above.	

Ref	Resolution	Response/Outcome	Status as at 07.09.2018
Jul 18 Min 27	<p>Resolutions Report for July 2018</p> <p>That the Temporary Scrutiny Officer be requested to canvass the Members of this Committee in order to ascertain the most appropriate date for the Centre of Public Scrutiny training course.</p>	<p>The training date options of 15/10, 22/10, 24/10 and 25/10/18, have been circulated to Members for the training event. 22 Members have been sent an invite and asked to identify which of the dates they are able to make; responses are pending from 9 of the invited Members. Currently the most popular dates are the 24/10 and 25/10/18.</p>	<p>In progress – pending remaining Members responses.</p>
Min 32 July 17	<p>Work Programme</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>See above – Minute 111 and Minute 16</p>	<p>See above</p>
Jul 18 Min 24 (1)	<p>Comments, Compliments and Complaints (3Cs)</p> <p>That the Executive Member for Customer Services be requested to consider obtaining the right technology to ensure that comments, compliments and complaints made via social media, as well as those received by other methods, are able to be analysed, progressed and recorded effectively;</p>	<p>The Executive Member for Customer Services sent this resolution for comment.</p>	<p>In progress</p>
Jul 18 Min 24 (2)	<p>Comments, Compliments and Complaints (3Cs)</p> <p>That the Customer Services Manager be requested to review the NHDC website pages regarding complaints and update it as necessary.</p>	<p>The Customer Services Manager plans to complete a full review by the end of October 2018, but in the meantime has located the reference to a fax on the NHDC website page and had it removed.</p>	<p>In progress</p>

Ref	Resolution	Response/Outcome	Status as at 07.09.2018
Jul 18 Min 25 (3)	<p>Consultation Task and Finish That the Committee requests that the interim review of the Consultation Strategy be taken into account by the Task and Finish Group which considers the subject of Consultation.</p>	<p>The results of the interim review on the Council's Consultation Strategy were provided in July's 2018 Committee. This resolution has since been superseded by the meeting proposed under resolution Jul 18 Min 28 (4), which was proposed by the Chairman to take the place of the Task & Finish on Consultation.</p>	<p>Complete – July 18</p>
Jul 18 Min 28 (2)	<p>Work Programme That the meeting due to be held on 18 September 2018 be, as far as possible, a single issue meeting focussing on the waste contract, with scheduled business being moved to a later meeting;</p>	<p>The agenda for the September Committee has been reduced in order to focus on the waste contract.</p>	<p>Complete – July 18</p>
Jul 18 Min 28 (3)	<p>Work Programme That the Waste Contract Scope be finalised and agreed by the scoping group in consultation with the Chairman of the Overview and Scrutiny Committee;</p>	<p>This will be finalised following the September O&S Committee and following a decision on if a Waste Task and Finish is required.</p>	<p>In progress</p>
Jul 18 Min 28 (4)	<p>Work Programme That, in place of the proposed Task and Finish Group on Consultation, the Temporary Scrutiny Officer be requested to facilitate a meeting of Councillors Sam Collins, Steve Deakin - Davies and Sue Ngwala and the Communications Manager to discuss the Consultation Strategy and the Citizens Panel and that those Councillors be requested to report back to the Overview and Scrutiny Committee once the work is completed.</p>	<p>Meeting date currently being arranged.</p>	<p>In progress</p>

Ref	Resolution	Response/Outcome	Status as at 07.09.2018
Jul 18 Min 28 (5)	That the group considering the Consultation Strategy and Citizens Panel (see 4 above), be requested to take into consideration the Interim Review of that Strategy (see Minute 25(3))	This will be included in the above meeting.	In progress
June 18 Min 9	Performance Indicators That, where benchmark information is available, this be included in future reports regarding Performance Indicators.	Implementation of this resolution to be confirmed from September 2018 report on performance indicators.	To confirm at September Committee meeting

SECTION 2: RECOMMENDATIONS OF TASK AND FINISH GROUPS

Ref	Resolution	Response/Outcome	Status as at 24.05.2018
Min 50 Sept 15	<p>Task and Finish Group on the Commercialisation of Council Services</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"> 1. The Council should appoint a senior commercial manager to lead and coordinate its commercial activities; and to identify and develop new commercial opportunities. 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. 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. 4. The Council should explore the possibilities of property investment as a means of generating revenue. 5. The Council should use the expertise of its strategic partners to help manage its property portfolio. 6. The Council should review its assets register to understand whether any of them could be used for property development or other commercial purposes. 	<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>Complete - 12 June 2018</p> <p>Members consider the scrutiny of this Strategy as part of the 2018/19 work programme</p>

	<p>7. Commercial activities should bear the true cost - but no more than that – of any support they receive from the Council.</p> <p>8. The Council should review its training programmes for senior and other key staff to include more commercial training, networking and mentoring activities.</p> <p>9. 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>Task and Finish Group on the Quality of Council Reports: Recommendations</p> <p>1: The Council should review its report template and consider adopting the features of the alternative report template in Annex 1.</p> <p>2: Reports should clearly state their purpose.</p> <p>3: Reports should include timelines showing financial and timetable changes for projects.</p> <p>4: 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>5: The Council should introduce a document management system to enable proper tracking, management and storage of documents.</p> <p>6: There is a need for training to encourage both plainer English and for officers to better understand the purpose of reports.</p> <p>7: 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 and delegated Decisions has been adopted without the need to for further amendment and appears to be operating well.</p> <p>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>The trial of paperless reports taking place at the September O&S Committee</p>	<p>1-6 Complete – April 2017.</p> <p>7 Complete – Sept 2018.</p>