

BRECKLAND COUNCIL

At a Meeting of the

OVERVIEW AND SCRUTINY COMMISSION

**Held on Thursday, 30 March 2017 at 2.00 pm in the
Anglia Room, The Conference Suite, Elizabeth House, Walpole Loke, Dereham**

PRESENT

Councillor E. Gould (Chairman)	Mrs S.M. Matthews
Mrs E J Bishop	Mr T F C Monument
Mr R. F. W. Brame	Mr D R R Oliver
Mr D M Crawford	Mr R. R. Richmond
Mr T. J. Jermy	Mr A.C. Stasiak (Vice-Chairman)
Mr A.P. Joel	Mr P S Wilkinson (Substitute Member)

In Attendance

Phil Adams	- Executive Manager Public Protection
Alison Chubbock	- Chief Accountant (Deputy Section 151 Officer) (BDC)
Maxine O'Mahony	- Executive Director of Strategy & Governance
Greg Pearson	- Corporate Improvement and Performance Manager
Teresa Smith	- Democratic Services Team Leader

29/17 MINUTES

The Chairman asked for an amendment under minute reference 17/17 – PFI contract, paragraph 9, to read: ‘The Dereham Leisure Centre will be celebrating the 10 year anniversary since the opening of the new complex, in May 2017 and more details would be shared with Members in due course’.

Subject to this amendment, the minutes of the meeting held on 16 February 2017 were confirmed as a correct record and signed by the Chairman.

30/17 APOLOGIES AND SUBSTITUTES

Apologies were received from Councillor Nairn. Councillor Wilkinson was present as his substitute.

31/17 URGENT BUSINESS

None.

32/17 DECLARATION OF INTERESTS

None.

33/17 NON-MEMBERS WISHING TO ADDRESS THE MEETING

None.

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34/17 TASK AND FINISH GROUPS

(a) Budget Task & Finish Group Identified Opportunities

The Chief Accountant informed Members the report had been created for information on the progress of opportunities that had been considered as requested at the previous meeting of the Overview and Scrutiny Commission. The appendix to the report included a table detailing each opportunity and also where this project was in progress how it would be monitored through existing systems in the future.

The Chairman asked for Members views on how the Committee would monitor the progress. The Chief Accountant reported there were a number of long term projects, however, the Committee requested a report back every 3-months.

Councillor Jermy asked how the Committee could assist the process and feed into it as the principles were not necessarily new and did not want to reinvent the wheel. He suggested to look at best practice across other local authorities and to share it.

The Executive Director for Strategy and Governance said feedback was very important, and the Chairman suggested that any changes to the document were highlighted in red.

35/17 DISCUSSION ON BEING AN INTELLIGENT COUNCIL

The Corporate Improvement & Performance Manager gave a presentation to Members sharing how the Council used information and the data we have and how it is shared across the Council to shape its services.

Workshops had been held with Officers and the key actions identified were shared with Members.

Councillor Oliver asked if the IT allowed for one shared drive which everyone could access. The Executive Director Strategy and Governance said a major project was being undertaken to look at retention of documents and how they were stored. The IT Strategy allowed for one system to be created which would enable the sharing of information across the Council to be much easier.

Councillor Oliver went on to ask what interaction the Members would have on the choice of systems to be used. It was expected that following on from feedback today, the piece of work would be started and would be reported back to Overview and Scrutiny at a future date.

The Chairman added that in the past there was a Year Book that listed useful contacts. The information was now on the website, but was not easy to find. It was suggested that something be added so that all contact could be found easily on the phone.

The Executive Director Strategy and Governance said there was a booklet produced listing the management details which was currently being updated. In addition, she had taken on board the suggestion.

Councillor Brame said that the new system which directly entered

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committee meetings straight into the Members diary was a great idea and found this very useful. He asked if there was a similar system which could be set up for the contact details of Officers. He also queried the issue of data protection when sharing information. It was confirmed that data could be shared as long as individuals were aware of this, so the organisation was setting itself up in the right way before it could look at sharing information. The Corporate Improvement & Performance Manager added he was in discussion with the Legal team to take this project forward during the next quarter.

Councillor Jermy asked if the software would allow connection between Breckland service areas and the resident as this was absolutely key. Analysis was being undertaken on how residents dealt with the council over the next 3-6 months. In addition dealing with Complaints was now dealt within the Corporate Improvement and Performance team so more data could help to support building the council.

36/17 OUTSIDE BODY FEEDBACK (STANDING ITEM)

Councillor Wilkinson informed Members that good feedback had been received on the request for regional funding for pharmacies.

Councillor Richmond said he had recently attended the Safer Neighbourhood Area Partnership meeting for Dereham where three priorities were highlighted; drugs, hooded cyclists and speeding. He questioned why a Breckland Council Officer was not present at these meetings. The Executive Director Strategy and Governance would look into this.

Councillor Brame asked what the benefit was for the Council in a Councillor to sit on the outside body. The Executive Director Strategy and Governance said that there was an outside body review being undertaken in readiness for the appointments being made at the Annual Council meeting in May.

Councillor Jermy said Norfolk County Council issued a form which gathered a lot of detail and suggested that Breckland used the same.

37/17 SCRUTINY CALL-INS (STANDING ITEM)

None.

38/17 COUNCILLOR CALL FOR ACTION (STANDING ITEM)

None.

39/17 WORK PROGRAMME

Councillor Oliver asked for the Commission to look into the Council investment Strategy. The Scrutiny Officer would make the necessary arrangements.

The Chairman introduced the Member Development Co-ordinator to Members and said that proposals were being considered on training for Members. It was agreed that bitesize training worked well. In addition, a 'guide to OSC' for Members had been drafted which would be shared

at the next meeting. The Chairman asked Members to share ideas for training to the Member Development Co-ordinator.

40/17 NEXT MEETING

The arrangements for the next meeting on 11 May 2017 at 2.00pm were noted.

41/17 EXCLUSION OF PRESS & PUBLIC

RESOLVED that under Section 100(A) of the Local Government Act 1972 the press and public be excluded from the meeting for the following items of business on the grounds that they involve the disclosure of exempt information as defined in paragraphs 3 and 4 of Part 1 of Schedule 12A to the Act.

42/17 ESTABLISHMENT OF CENTRAL CONTRACTS TEAM

The Executive Manager for People and Public Protection presented the report to Members which sought Member approval to establish a Shared centralised contracts team.

Members were encouraged to see the report but asked that the split funding between Breckland District Council and South Holland District Council be reviewed annually.

The recommendations of the report were approved, subject to an amendment of recommendation 3, that reflect that the proposed split of funding be reviewed each year.

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The meeting closed at 3.30 pm

CHAIRMAN