

OVERVIEW & SCRUTINY PANEL – ACTIONS ARISING

Meeting Date	Report Title and Minute Ref.	Decision / Action	Officer / Member	Officer / Member comments and Target Date
9 November 2017	Performance Measures O&S.73/17	A Member highlighted the promotional board in the Follaton House car park that referred to some misleading information relating to recycling service performance and consequently requested that the accuracy of the information outlined on this board be revisited.	Helen Dobby	At the last Panel meeting, officers gave a commitment to follow-up this point
		Officers gave a commitment that, within the next month, a link would be available on the front page of each Member iPad that enabled Members to directly access the Council's performance measures.	Jim Davis	IT still trying to resolve a technical issue
3 May 2018	Executive Forward Plan O&S.112/17 (b) Medium Term Financial Strategy	As a general point, the importance of keeping local Ward Members informed was raised by the Panel and it was felt that each of those local Members who would be affected by the Public Conveniences charging proposals should also be consulted as part of the decision-making process.	Emma Widdicombe	
3 May 2018	Q4 Performance Measures 2017-18 O&S.115/17	The Panel felt that it would be beneficial to include the total number of planning appeals that had been determined as opposed to the total number of planning applications. A Member remained of the view that a new indicator should be developed in connection to caseload per planning officer and asked that this be given consideration as part of any pending review into the performance measures that were reported.	Jim Davis Jim Davis	
28 June 2018	Public Forum O&S.4/18	In response to the public question, the Deputy Leader advised that the Council's	Chris Brook / Mike Ward	

		entire Asset Register was currently under review and would be publicly available on the Council website before the end of this week.		
28 June 2018	Executive Forward Plan (a) Commercial Investment to Support Economic Activity O&S.5/18(a)	<p>In citing an example of a potential freehold opportunity at Totnes, a Member proceeded to express his deep frustration at this decision seemingly being taken without reference to any written paper or consultation with local Ward Members.</p> <p>Whilst it was agreed that discussions would be held outside the meeting between the Deputy Leader and the Member, other Panel Members did feel that there was a need for both increased openness and transparency and engagement with local Ward Members in such matters.</p>	Darren Arulvasagam	
28 June 2018	Executive Forward Plan (b) Homelessness Strategy Action Plan 2018/19 O&S.5/18(b)	<p>RESOLVED</p> <ol style="list-style-type: none"> 1. That the Executive be RECOMMENDED to adopt the Homelessness Strategy Action Plan for 2018/19 (as outlined at Appendix 2 of the presented agenda report) with immediate effect; 2. That those actions that were identified as being incomplete and therefore rolled over to the 2018/19 Action Plan (namely: 'Vulnerable Customer Charter to be finalised' and 'Work with schools to be expanded to include all major secondary schools') be progressed as soon as practically possible; 3. That all Members be in receipt of updates on the following subject matters: <ol style="list-style-type: none"> a. A copy of the Citizens' Advice Bureau report on the Social Prescribing pilot; b. The membership of the Health and Wellbeing Board; and c. A Briefing Note on those properties that we own within the South Hams that are currently leased to South Devon Rural Housing Association; 	<p>Sophie Cobbledick</p> <p>Sophie Cobbledick</p> <p>Ian Luscombe</p> <p>Steph Rixon</p> <p>Issy Blake</p>	<p>Approved by the Executive at its meeting held on 19 July 2018</p> <p>Actions Completed (emails sent to all Members on 6 and 20 July)</p>

		<p>4. That an interactive Member Briefing Session on the Homelessness agenda be convened in the upcoming months; and</p> <p>5. That future Annual reports include reference to actual Case Studies.</p>	<p>Issy Blake</p> <p>Sophie Cobbledick</p>	Date to be scheduled during late summer / early autumn
28 June 2018	Civica / IT Lessons Learnt O&S.6/18	<p>RESOLVED</p> <p>1. That the conclusions of the lessons learnt exercise (as set out in section 3 of the presented agenda report) and the proposed actions (as detailed in section 4 of the presented agenda report) be endorsed;</p> <p>2. That, in the future for key projects:</p> <p>a. adequate procurement processes and frameworks be put in place (including, if deemed appropriate, the creation of a Member Board) that ensures that the Council maximises the advantages to the Council and its residents; and</p> <p>b. Members and relevant stakeholders be more involved as the project evolves; and</p> <p>3. That the Audit Committee be asked to examine whether the Council has maximised all the potential avenues as outlined in paragraph 2.6 of the presented agenda report.</p>	<p>Steve Mullineaux</p> <p>SLT</p> <p>Lisa Buckle</p>	
28 June 2018	ICT Resilience Update O&S.7/18	<p>RESOLVED</p> <p>1. That the work undertaken to improve IT resilience be noted; and</p> <p>2. That a further update be presented to the Panel in twelve months' time.</p>	<p>Mike Ward</p> <p>Mike Ward</p>	Work programme updated accordingly
28 June 2018	Neighbourhood Planning: Support to Groups –	<p>RESOLVED</p> <p>1. That the Panel welcome the re-launching</p>	Tom Jones	

	Verbal Update O&S.8/18	<p>of the Council's offer to Neighbourhood Planning Groups and asks that it include reference to the Council's statutory responsibilities and funding streams that were potentially available;</p> <p>2. That the re-launched version of the offer be circulated to Members and Town and Parish Councils as soon as is practically possible;</p> <p>3. That Town and Parish Councils be informed about the benefits of working together with neighbouring parishes to develop and progress a Neighbourhood Plan;</p> <p>4. That all Members encourage Groups (and other potentially interested parties) to attend future Neighbourhood Planning Workshops convened by the Council;</p> <p>5. That the Council is careful that it is realistic and does not over promise the support that it can provide to Neighbourhood Planning Groups; and</p> <p>6. That the Toolkit be produced and finalised before the end of August 2018.</p>	<p>Tom Jones</p> <p>Tom Jones</p> <p>Tom Jones</p> <p>Tom Jones</p>	
28 June 2018	Review and Effectiveness of Car Parking Equipment – Verbal Update O&S.9/18	<p>RESOLVED</p> <p>1. That the Panel expresses its deep concerns over:</p> <ol style="list-style-type: none"> whether the current contract is still fit for purpose; and the apparent shortcomings in: contract management; inconsistencies in maintenance of equipment; and inadequacy of spare parts held; <p>2. That a full report be presented to the Panel meeting on 6 September 2018 that addresses each of the concerns raised at resolution 1 above and the direction of travel in relation to future service provision for Council Car Parks;</p> <p>3. That senior officers be asked to review</p>	<p>Emma Widdicombe</p> <p>Emma Widdicombe</p> <p>SLT</p>	Work programme updated accordingly

		other rolling contracts managed by the Council to ensure that they each remain fit for purpose.		
28 June 2018	Update Report on Food Safety Audit Action Plan O&S.10/18	RESOLVED That the Panel welcomes the update on the Food Safety Audit Action Plan and has been given the opportunity to comment upon the Food Safety Service Plan 2018/19.	Ian Luscombe	
28 June 2018	Overview and Scrutiny: Draft Annual Report O&S.11/18	RECOMMENDED That the Council be RECOMMENDED to approve the draft Annual Report for 2017/18 (as outlined at Appendix A of the presented agenda report).	Darryl White	Recommendation to be considered at the Special Council meeting on 26 July 2018
28 June 2018	Task and Finish Group Updates (a) Drug and Alcohol Abuse O&S.12/18(a)	The Panel was supportive of the suggestion for the final recommendations to be considered by the Panel at its meeting on 4 October 2018.	James Kershaw / Louisa Daley	Work programme updated accordingly
28 June 2018	Task and Finish Group Updates (b) Community Funding O&S.12/18(b)	RESOLVED That the Task and Finish Group be established, with the Group comprising of: Cllrs Baldry, Hicks, Hopwood and Saltern.	Nadine Trout	The review has commenced with a couple of meetings having already being held
28 June 2018	Actions Arising / Decisions Log O&S.13/18	With regard to the meetings that were to be held between relevant officers and Members on a ward by ward possible to investigate and ascertain possible opportunities to the Wholly Owned Company, it was agreed that the lead officer would provide a briefing paper to Members upon his return from annual leave; Once again, it was questioned exactly when local Ward Members (who would be affected by the Public Conveniences charging proposals) would be consulted with as part of the decision-making process. In reply, officers advised that it was intended that this consultation would take place once the tender process had been concluded. A number of Members	Darren Arulvasagam Cathy Aubertin	

		expressed their deep unhappiness with this response, particularly given the repeated assurances by the Leader and Deputy Leader at previous meetings. Whilst officers advised that the tender documentation made it clear that not all of those sites listed may end up with a 'Pay on Entry' system, Members proceeded to reiterate the assurances and commitments that they had previously received. For information, a Member also advised that the Audit Committee had expressed similar reservations and had also requested greater consideration of this matter at a future meeting.		
28 June 2018	Draft Annual Work Programme O&S.14/18	<p>(a) It was agreed that the Peer Review should be brought forward to the Panel meeting on 4 October 2018 for consideration;</p> <p>(b) The request for a pre-scrutiny exercise to be undertaken on the Medium Term Financial Position at the Panel meeting on 6 September 2018 was noted;</p> <p>(c) Members endorsed the suggestion that the Business Continuity Plan be considered at the Panel meeting on 4 October 2018;</p>	<p>Catherine Bowen</p> <p>Lisa Buckle</p> <p>James Kershaw</p>	