

# West Devon Overview and Scrutiny (Internal) Committee



West Devon  
Borough  
Council

<b>Title:</b>	<b>Agenda</b>										
<b>Date:</b>	<b>Tuesday, 21st July, 2015</b>										
<b>Time:</b>	<b>2.00 pm</b>										
<b>Venue:</b>	<b>Chamber - Kilworthy Park</b>										
<b>Full Members:</b>	<p style="text-align: center;"><b>Chairman</b> Cllr Musgrave <b>Vice Chairman</b> Cllr Yelland</p> <p><i>Members:</i></p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>Cllr Davies</td> <td>Cllr McInnes</td> </tr> <tr> <td>Cllr Edmonds</td> <td>Cllr Mott</td> </tr> <tr> <td>Cllr Evans</td> <td>Cllr Moyse</td> </tr> <tr> <td>Cllr Hockridge</td> <td>Cllr Sellis</td> </tr> <tr> <td>Cllr Kimber</td> <td></td> </tr> </table>	Cllr Davies	Cllr McInnes	Cllr Edmonds	Cllr Mott	Cllr Evans	Cllr Moyse	Cllr Hockridge	Cllr Sellis	Cllr Kimber	
Cllr Davies	Cllr McInnes										
Cllr Edmonds	Cllr Mott										
Cllr Evans	Cllr Moyse										
Cllr Hockridge	Cllr Sellis										
Cllr Kimber											
<b>Interests – Declaration and Restriction on Participation:</b>	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.										
<b>Committee administrator:</b>											

**1. Apologies for Absence**

**2. Confirmation of Minutes**

**1 - 6**

**3. Declarations of Interest**

Members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have in any items to be considered at this meeting.

If Councillors have any questions relating to predetermination, bias or interests in items on this Agenda, then please contact the Monitoring Officer in advance of the meeting.

**4. Items Requiring Urgent Attention**

To consider those items which, in the opinion of the Chairman, should be considered by the Meeting as matters of urgency

**5. Committee Terms of Reference**

**7 - 8**

**6. Public Forum**

**9 - 10**

A period of up to 15 minutes is available to deal with issues raised by the public.

**7. Hub Committee Forward Plan**

**11 - 16**

If any Member seeks further clarity, or wishes to raise issues regarding any future Hub Committee agenda item, please contact Member Services before **12 noon on Thursday, 16 July 2015** to ensure that the lead officer(s) are aware of this request in advance of the meeting

**8. Customer First Update**

**9. Update on Transformation Programme T18**

**10. Notes Arising from the Member Development Steering Group Meeting held on 6 July 2015**

**17 - 20**

**11. Task and Finish Group Updates:**

**(a) Performance Management**

**12. Draft Work Programme 2015/16**

**21 - 22**

An opportunity for Members to suggest potential agenda items for the forthcoming Municipal Year

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# Agenda Item 2

At a Meeting of the **OVERVIEW & SCRUTINY (INTERNAL) COMMITTEE** held at the Council Chamber, Council Offices, Kilworthy Park, Drake Road, **TAVISTOCK** on **TUESDAY** the **9<sup>th</sup>** day of **JUNE 2015** at **3.30 pm**.

**Present:**

	Cllr C R Musgrave – Chairman
	Cllr J Yelland – Vice-Chairman
Cllr M Davies	Cllr C Edmonds
Cllr J Evans	Cllr P Kimber
Cllr D E Moyse	Cllr D K A Sellis

Head of Paid Service  
Executive Director (Service Delivery and Commercial Development)  
Senior Specialist – Democratic Services

**Also in Attendance:** Cllrs D W Cloke, A F Leech, J B Moody, G Parker, J Sheldon and Cllr T G Pearce

**\*O&S(I) 1 APOLOGIES FOR ABSENCE**

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

**\*O&S(I) 2 DECLARATIONS OF INTEREST**

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 were none made.

**\*O&S(I) 3 COMMITTEE TERMS OF REFERENCE**

Being the first meeting of the newly established Committee, its draft terms of reference were presented for consideration.

In consideration, the following points were raised:-

- The close linkages of the Committee to the Audit Committee were noted;
- The importance of the Chairmen and Vice-Chairmen of the two Scrutiny Committees working together to ensure that there was no duplication of effort was also recognised;
- The recognition in the draft terms of reference of the ability to work jointly with the South Hams District Council Scrutiny Panel was welcomed;
- In light of the general consensus of the Committee being that the draft Terms of Reference were too detailed, the Panel requested that officers revisit the document and present a revised streamlined version to the next meeting.

It was then:

**RESOLVED**

That officers be tasked with presenting a streamlined version of the draft terms of reference to the next Committee meeting.

**\*O&S(I) 4 PUBLIC FORUM**

The Chairman informed that the creation of a Public Forum was a new and exciting concept. Whilst no questions (or issues) had been raised by the public for consideration at this meeting, the Chairman commented that it was incumbent upon Members to promote this concept amongst their local communities.

**\*O&S(I) 5 HUB COMMITTEE FORWARD PLAN**

The most recent (published 4 June 2015) Hub Committee Forward Plan was presented for consideration.

In discussion, reference was made to:-

- (a) the main purpose of this standing agenda item. It was noted that the main purpose was to enable lead Hub Committee Members to be called to Committee meetings to update Scrutiny Members on specific items which were scheduled to come forward to the Hub Committee, thereby enabling early scrutiny of proposed agenda items;
- (b) the income generation agenda. In reply to a number of Members emphasising the importance of income generation, officers informed that a number of business cases would be presented to Members for consideration. The Chairman of the Audit Committee highlighted the value of a paper produced by Grant Thornton on the formation of a trading company and confirmed that he would send this report to the Committee Members;
- (c) an acceptance that the Forward Plan would evolve during the course of the year. Whilst not currently illustrated on the Forward Plan, a Member wished for the importance (and sensitivity) of the Bus Depot matter to be noted;
- (d) the importance of Scrutiny focusing its attention on strategic (high-level) issues. In recognising the potential tension between early scrutiny and the ability to call-in a decision, a request was made for a clear pathway to be provided to all Members that outlines the decision-making process;
- (e) there being future Learning and Development opportunities for Overview and Scrutiny Committee Members.

It was then:

**RESOLVED**

That the Forward Plan be noted.

## **\*O&S(I) 6 UPDATE ON TRANSFORMATION PROGRAMME T18**

The Executive Director (Service Delivery and Commercial Services) provided a verbal progress update on the Transformation Programme.

In the ensuing debate, specific reference was made to:-

- the main recent focus being on ensuring that the organisational structure was in place. In particular, it was noted that Phase 1(b) of the recruitment process had just gone live on 1 June 2015 and the number of posts on the combined establishments had been reduced by 110 (reducing the staffing budget by 25%).

Since the new technology was not in place yet, there was a huge pressure on staff and Members were asked to not underestimate the impact that this was having on staff. However, the Executive Directors wished to put on record their gratitude at the resilience and work rate of members of staff, who were responding amazingly. Nonetheless, the Committee was informed that the next three months would be difficult for the Council, as it was currently entering the most uncomfortable phase of the Programme. However, officers reassured the Committee that the Programme was a good plan and Members and the community would see service improvements within the next few months.

When questioned, officers advised that negotiations were currently taking place with Unions with regard to the merits of bringing Phase 2 of the recruitment process forward to an earlier date;

- the high percentage of agency staff being employed by the Council. Whilst a cause for concern, the Committee recognised that this was a direct consequence of such a large organisational restructure. However, since Phase 1(b) had now gone live, the Council was now in a position to be able to start to recruit externally, although some posts would have to be kept back until the completion of Phase 2. Nonetheless, some Members did still wish to express their disappointment at the number of experienced members of staff who had recently left the Council;
- the new technology. Members were advised that the technology delay was attributed to the extent of the work involved in mapping every single process and function, before it is then tested and scripted on to the new system;

- the Locality model. Officers confirmed that the Locality team would be in operation within the next few months and it was envisaged that a Member Locality Briefing would be held on the afternoon of Monday, 6 July;
- an all Member Briefing on the Programme, which had been scheduled to take place on Thursday, 23 June at 2.30pm. Some newly elected Members stated that they were struggling to understand the details of the Programme. In reply, officers informed that they would send out the reports which had previously been considered by the Council and the Executive Directors advised that they were also more than happy to meet smaller groups of Members to talk through the history of the Programme;
- a general sense of positivity. Some Members made reference to the revolutionary nature of the Programme and the Council being trail blazers in this regard. Furthermore, the Panel noted that the Council had been shortlisted for a CIPD (Chartered Institute of Personnel and Development) national award for its recruitment process against a behavioural framework and other Councils were keen on the Council sharing its experiences with them.

**\*O&S(I) 7 PERFORMANCE INDICATORS (Q4 2014/15)**

The Panel considered a report that provided Members with information on the Key Performance Indicators at the end of Quarter 4 for 2014/15.

In discussion, the following points were raised:-

- (a) Officers highlighted the new agenda report format and confirmed that they would welcome any Member feedback (both positive and negative) on this new format;
- (b) With regard to the planning performance indicators, officers had spoken to a number of colleagues who were all experiencing similar issues and, in particular, were struggling to recruit planning officers. However, officers were totally committed to improving service performance and were fully aware of the reputational issues associated with below average performance caused by capacity issues. The Committee was informed that measures had been put in place to improve performance, with neighbouring authorities currently assisting with processing (but not determining) applications and through the use of agency planners. Officers also confirmed that it was their intention to commission an external planning review into the service;



- (c) Officers advised that the 'red status' of the average call answer time performance measure was largely attributed to capacity issues. Although recognising the need to improve upon this trend, officers were of the view that call answer time was in fact an indication of activity and not a performance measure and the focus in this regard should be on outcomes;
- (d) The Committee welcomed the officer recommendation whereby an update on both the Development Management Service and Customer Services should be presented to the meeting on 6 October 2015;
- (e) Members supported the officer suggestion whereby a joint West Devon/South Hams Task and Finish Group review should be undertaken into the appropriateness of the performance indicators which were presented in the future;
- (f) The Committee discussed the merits of undertaking exit interviews with staff upon their leaving the employ of the Council. Whilst it was recognised that there were advantages to this activity, the majority of Members did not feel that the benefits merited the level of resource that this would involve;
- (g) The ambitious nature of the current performance measures was recognised by the Committee;
- (h) In reply to a question, officers confirmed that the Developers Forum had been re-established recently. Feedback had indicated that the first meeting had been successful and it was hoped that the lead Hub Committee Member and Chairman and Vice-Chairman of the Planning and Licensing Committee could be involved in the future.

It was then:

**RESOLVED**

1. That the Key Performance Indicators for Quarter 4 be noted;
2. That Members note the proposals to present an update on both the Development Management Service and Customer Services to the Committee meeting on 6 October 2015; and
3. That the Panel endorse a joint review with South Hams District Council being undertaken into the Performance Measures and welcome a report being presented back to Members in the autumn.

**\*O&S(l) 8**

**MEMBERS PROPOSAL FORM FOR POTENTIAL AGENDA ITEMS**

Members were supportive of the proposal form being adopted and recognised the importance of the key objectives and outcomes sections of this document.

Furthermore, Members felt it would be pertinent for any submitted forms to be determined within seven working days of receipt.

It was also noted that nothing would be excluded from consideration and each submitted form would be reviewed by a Panel comprising of the Head of Paid Service and the Chairman and Vice-Chairman of the Committee.

It was then:

**RESOLVED**

That the Proposal Form be adopted as the means for submitting future agenda item requests, with submitted forms being determined within seven working days of receipt.

**\*O&S(I) 9**

**DRAFT WORK PROGRAMME 2015/16**

The Committee considered its draft 2015/16 Work Programme and made reference to the following additions and amendments:-

- (a) the creation of a joint Performance Indicator review Task and Finish Group. Cllr Musgrave confirmed his willingness to lead upon the Group, with Cllrs Davies, Evans and Yelland supporting him in this review;
- (b) the Committee's annual report. The constitutional requirement to produce an annual report was recognised and it was agreed that a draft version should be presented to the meeting on 8 March 2016, before then being presented to Annual Council;
- (c) the opportunity for the Committee to invite Hub Committee Members to give an update on their areas of responsibility at future meetings was noted;
- (d) in light of the Committee decision on the Performance Indicators report (O&S(I) 7 above refers), the need to add the service updates on both the Development Management and Customer Services to the agenda for 6 October 2015 meeting was acknowledged.

(The meeting terminated at 5.20 pm)

## Overview and Scrutiny Committees: Summary Terms of Reference

Please refer to the Overview & Scrutiny Procedure Rules in Part 4 of the Constitution for further details on composition, membership, eligibility, powers and duties.

### 1. General Role

1.1. The Council will appoint two Overview & Scrutiny Committees (an Internal and an External Overview & Scrutiny Committee) to discharge the functions conferred with the following functions. Each Overview & Scrutiny Committee will:

- 1.1.1. review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions;
- 1.1.2. make reports and/or evidence based recommendations to the Council and/or any committee or joint committee in connection with the discharge of any functions;
- 1.1.3. consider any matter affecting the area or its inhabitants;
- 1.1.4. make reports and/or evidence based recommendations to the Council and/or its Committees and/or any joint committee on matters which affect the Council's area or the inhabitants of that area; and
- 1.1.5. exercise the right to call-in, for reconsideration, decisions made but not yet implemented by the Hub Committee.

### 2. Specific functions

The Overview and Scrutiny (External) Committee is also appointed to act as the Crime and Disorder Scrutiny Committee appointed under Section 19 of the Police & Justice Act 2006.

### 3. Public Forum

#### (a) General

Members of the public may raise issues and ask questions at meetings of the Overview and Scrutiny Committees. This session will last for up to fifteen minutes at the beginning of each meeting, with each individual speaker being restricted to a maximum of three minutes each.

#### (b) Notice of Questions

An issue or question may only be raised by a member of the public provided that they have given written notice (which may be by electronic mail) by 5.00pm on the Thursday, prior to the relevant meeting.

**(c) Scope of Questions**

An issue may be rejected by the Monitoring Officer if:

- it relates to a matter within the functions of the Planning and Licensing Committee;
- it is not about a matter for which the local authority has a responsibility or which affects the district;
- it is offensive, frivolous or defamatory;
- it is substantially the same as a question which has previously been put in the past six months; or
- it requires the disclosure of confidential or exempt information.

**4. Proceedings of the Overview and Scrutiny Committees**

The Overview and Scrutiny Committees will conduct their proceedings in accordance with the Rules of Procedure set out in Part 4 of the Constitution.

## **PUBLIC FORUM PROCEDURES**

### **(a) General**

Members of the public may raise issues and ask questions at meetings of the Overview and Scrutiny Committee. This session will last for up to fifteen minutes at the beginning of each meeting, with any individual speaker having a maximum of three minutes to address the Committee.

### **(b) Notice of Questions**

An issue or question may only be raised by a member of the public provided that they have given written notice (which may be by electronic mail) to Darryl White ([darryl.white@swdevon.gov.uk](mailto:darryl.white@swdevon.gov.uk)) by 5.00pm on the Thursday, prior to the relevant meeting.

### **(c) Scope of Questions**

An issue may be rejected by the Monitoring Officer if:

- it relates to a matter within the functions of the Planning and Licensing Committee;
- it is not about a matter for which the local authority has a responsibility or which affects the district;
- it is offensive, frivolous or defamatory;
- it is substantially the same as a question which has previously been put in the past six months; or
- it requires the disclosure of confidential or exempt information.

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## WEST DEVON BOROUGH COUNCIL: HUB COMMITTEE FORWARD PLAN

This is the provisional forward plan for the six months starting 4 August 2015. It provides an indicative date for matters to be considered by the Hub Committee. Where possible, the Hub Committee will keep to the dates shown in the plan. However, it may be necessary for some items to be rescheduled and other items added.

The forward plan is published to publicise consultation dates and enable dialogue between the Hub Committee and all councillors, the public and other stakeholders. It will also assist the Council's Overview and Scrutiny Committees in planning their contribution to policy development and holding the Hub Committee to account.

The Plan is published in hard copy and on the Council's website ([www.westdevon.gov.uk](http://www.westdevon.gov.uk))

**Members of the public are welcome to attend all meetings of the Hub Committee, which are normally held at Kilworthy Park, Tavistock, and normally start at 2.00 pm.**

**If advance notice has been given, questions can be put to the Hub Committee at the beginning of the meeting.**

The Hub Committee consists of nine Councillors. Each has responsibility for a particular area of the Council's work.

*Cllr Sanders – Leader*

*Cllr Baldwin – Deputy Leader*

*Cllr Sampson – Lead Member for Commercial Services and Contracts*

*Cllr Moody – Lead Member for Customer First*

*Cllr Oxborough – Lead Member for Economy*

*Cllr Benson – Lead Member for Environment*

*Cllr Samuel – Lead Member for Health and Wellbeing*

*Cllr Cann OBE - Lead Member for Resources and Performance*

*Cllr Parker – Lead Member for Planning and Strategic Housing*

Further information on the workings of the Hub Committee, including latest information on agenda items, can be obtained by contacting the Member Services Section on 01822 813662 or by e-mail to [member.services@westdevon.gov.uk](mailto:member.services@westdevon.gov.uk)

**All items listed in this Forward Plan will be discussed in public at the relevant meeting, unless otherwise indicated for the reasons shown**

**DECISIONS TO BE TAKEN BY THE HUB COMMITTEE**

<b>Service</b>	<b>Title of Report and summary</b>	<b>Lead Officer and Member</b>	<b>Relevant Scrutiny Cttee</b>	<b>Decision maker</b>	<b>Anticipated date of decision</b>
Strategy and Commissioning	<b>Our Plan Update</b>	RK/Cllr Parker	External	Hub Committee	4 August 2015
Customer First	<b>Council Tax Discretionary Discount and Reduction Policy</b>	IB/Cllr Samuel	Internal	Council	22 Sept 2015
Strategy and Commissioning	<b>Business Development Opportunities</b>		Either	Hub Committee	22 Sept 2015
Support Services	<b>Data Protection Policy</b> – to recommend a new Joint Data Protection Policy	CBowen/Cllr Cann OBE	Internal	Council	22 Sept 2015
Support Services	<b>Medium Term Financial Strategy 2016/17 onwards</b> – to update the Medium Term Financial forecast with a view to setting a direction of travel for the next four years	LB/Cllr Sanders	Internal		22 Sept 2015
Commercial Services	<b>Waste Contract Procurement -</b>	JS/Cllr Sampson	External		22 Sept 2015
Customer First	<b>Devon Home Choice &amp; Local Allocations Policy Review</b>	IB/Cllr Samuel	External	Council	22 Sept 2015
Customer First	<b>Health and Safety</b> – to consider a report that updates the Health and Safety policy and statement	HF/Cllr Cann OBE	Internal	Council	22 Sept 2015
Customer First	<b>Council Tax Reduction Scheme</b> – to update on the Council Tax Reduction Scheme	IB/Cllr Samuel	Internal	Council	22 Sept 2015
Support Services	<b>Revenue Budget Monitoring</b> - to update Members on the latest revenue budget position	LB/Cllr Sanders	Internal	Hub Committee	27 October 2015
Support Services	<b>Capital Programme Monitoring</b> – to update Members on the financial position of capital projects	LB/Cllr Sanders	Internal	Hub Committee	27 October 2015
SLT	<b>T18 Budget Monitoring</b> - to update Members on the financial position of the T18 Programme	SM/Cllr Sanders	Internal	Hub Committee	1 Dec 2015
Support Services	<b>Write Off Report (Q2 2015/16)</b> - to update Members on write offs for all revenue streams within the Revenue and Benefits service	LB/Cllr Samuel	Internal	Hub Committee	1 Dec 2015
Support Services	<b>Draft Budget Proposals for 2016/17 -</b>	LB/Cllr Sanders	Either	Council	1 Dec 2015
Support Services	<b>Draft Capital Programme Proposals for 2016/17 -</b>	LB/Cllr Sanders	Either	Council	1 Dec 2015
Support Services	<b>Revenue Budget Proposals for 2016/17 -</b>	LB/Cllr Sanders	Either	Council	26 January 2016



Support Services	<b>Capital Programme Proposals for 2016/17 -</b>	LB/Cllr Sanders	Either	Council	26 January 2016
Support Services	<b>Council Tax Resolution 2016/17 –</b>	LB/Cllr Sanders	Internal	Hub Committee	25 February 2016
Support Services	<b>Revenue Budget Monitoring</b> - to update Members on the latest revenue budget position	LB/Cllr Sanders	Internal		25 February 2016
Support Services	<b>Capital Programme Monitoring</b> – to update Members on the financial position of capital projects	LB/Cllr Sanders	Internal	Hub Committee	25 February 2016
SLT	<b>T18 Budget Monitoring</b> - to update Members on the financial position of the T18 Programme	SM/Cllr Sanders	Internal	Hub Committee	25 February 2016
SLT	<b>Review of Roles and Responsibilities for Hub Committee Members</b> (as requested June 2015)	SJ/Cllr Sanders	Internal	Hub Committee	25 February 2016
Support Services	<b>Write Off Report (Q3 2015/16)</b> - to update Members on write offs for all revenue streams within the Revenue and Benefits service	LB/Cllr Samuel	Internal	Hub Committee	25 February 2016
Customer First	<b>Homeless Strategy -</b>	IB/Cllr Samuel	Internal	Council	22 March 2016
Support Services	<b>Revenue Budget Monitoring</b> - to update Members on the latest revenue budget position	LB/Cllr Sanders	Internal	Hub Committee	May 2016
Support Services	<b>Capital Programme Monitoring</b> – to update Members on the financial position of capital projects	LB/Cllr Sanders	Internal	Hub Committee	May 2016
SLT	<b>T18 Budget Monitoring</b> - to update Members on the financial position of the T18 Programme	SM/Cllr Sanders	Internal	Hub Committee	May 2016
Support Services	<b>Write Off Report (Q4 2015/16)</b> - to update Members on write offs for all revenue streams within the Revenue and Benefits service	LB/Cllr Samuel	Internal	Hub Committee	May 2016

**\* Exempt Item (This means information contained in the report is not available to members of the public)**

SJ – Steve Jordan – Executive Director Strategy and Commissioning and Head of Paid Service

SH – Sophie Hosking – Executive Director Service Delivery and Commercial Development

LB – Lisa Buckle – Finance COP Lead and s151 Officer

HD – Helen Dobby – Group Manager Commercial Services

SM – Steve Mullineaux – Group Manager Support Services

CB – Chris Brooks – COP Lead Assets

IB – Isabel Blake – COP Lead Housing, Revenues and Benefits

JS – Jane Savage – Lead Specialist Waste Strategy

CBowen – Catherine Bowen – Monitoring Officer

TB – Tracey Beeck – Group Manager Customer First

SLT – Senior Leadership Team



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## NOTES OF THE MEETING OF THE MEMBER DEVELOPMENT STEERING GROUP HELD AT KILWORTHY PARK, TAVISTOCK ON MONDAY, 6 JULY 2015

### MEMBERS

\* Cllr K Ball - Chairman

\* Cllr C Edmonds

∅ Cllr L Samuel

∅ Cllr A F Leech

\* Cllr J Yelland

\* Denotes attendance

∅ Denotes apology for absence

Officers in attendance:

All items: Senior Specialist – Democratic Services

#### 1. **Apologies for Absence**

Apologies for absence were received from Cllrs Leech and Samuel.

#### 2. **Appointment of Group Chairman**

It was agreed that Cllr Ball should be declared Chairman of the Group for the duration of the 2015/16 Municipal Year.

#### 3. **Draft Terms of Reference**

The Group endorsed its Terms of Reference as outlined in the presented agenda.

In discussion, reference was also made to:-

- the Devon Member Skills Framework. Members requested that they be in receipt of copies of the latest version of the Skills Framework;
- frequency of meetings. In recognising the ad-hoc nature of Group meetings, Members considered that, as a guide, it should meet approximately four times per year
- the Group reporting to the Overview and Scrutiny (Internal) Committee. Whilst the Chairman was unable to attend the next Committee meeting (to be held on 21 July), it was agreed that Cllr Yelland would provide a brief update at this meeting on the progress made by the Group.

#### 4. **2015 Member Induction Review**

In reviewing the recent Member Induction, the Group made the following comments:-

- On the whole, the Programme had been positive and the challenge was acknowledged whereby it was difficult to strike a balance between telling new Members sufficient information to be able to hit the ground running whilst not over burdening them with details;

- There was a consensus amongst the wider membership that the Induction had been too officer led. The Group considered that an opportunity had been missed whereby Members could have taken more of a lead during certain sessions;
- The Data Protection / Freedom of Information session simply did not work;
- A tour of the building for new Members would have been helpful;
- During the signing-in day, the Group was of the view that it would have been preferable to have set up a number of stations to distribute and advise on the papers. Also, and in accepting that it was not possible for this Induction, the Group hoped that a guide to the Senior Leadership Team would also be made available during such sessions in the future;
- It would have been helpful for the induction dates to have been published on the website (and made available for prospective candidates) well in advance of the date of the elections;
- The Group felt that a short questionnaire (no more than three questions), which was specifically related to the Induction, should be developed and sent to all Members. In terms of the three questions, the Group concluded that they should be set along the lines of:-
  - o On a scale of 1 to 5 (with 1 being excellent and 5 being poor), how would you rate the recent Induction?
  - o What elements were beneficial during the recent Induction?
  - o What suggested improvements would you have made during the recent induction?

#### 5. **Draft Member Learning and Development Plan – Initial Views**

The draft Plan was circulated for comment and the following views were expressed:-

- The Chairman felt that the Group had a key role in particularly championing the following proposed sessions:-
  - o Community Leadership Training in the autumn;
  - o One-to-one interviews for new Members and optional for returning Members during the autumn; and
  - o The proposed Procedures/Constitution Training session.
- The Group felt that a session should also be included on the Plan in relation to the Council's IMPACT behavioural framework, which all staff had recently been assessed and recruited on.

#### 6. **Draft Member Learning Needs Questionnaire – Initial Views**

The Group supported the approach whereby a questionnaire (maximum of 10 questions) should be put together with the ultimate aim of sending to all Members to establish their Learning and Development needs.

In terms of a timescale, it was felt that Group Members should be tasked with considering some proposed questions before letting Darryl have them before a prescribed deadline of 31 July 2015. Once collated, it was then recommended that a draft questionnaire should be compiled and considered by the Group at its next meeting for approval and roll out. It was also acknowledged that the results of these should be considered confidential, but should form the basis of the one-to-one interviews in the autumn.

7. **Appetite to Pursue SW Charter Status**

When advised that the cost and resource implications were likely to be minimal, the Group was content to give its in-principle support to the Council pursuing this accreditation.

8. **Date of Next Meeting**

It was agreed that the next meeting of the Group would be held at **2.30pm** on **Monday, 24 August** in **Meeting Room 2**.

(Meeting commenced at 12.30pm and concluded at 1.50pm).

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## OVERVIEW AND SCRUTINY (INTERNAL) COMMITTEE

### DRAFT ANNUAL WORK PROGRAMME – 2015-16

Date of Meeting	Report	Lead Officer
6 October 2015	Hub Committee Forward Plan	
	T18 Programme Monitoring	
	Development Management – Service Update	
	Customer Services Update	
	Task and Finish Group Updates (to include concluding report of the PI Review Group)	
	Ombudsman Update and Annual Review Letter	
12 January 2016	Joint O+S Draft Budget 2016/17 Consultation	
8 March 2016	Hub Committee Forward Plan	
	T18 Programme Monitoring	
	Task and Finish Group Updates	
	Draft O+S Annual Report	

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