

At a Meeting of the **OVERVIEW & SCRUTINY COMMITTEE** held at the Council Chamber, Council Offices, Kilworthy Park, Drake Road, **TAVISTOCK** on **TUESDAY** the **16<sup>th</sup>** day of **OCTOBER 2012** at **2.00 pm**.

**Present:**

Mr D W Cloke – Chairman	
Mrs S C Bailey – Vice-Chairman	
Mrs K A Clish-Green	Mrs C Hall
Mr L J G Hockridge	Mr D M Horn
Mr J B Moody	Mrs D Sellis
Mr D Whitcomb	

**Substitutes:** Mr J McInnes

Corporate Director (TW)  
Democratic Services Manager  
Economy Manager  
Community Manager  
Head of ICT & Customer Services  
Member Services Manager  
Member Services Officer

**In Attendance:** Mr W G Cann OBE Mr T Leech

**\*O&S 13 APOLOGIES FOR ABSENCE**

An apology for absence was received from Mr J Sheldon.

**\*O&S 14 DECLARATIONS OF INTEREST**

Councillor Mrs K A Clish-Green stated that she would declare a personal interest for Item 6 'Member Development Strategy' as she was a Member of the Member Development Working Group and Item 10 'Update on Broadband' as she was a Member of the Broad Band Working Group.

**\*O&S 15 CHAIRMAN'S ANNOUNCEMENT - POST OFFICE UP-DATE**

The Chairman advised Members on Post Offices, in particular to give an up-date on what was happening with up-grading local facilities. There was to be a new pilot scheme, which would hopefully lead to more open and user friendly post office counters. The style of the old Post Office secure cabinet would be replaced with more open space. Post Offices would also have to fall in line with the businesses run within the shop. There would be no stand alone Post Offices, they would be linked with the shop they run from, which may provide the customer with a more improved service as the Post Office element could mirror the opening times of the retail outlet within which it ran.

However, it was felt that some current Post Office owners would not be able to change their hours of working. Members were advised to watch out for further up-dates to see if many local Post Offices would be able to make the necessary changes or not. The Chairman advised that he would keep the Committee up-dated on this matter.

**\*O&S 16 CONFIRMATION OF MINUTES**

The Minutes of the Meetings held on 12<sup>th</sup> June 2012 and 10<sup>th</sup> July 2012, were confirmed and signed by the Chairman as a correct record.

**\*O&S 17 TWO COMMITTEE STRUCTURE**

The Vice-Chairman advised Members of the Task & Finish Group Meeting that had been held on 26<sup>th</sup> September 2012, to discuss the Two Committee Option. Members were advised that as an outcome of this meeting, the points raised had now been broken down into six headings as follows:-

- Imbalance of workload.
- Workload of Chairs.
- Committee system structure.
- Who to talk to.
- Link between two Committees.
- Other topics.

It was decided it would be useful to talk to the Committee Clerks, Mr Tony Rose and Mrs Kathy Trant for their opinions on the Committee structure. It was also agreed that the views of SMT should be sought.

A Task and Finish Group meeting would be arranged on the day of Informal Council, Monday 19 November 2012 to further discuss the Two Committee Option. The Chairs of Community Services Committee and the Resources Committee would also be invited to attend this meeting for their views/opinions.

A Member queried who should attend this Task and Finish Group and was advised that a Member joined the meeting on 26 September 2012 who was not a Member of the Task and Finish Group but they were invited to attend the meeting by other Members of the Group on the day.

It was felt that in reviewing the Two Committee Structure, the role and structure of the Overview & Scrutiny Committee should also be examined as it was important to get the workload and balance correct.

A Member suggested that the Overview and Scrutiny Committee invite speakers and hold workshops as part of the Committee Meeting, an example being, health, crime and disorder as interesting topics.

The Corporate Director went through the Scoping Document and time line in order to meet the deadline of May 2013.

After a general discussion from Members it was agreed to progress the review of the Two Committee System in line with the Scoping Document and also to review the terms of Overview and Scrutiny Committee so to add a further bullet point to the document being:-

- Include the role of Overview & Scrutiny in their deliberations.

## **O&S 18      DRAFT MEMBER DEVELOPMENT STRATEGY**

The Democratic Services Manager presented a report (page 8 to the agenda) for Members to consider the draft Member Development Strategy for approval which outlined the Council's commitment to supporting Members in developing the necessary skills and knowledge to serve the community.

The Chairman encouraged Members to try and attend the personal development interviews which were soon to be taking place and to make an appointment if Members thought that they would find this useful.

A new Member advised that they were not happy with the level of training that they had received since becoming a new Member and felt the induction should have been more comprehensive. However it was accepted that he had been elected part way through a Municipal Year and therefore had not benefited from the formal structured induction process.

Existing Members felt the advice they had received had been invaluable and very useful.

A general discussion took place, during which it was noted that a draft strategy had been compiled which would enable comprehensive and detailed structured training, to include during the induction period.

It was **RESOLVED** to **RECOMMEND** to Council that the draft Strategy (as presented at Appendix B) be adopted.

## **\*O&S 19      ECONOMY DELIVERY PLAN UPDATE**

The Economy Manager presented a report (page 14 to the agenda) on information on key achievements, messages from stakeholder engagement and a draft Economy Action Plan for 2012-14.

A Member asked the Economy Manager if she felt any further action should be taken. The Economy Manager explained that the report had been written for both authorities (West Devon & South Hams) and that she was happy with the outcome. Appendix A showed the position looking back and Appendix B showed the plan moving forward.

A Member commented that the report presented was hard to read as it is a massive subject and hard to take in. It was suggested that perhaps it could be presented in a different way, preferably in colour. Members also requested that future reports used bullet points in order to clarify the main points of the report.

The Economy Manager agreed and advised that the report had to fit within an existing template. Future updates would be refined, condensed and presented in an improved format.

After further discussion it was **RESOLVED** that progress on the Economy Delivery Plan had been considered and commented upon before the

Community Services Committee meets on the 30<sup>th</sup> October 2012 to consider adoption of the plan.

**\*O&S 20      PROGRESS ON THE CONNECT STRATEGY AND DELIVERY PLANS**

The Community Manager presented a report (page 42 to the agenda) providing Members with information on key achievements, issues for consideration and emerging future actions for the Connect Strategy and delivery plans so that Members may consider whether specific action or intervention was required.

Members were advised on the progress to date, key achievements, solutions and work yet to be done. At a meeting of the Informal Community Services Committee, items discussed were key messages, actions and whether these were achievable from partners and the need to look more closely at actions, as they need to be challenging but achievable.

After general discussion it was felt that it was necessary for the Local Authority to engage more with young people and encourage them to be motivated and involved.

Flooding problems were discussed as flooding and climate change were affecting our communities more. It was suggested to invite someone from the Environment Agency to talk to Overview and Scrutiny Committee on flooding.

A Member referred to Drake's Trail and the Grenofen Tunnel (page 51 to the agenda) and raised concerns that the tunnel was very dark, wet and it was difficult to see properly once in the tunnel. There was potential for an accident to occur with cyclists and children.

A Member referred to the Olympic Games Legacy (page 52 to the agenda) and how there were hopes of trying to attract a Common Wealth Team after the recent success of the recent team from Swaziland and of how this helps to get money in for the local community.

A Member referred to housing and affordable homes (page 57 to the agenda) and the need for housing for young people. It was felt that there was a pressure on Parish Councils and communities to try and help.

It was **RESOLVED** that Members consider progress on the Connect Strategy and delivery plans and make recommendations as to whether any further action was required to address specific issues.

**\*O&S 21      PERFORMANCE INDICATORS QUARTER 1**

The Head of ICT & Customer Services presented a report (page 61 to the agenda) providing Members with information on Key Performance Indicators where performance was 10% or more below target at the end of quarter 1 2012-13.

Car parking income (page 68 to the agenda) was discussed and how this could be progressed. SMT were to look at this to make the target more realistic. There were suggestions to perhaps introduce car parking incentives, with possible free parking after 3 pm. It was also mentioned that the cleanliness of Somerfield car park needed to be addressed.

Members also discussed their concerns with regard to the number of temporary staff who were currently employed by the Council. The Corporate Director agreed to follow up and bring back to Overview and Scrutiny Committee a report on additional workload due to long term sickness and the use of temporary staff to address this.

Members also noted that the Balanced Scorecard highlighted the issue of the 'Change of Circumstances' indicator. Members were concerned as the longer it took to apply a change of circumstance could have a detrimental impact on claimants potentially leaving them in debt.

It was **RESOLVED** that the Key Performance Indicators for Quarter 1 and the action detailed to improve future performance be noted and considered.

**\*O&S 22      UPDATE ON BROADBAND**

The Chairman discussed the minutes of the Meeting of the Joint Rural Broadband Working Group held on 3 October 2012, which was a joint Working Group with South Hams District Council.

It was decided that there would be a programme of meetings but that there was the option of meeting in between these dates if it was deemed necessary.

**\*O&S 23      REGULATION OF INVESTIGATORY POWERS ACT 2000: REPORT ON INSPECTION AND AUTHORISATION**

As a standing item on the agenda, Members noted that there had been no requests to use the powers under RIPA during the last quarter.

(The Meeting terminated at 4.15 pm)

