OVERVIEW & SCRUTINY PANEL – ACTIONS ARISING

Meeting Date	Report Title and Minute Ref.	Decision / Action	Officer / Member	Officer / Member comments and Target Date
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	
28 June 2018	Neighbourhood Planning: Support to Groups – Verbal Update O&S.8/18	RESOLVED 1. That the Panel welcome the re-launching 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;	Tom Jones	
		2. That the re-launched version of the offer be circulated to Members and Town and Parish Councils as soon as is practically possible;	Tom Jones	
		3. That Town and Parish Councils be informed about the benefits of working together with neighbouring parishes to develop and progress a Neighbourhood Plan;	Tom Jones	
		4. That all Members encourage Groups (and other potentially interested parties) to attend future Neighbourhood Planning Workshops convened by the Council;		
		5. That the Council is careful that it is realistic and does not over promise the support that it can provide to	Tom Jones	

		Neighbourhood Planning Groups; and		
		6. That the Toolkit be produced and finalised before the end of August 2018.	Tom Jones	
2 August 2018	Community Housing Strategy – Six Monthly Update O&S.20/18	A Member highlighted the reference in the report to the financial models that had already been developed and asked to be in receipt of more information outside of this meeting.	Rob Ellis	
		It was agreed that information relating to costs per unit would be circulated to Members.	Rob Ellis	
		RESOLVED That the update on the progress with the Community Housing Strategy and the programme of action going forward be welcomed.	Rob Ellis	
2 August 2018	SHWD Sports and Community Development Annual Report 2017	Upon the conclusion of the presentation, it was agreed that a copy would be circulated to all Members for their information and reference.	Jon Parkinson	Circulated to all Members on 28 August 2018
	Presentation (to include Youth Leisure Nights Update) O&S.21/18	When questioned, the representative informed that, to date, the outreach and engagement work in the smaller South Hams parishes had been limited. Whilst accepting the point and noting that resources were limited, Members still requested that progress be made that could be demonstrated when Fusion presented its next annual report.	Jon Parkinson	
2 August 2018	Quarter 1 2018/19 Performance Report O&S.22/18	Some concerns were raised over difficulties that Members were experiencing in accessing the latest dashboard information and it was requested that officers follow up on this point outside of this Panel meeting.	Jim Davis	
		A number of Members considered the presentation and format of the DM performance information within the published agenda to be unacceptable. It was therefore agreed that the information would be re-formatted and circulated to all	Drew Powell	Circulated to all Members on 3 August 2018

		Members following this meeting;		
		In light of some concerns over the additional workload arising from the universal credit initiative, it was agreed that lead officers would prepare a briefing note that would be sent to all Members.	Issy Blake	
2 August 2018	Code of Conduct Hearing Panel – Complaints Process O&S.23/18	 RESOLVED That the Panel: request that a full review of the Council's Code of Conduct be undertaken by the Monitoring Officer, in consultation with the Members of the Code of Conduct Hearing Panel, with the findings being presented back to a future meeting of the Overview and Scrutiny Panel; 	Sue Nightingale	
		2. ask officers to write to Town and Parish Council Clerks outlining the total number of town and parish councillor complaints that had been received by the District Council and the consequent costs that were associated with their administration;	Sue Nightingale	
		3. RECOMMEND to Council that representations be sent to the Secretary of State and local MPs outlining the Council's concerns over the current regulations (e.g. the lack of any meaningful penalties and the unfairness of District Councils having to absorb the costs of administering the scheme for its local Town and Parish Councils);	Sue Nightingale	To be considered by Council at its meeting on 27 September
		 promote to Town and Parish Council Clerks the benefits of informally resolving complaints before a formal process is instigated; 	Sue Nightingale	
		 ask officers to convene a 'Code of Conduct and Councillor Behaviour' training session for town and parish clerks and councillors; 	Sue Nightingale	

		 6. convene a meeting between the Hearing Panel Members; the Monitoring Officer; and the Devon Association of Local Councils County Solicitor to express the concerns of the District Council over the number of complaints that are being received against local town and parish councillors; and 7. encourage the Monitoring Officer to 	Sue Nightingale Sue	
		revisit the Council's pool of Investigating Officers in an attempt to build capacity to ensure that complaints are dealt with in a more timely manner.	Nightingale	
2 August 2018	Task and Finish Group Updates (a) Drug and Alcohol Abuse O&S.24/18(a)	By way of an update, it was confirmed that the Group would present its initial recommendations to the next Panel meeting on 6 September 2018 before then presenting its final concluding report to the Panel meeting on 4 October 2018.	James Kershaw	Work programme updated accordingly
2 August 2018	Task and Finish Group Updates (b) Community Funding O&S.24/18(b)	The Chairman advised that the Group had met on three separate occasions and it was intended that its concluding report would be considered by the Panel at its next meeting on 6 September 2018.	Nadine Trout	Work programme updated accordingly
		In light of the potential overlap, it was agreed that the Chairmen of this Group and the Drug and Alcohol Abuse Task and Finish Group would discuss the recommendations arising from these Reviews prior to their consideration by the Panel.	Cllrs Saltern and Smerdon	
2 August 2018	Actions Arising / Decisions Log O&S.25/18	With regard to the meetings 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. A Member expressed his disappointment that these meetings had yet to be held and questioned how these would be arranged since the matter was to be re-considered by the Panel on 6 September 2018. In	Darren Arulvasagam	Drop-in Sessions were held on 9, 16 and 23 August 2018

		reply, it was noted that the lead officer would be tasked with progressing this matter upon his return to the office;		
2 August 2018	Draft Annual Work Programme O&S.26/18	Following a lengthy debate into the merits of this proposal, it was agreed that, as a way forward, the Community Of Practice Lead for Place Making would be tasked with producing a paper for consideration by the Panel at its meeting on 1 November 2018. It was intended that this paper would present the officer views as to how the Place Making Community Of Practice could have an impact on the Town Centre Regeneration agenda. In addition and, before this paper was considered, the Panel also agreed that the officer should convene four separate meetings with the local Ward Members for each of the four market towns;	Tom Jones	Panel Work Programme updated accordingly
		In light of the request made at the Special Council meeting held on 26 July 2018, the Panel supported the suggestion for it to consider the proposed strategy for Commercial Property Acquisition and asset development within the South Hams at its next meeting on 6 September 2018.	Darren Arulvasagam	Panel Work Programme updated accordingly
2 August 2018	Devon Building Control Partnership O&S.28/18	In discussion, assurances were given to the Panel that more information (including the agenda and published minutes) related to meetings of the Building Control Partnership Committee would now be distributed to the wider membership.	Cllr Steer	