

# WEST DEVON OVERVIEW & SCRUTINY (INTERNAL) COMMITTEE



West Devon  
Borough  
Council

**Minutes** of a meeting of the **West Devon Overview & Scrutiny (Internal) Committee** held on **Tuesday, 19th July, 2016** at **2.00 pm** at the **Chamber - Kilworthy Park**

Present: **Councillors:**

**Chairman** Cllr Musgrave  
**Vice Chairman** Cllr Yelland

Cllr Cann OBE  
Cllr Evans  
Cllr Mott  
Cllr Ridgers

Cllr Davies  
Cllr Kimber  
Cllr Moyse

**In attendance:**

Councillors:

Cllr Ball  
Cllr Edmonds  
Cllr Parker

Cllr Cloke  
Cllr Leech  
Cllr Sanders

Officers:

Darren Arulvasagam

Lisa Buckle  
Sophie Hosking  
Steve Jordan

Steve Mullineaux  
Sue Nightingale  
Andrew Ogalo

Group Manager Business  
Development  
Section 151 Officer  
Executive Director  
Executive Director Head of Paid  
Service  
Group Manager Support Services  
Solicitor  
Solicitor

11. **Apologies for absence**

**\*O&S(I) 11**

Apologies for absence were received from Cllrs L J G Hockridge and J R McInnes.

12. **Confirmation of Minutes**

**O&S(I) 12**

The minutes of the Meeting held on 14 June 2016 were confirmed and signed by the Chairman as a correct record.

13. **Declarations of Interest**

**\*O&S(I) 13**

Members and officers were asked to declare any interests in the items of business to be considered during the course of this meeting, but there was none made.

14. **Public Forum**

**\*O&S(I) 14**

It was noted that no issues had been raised by the general public.

15. **Hub Committee Forward Plan**

**\*O&S(I) 15**

The most recent (published June 2016) Hub Committee Forward Plan was presented for consideration and was duly noted without any issues being raised.

16. **T18 Budget Monitoring Report to end of March 2016**

**\*O&S(I) 16**

A report was presented that set out the revenue position of the T18 Programme at the end of March 2016. It was noted that a version of this report had also been considered at the Hub Committee meeting held on 12 July 2016 (Minute HC 11 refers).

In discussion, the following points were raised-

- (a) With regard to workstream T4: 'Web/Portal', the Committee was advised that this had been extended to include the purchase of a new Council website. It was intended that the new website (that would be funded from within the IT equipment savings budget) would be cloud based and would be quicker and more responsive for its users.

Specifically regarding the number of web pages currently available on the website, it was noted that, as part of the recent transitional resources report, a temporary post was to be filled that would be responsible for reducing and streamlining the content that was published;

- (b) As an update to workstream T5: 'Telephony', officers confirmed that a new telephony system had been purchased. Within the next two weeks, it was also noted that one of the telephone lines would be running on this new system. Once officers were content that the system was set up and working satisfactorily, the handover plan would take effect and all lines would be switched over to the new system over the course of a weekend. When questioned, officers gave an assurance that these changes (once in place) would be advertised and publicised widely as part of a Communications Strategy;
- (c) Officers were invited to provide a detailed explanation of the cost allocations and apportionments of the Programme between the Council and South Hams District Council. The Section 151 Officer explained the processes and confirmed that the Council's new external auditors (KPMG) would also be reviewing the processes and methodology used as part of the annual audit of the Accounts. It was explained that KPMG would report on their findings to the Audit Committee meeting on 27 September 2016;
- (d) In terms of the total expenditure for the Programme, officers confirmed that the figures outlined in the presented agenda report were the final totals. As and when future expenditure was being sought for other potential projects, a business case would be presented to Members for their consideration.

Particularly when considering the extent of the changes, a Member felt that the Senior Leadership Team should be congratulated that the Programme had been delivered for less than the agreed budget. Whilst there were still ongoing difficulties associated with the Programme, the Member was

reassured that the Senior Leadership Team had demonstrated its ability to deliver such extensive change.

It was then **RESOLVED** that progress to date on the T18 Transformation Programme be noted.

17. **Task and Finish Group Updates**

**\*O&S(I) 17**

**(a) T18 Programme – Interim Review: Draft Terms of Reference**

The Committee was reminded that the Council approved the following recommendation at its meeting held on 28 June 2016 (Minute CM 21a (iii) refers):

*'That the Overview and Scrutiny (Internal) Committee be requested to undertake an interim review of the T18 Programme, with the Terms of Reference for this Review being agreed by the Executive Director (Strategy and Commissioning), in consultation with the Lead Member for Customer First and the Lead Member for Economy.'*

Since this decision and, in consultation with the relevant lead Members, the Executive Director (Strategy and Commissioning) had drafted a set of proposed Terms of Reference as follows:

*"The Overview and Scrutiny (Internal) Committee is requested to undertake an interim review of the T18 programme. In undertaking the review, the Task and Finish Group is asked to focus on the:*

- *timescales of the programme and the reasons for these;*
- *capacity during transition;*
- *leadership and continuity from 2104 until present;*
- *approach to project management; and*
- *impact on service delivery.*

*The review should be conducted in a way that highlights what went well and what could have been done better, does not allocate blame but provides a report that is based on lessons learnt."*

During the ensuing debate, reference was made to:-

- (a) the importance of the terms of reference being appropriate for the review to be effective. In addition, some Members emphasised that the review needed to be robust and challenging;
- (b) the need for swift progress to be made on this review was recognised by all Members;
- (c) an addition to the draft terms of reference. It was **PROPOSED** and **SECONDED** that the following addition should be included at the end of the final sentence in the draft terms of reference:

*'and how these lessons learnt are being applied.'*

When put to the vote, this addition was declared **CARRIED**.

It was then **RESOLVED** that:

1. The broad terms of reference (as outlined above, subject to inclusion of the addition at discussion point (b)) be approved as the basis for this Review; and
2. Cllrs Davies, Evans, Mott, Musgrave, Ridgers and Yelland be nominated to serve on this Task and Finish Group.

18. **Member Development Steering Group - Progress Update and Induction Review**

**O&S(I) 18**

The Committee considered a report that presented a series of recommendations from the Member Development Steering Group.

The Chairman of the Steering Group proceeded to introduce the report and responded to Member questions.

In the subsequent discussion, the following points were raised-

- (a) The Chairman of the Steering Group confirmed that there were no cost implications associated with pursuing the South West Charter Status for Member Development;
- (b) Members endorsed a suggestion whereby a standing agenda item should be included for future Committee meetings that acted as a prompt for any future Member

Learning and Development opportunities that arose from each meeting;

- (c) Whilst acknowledging that the Member Induction Programme was a largely generic document, it was noted that the future Member Learning and Development Plan would have the ability to cater for the individual needs of all Members;
- (d) Specifically regarding the revised Induction Programme, a number of Members commended its content and wished to put on record their thanks to the Steering Group and lead officer for taking on board the feedback of the wider membership and for producing such an excellent piece of work.

It was then:

### **RESOLVED**

That the Committee:

1. note the progress made by the Steering Group to date; and
2. request a standing agenda item be included for future Committee meetings that acts as a prompt for any future Member Learning and Development opportunities that arose from each meeting.

That the Hub Committee be **RECOMMENDED** to:

3. approve the future Member Induction Programme (as attached at Appendix A of the presented agenda report), subject to delegated authority being granted to the Senior Specialist – Democratic Services, in consultation with the Member Development Steering Group and Group Leaders, to make any necessary minor amendments;
4. approve the principle of a Member Learning and Development Plan, with responsibility for its content and monitoring being delegated to the Senior Specialist – Democratic Services, in consultation with the Member Development Steering Group; and

5. support the pursuing of the South West Charter Status for Member Development accreditation.

19. **Committee Decisions Log**

**\*O&S(I) 19**

The latest version of the Committee decisions log was presented to the meeting and, with no debate or discussion, it was:

**RESOLVED**

That the published Decisions Log be noted.

20. **Draft Annual Work Programme 2016/17**

**\*O&S(I) 20**

The Committee took the opportunity to express its views in relation to its 2016/17 Work Programme and proceeded to note the content of the latest draft (as presented in the published agenda papers) without the need for any revisions at this time.

The Meeting concluded at 2.55 pm

**Signed by:**

**Chairman**

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