

OVERVIEW & SCRUTINY PANEL – ACTIONS ARISING

Meeting Date	Report Title and Minute Ref.	Decision / Action	Officer / Member	Officer / Member comments and Target Date
6 July 2017	Actions Arising / Decisions Log O&S.21/17	Officers gave an assurance that they would ask for a progress update to be circulated to all Members on the pre-application service review.	Kate Cantwell	
27 July 2017	Transitional Resources Monitoring Report O&S.30/17	Whilst noting that the rollout had been delayed from October 2017 to January 2018, some Members expressed a number of concerns regarding the potential impact arising from Universal Credits and it was agreed that officers would provide an update via a future Members' Bulletin edition.	Issy Blake	
27 July 2017	Planning Enforcement Service Review O&S.31/17	<p>(a) The Panel felt that the Council's Locality Team could be upskilled further and become even more involved in supporting the Planning Enforcement Service;</p> <p>(b) The Panel reiterated that there was a need for greater interaction between Members and those officers working in Planning Enforcement. In an attempt to keep resource implications to a minimum, the Panel requested that, initially as a pilot, a drop-in session be arranged for Members to be able to pre-book a timeslot with an Enforcement Officer to enable for an open discussion on live cases within their local ward.</p>	<p>Steve Mullineaux</p> <p>Pat Whymer / Darryl White</p>	Sessions will be arranged following the appointment of the Enforcement Specialist – interviews taking place in mid-October
24 August 2017	Minutes O&S.38/17	Commercial Property Acquisition Strategy. Whilst not disputing the accuracy of discussion point (c), a Member felt that the response given at the meeting had been misleading and it was agreed that this matter would be clarified outside of this meeting.	Darren Arulvasagam	Clarification email sent to Cllr Pearce on 4 October
24 August 2017	Executive Forward Plan			

	<p>O&S.42/17 (ii) Business Rates – Locally Administered Business Rate Relief Policy</p>	<p>RECOMMENDED That the Executive RECOMMEND to Council that, following consultation with Devon County Council, Devon and Cornwall Police and Devon and Somerset Fire and Rescue, the locally administered Business Rate Relief Policy be adopted subject to the following amendments:</p> <ul style="list-style-type: none"> - The policy review being extended from the end of December 2017 to the end of April 2018; and - The decision-making process being amended in accordance with discussion point (b) above. 	Issy Blake	Council approved at its meeting on 28 September
	<p>(iii) Quayside Phase 2 Consultation</p>	<p>RESOLVED That the Panel:</p> <ol style="list-style-type: none"> 1. Endorse the consultation exercise to date and is satisfied that the results have been duly acknowledged; 2. Fully supports the further consultation exercise that is being proposed. 	Dan Field	Revised proposals to be considered by the Executive meeting on 19 October.
24 August 2017	<p>Neighbourhood Planning – Support to Groups O&S.43/17</p>	<p>RESOLVED That the Panel:</p> <ol style="list-style-type: none"> 1. expresses its concern over the adequacy of resources to address the level of support required to meet the statutory requirement of Neighbourhood Planning; 2. supports the proposal for the Council to review its Neighbourhood Planning Offer of Service to Communities; and 3. require a review of the resources and information provided and a further overview in six months' time. 	Drew Powell	Added to the Work Programme for Panel meeting on 22 March 2018
24 August 2017	<p>Sickness Absence Monitoring O&S.44/17</p>	<ul style="list-style-type: none"> - Officers confirmed that the Council offered a counselling service with staff having the ability to self-refer themselves. Having been informed that the Council did not obtain regular feedback on the service, the Panel 	Andy Wilson	

		<p>strongly suggested that officers review both usage levels and whether or not the Council was receiving value for money for this service;</p> <p>RESOLVED That the Panel:</p> <ol style="list-style-type: none"> 1. acknowledges that the Council continues to proactively manage and monitor short and long-term absence and that the HR Lead Specialist continues to report to the Senior Leadership Team on a monthly basis; and 2. recognises that the trends related to increases in long-term sickness absence and stress and depression levels are causes for concern that must be kept under close review. 	<p>Andy Wilson</p> <p>Andy Wilson</p>	
24 August 2017	Ombudsman Annual Review Letter 2017 O&S.45/17	<p>- A Member stated his surprise that the complaint listed against a fellow Member had been dealt with by the Ombudsman and not by the adopted normal practice of the Council's Standards procedures. In asking for an explanation for this decision, it was agreed that the Monitoring Officer would meet with the interested Member outside of this meeting.</p> <p>It was then:</p> <p>RESOLVED That the Ombudsman Annual Letter for 2016 (as outlined at Appendix A of the presented agenda report) has been reviewed with consideration being given to what corporate lessons may be learned and whether further service improvements be required.</p>	<p>Catherine Bowen</p> <p>Catherine Bowen</p>	
24 August 2017	RIPA 2000 Policy and Update O&S.46/17	<p>RESOLVED</p> <ol style="list-style-type: none"> 1. That the Executive be RECOMMENDED to approve the guidance on Social Networking Sites in investigations (as 	Catherine Bowen	Executive subsequently approved at its

		<p>outlined at Appendix B of the presented agenda report) and included in the Council's RIPA policy; and</p> <p>2. That it be noted that there have been no RIPA Authorisations in the last three years.</p>	Catherine Bowen	meeting on 14 September 2017
24 August 2017	Annual Review of Health and Safety Policy O&S.47/17	<p>- Officers advised that work was progressing on the creation of a specific Lone Worker Policy for Members and it was agreed that the Deputy Leader and Cllr Green should be consulted on its content prior to it being presented for approval;</p> <p>RESOLVED That the Executive RECOMMEND to Council that the revised policy be adopted and signed by the Head of Paid Service and the Leader of the Council.</p>	<p>Ian Luscombe / Darryl White</p> <p>Ian Luscombe</p>	<p>Draft version has been prepared and currently being discussed with Cllrs Green and Wright</p> <p>Council approved at its meeting on 28 September</p>
24 August 2017	Task and Finish Group Update (a) Dartmouth Lower Ferry O&S.50/17	<p>In response to a Member's concerns at the lack of information in the concluding report, it was agreed that officers would circulate every relevant background paper to the interested Member.</p> <p>RESOLVED</p> <p>1. That the Panel endorse the direction of travel and the outcomes of the Task and Finish Group and formally disband the Task and Finish Group, with Lower Ferry Service updates being provided to the Panel as and when requested;</p> <p>2. That Executive be RECOMMENDED that if for any reason union agreement cannot be achieved, the final offer is the Councils' binding offer and new contracts replace existing terms and conditions to that effect; and</p> <p>3. That Executive be RECOMMENDED that regular consultation with the Lower Ferry workforce continues to inform service improvements and tariff setting proposals.</p>	<p>Helen Dobby</p> <p>Helen Dobby</p>	<p>Executive subsequently approved at its meeting on 14 September 2017</p> <p>Executive subsequently approved at its meeting on 14 September 2017</p>

24 August 2017	Annual Work Programme 2017/18 O&S.54/17	<p>(a) As highlighted above (Minute O&S.42/17(i) refers), the Medium Term Financial Strategy was added to the Programme for consideration at the next Panel meeting on 12 October 2017;</p> <p>(b) It was agreed that consideration of the 'Joint Local Plan Progress Update', the 'General Data Protection Regulations' and the 'Concluding Recommendations of the Discretionary Grant Funding Review Group' should be deferred to the Panel meeting on 9 November 2017;</p> <p>(c) Due to the length of the meeting agenda on 9 November 2017, Members were supportive of the proposal for the annual updates from the Citizens Advice Bureau and the Council for Voluntary Service to be deferred to the Panel meeting on 8 February 2018;</p> <p>(d) The Panel requested that the ICT Procurement Options be presented to its meeting on 9 November 2017 before then being presented to the Executive;</p> <p>(e) In response to Member frustration at the lack of progress being made on the 'Future Use of Follaton House – to include heating' agenda item, the Head of Paid Service advised that he would pursue an update;</p> <p>(f) In respect of the 'Section 106 Agreement Schedule', it was agreed that the Chairman would be tasked with assigning this item on to a specific Panel meeting agenda. As part of this item, Members also requested an update on the work of the <i>'appointed person to be responsible for the monitoring, control and liaison with both local Ward Members and town and parish councils as part of the process for spending S106 funds'</i> (Minute O&S.16/17 refers).</p>	<p>Lisa Buckle</p> <p>Tom Jones / Neil Hawke</p> <p>Louisa Daley</p> <p>Mike Ward</p> <p>Steve Jordan</p> <p>Cllr Saltern</p>	<p>Work programme updated accordingly</p> <p>Work programme updated accordingly – the Grant Funding review has been deferred to the Budget meeting</p> <p>Work programme updated accordingly</p> <p>Work programme updated accordingly</p> <p>Item added to the Panel meeting agenda on 8 February 2018</p>
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