

**SCRUTINY MANAGEMENT BOARD
13TH JUNE 2018**

PRESENT: The Chair (Councillor Miah)
The Vice-chair (Councillor Parsons)
Councillors Bebbington, Capleton, Fryer, K. Harris,
Ranson and Seaton

Councillor Harper-Davies, Cabinet Lead Member for
Performance of Major Contracts (for items 7 and 9
on the agenda)

Chief Executive
Head of Landlord Services
Democratic Services Officer (LS)

The Chair stated that this meeting would be recorded and the sound recording subsequently made available via the Council's website. He also advised that, under the Openness of Local Government Bodies Regulations 2014, other people may film, record, tweet or blog from this meeting, and the use of any such images or sound recordings was not under the Council's control.

The Chair also welcomed new members following appointments to the Board for the 2018/19 Council year.

1. MINUTES

The minutes of the meeting held on 28th March 2018 were confirmed as a correct record and signed.

2. DISCLOSURES OF PECUNIARY AND PERSONAL INTEREST

The following disclosures were made:

- (i) Councillor Fryer – a personal interest in respect of Item 6 on the agenda, as the Chair of the Outwoods Management Committee (reference to the Outwoods on page 9 of the report);
- (ii) Councillors K. Harris and Parsons – personal interests in respect of Item 6 on the agenda, as members of the Outwoods Management Committee (reference to the Outwoods on page 9 of the report);
- (iii) Councillors Fryer, Miah and Seaton – personal interests in respect of Item 6 on the agenda, as Leicestershire County Councillors (reference to Bring Sites on page 2 of Appendix 1 to the report).

3. DECLARATIONS – THE PARTY WHIP

No declarations were made.

4. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURES 11.16

No questions had been submitted.

5. AGENDA VARIANCE

The Board agreed to vary the order of the agenda, to ensure that those attending to assist with only some of the items were not required to be in attendance any longer than necessary. Items were, therefore, considered in the following order: 6, 7, 9, 8.

6. SCRUTINY WORK PROGRAMME AND ISSUES ARISING FROM SCRUTINY GROUPS AND PANELS

Councillor Miah left the meeting at 6.45pm, shortly after the Board began its consideration of this item. The remainder of the meeting was chaired by the Vice-chair, Councillor Parsons.

Considered a report of the Head of Strategic Support to enable the Board to agree the Scrutiny Work Programme, including considering requests from other scrutiny bodies and updates on the delivery of the Work Programme, and identify Key Decisions on which scrutiny could be undertaken, also to consider whether scrutiny of any procurement activity should be programmed (item 6 on the agenda filed with these minutes).

The Chief Executive assisted with consideration of the report.

RESOLVED

1. that Councillor Miah be appointed as Chair of the Budget Scrutiny Panel for 2018/19;
2. that, in addition to the Chair appointed in resolution 1. above, membership of the Budget Scrutiny Panel for 2018/19 be as follows:

Councillors Draycott, Gerrard, Parsons and Seaton;

3. that Councillor Seaton be appointed as replacement Chair of the Five Year Housing Supply Scrutiny Panel;
4. that the following item be added to the Performance Scrutiny Panel's Work Programme, to be considered at the Panel's meeting on 21st August 2018:

Mid-term review of the Zero Waste Strategy;

5. that the following items be added to the Policy Scrutiny Group's Work Programme, to be considered on the meeting dates indicated:

10th July 2018
Procurement Strategy
Housing Financial Inclusion and Income Management Strategy

25th September 2018
Open Spaces Strategy
Adaptations Policy
Gambling Act Statement of Principles

13th November 2018
Children and Young People Strategy

5th February 2019
Tenancy Support Policy
Business Plan

9th April 2019
ICS Strategy;

6. that forthcoming Executive Key Decisions or decisions to be taken in private by the Executive, set out in Appendix 1 to the report, and scheduled scrutiny of those matters, be noted, and that items be added to the Scrutiny Work Programme as follows;
 - Capital Plan Amendment Report (Overview Scrutiny Group, 2nd July 2018);
 - Amendments to Annual Procurement Plan (Overview Scrutiny Group, 2nd July 2018);
 - Provision of Environmental Services (Overview Scrutiny Group, 10th September 2018);
 - Future Cemetery Provision for Loughborough (Overview Scrutiny Group, 10th September 2018);
 - Lightbulb Service Implementation Update (Policy Scrutiny Group, 25th September 2018) (consequently remove from Overview Scrutiny Group, 15th October 2018);
7. that the Annual Procurement Plan, set out in Appendix 2 to the report, be noted;
8. that the Scrutiny Work Programme, set out in Appendix 3 to the report, be noted and updated in accordance with decisions taken above and at this meeting.

Reasons

- 1&2. To enable scrutiny of the Council's 2019/20 budget in accordance with the process agreed by the Board.

3. Councillor Taylor had been the Chair of this Panel, but was now a Cabinet Member.
4. To agree a request made by the Performance Scrutiny Panel at its meeting on 16th April 2018 (Minute 57). The Panel wished to scrutinise the policy half way through its review cycle as a test case to determine the benefits of the Panel scrutinising policies and strategies.
5. To agree requests made by the Policy Scrutiny Group at its meeting on 24th April 2018 (minutes 47.2 and 49.1). The Group wished to ensure consideration of policies and strategies by the Group where its scrutiny could add value.
6. To ensure timely and effective scrutiny.
7. The Board had decided to consider the Annual Procurement Plan and Quarterly Updates (submitted to Cabinet) to ensure that timely and effective scrutiny of any procurement activity is programmed or to ensure that the Cabinet is informed of any views of the Board on procurement matters.
8. To ensure that the information contained within the Work Programme is up to date.

7. DECENT HOMES CONTRACT SCRUTINY PANEL – FURTHER UPDATE REPORT

Considered a report of the Head of Strategic Support to further consider the implementation of decision 7 taken by the Cabinet following its consideration of the report of the Decent Homes Contract Scrutiny Panel and what, if any further action may be required (item 7 on the agenda filed with these minutes).

The Cabinet Lead Member for Performance of Major Contracts and the Head of Landlord Services assisted with the consideration of the report.

RESOLVED

1. that it be noted that implementation is complete in respect of Cabinet decision 7 and no further monitoring is required;
2. that the Decent Homes Contract Scrutiny Panel be thanked for the work it had undertaken.

Reasons

1. The Board was satisfied that the decision had been satisfactorily implemented.

2. To acknowledge the work undertaken by the Panel and its outcomes.

8. TIMETABLE OF CRITICAL DATES IN THE CONTRACTING PROCESS FOR THE DELIVERY OF REVENUES AND BENEFITS

Considered a report of the Head of Customer Services to advise the Board of the key dates in relation to the Revenues and Benefits Contract, following the Board's last consideration of this matter at its meeting on 29th March 2017 (item 9 on the agenda filed with these minutes).

The Cabinet Lead Member for Performance of Major Contracts assisted with consideration of the report (an apology was noted on behalf of the Head of Service).

RESOLVED

1. that the dates and planned actions set out in the report be noted;
2. that Councillor Bebbington, with the assistance of the Democratic Services Manager, drafts a proposed scrutiny scope document for a scrutiny panel to consider the risks to all parties associated with the implementation of Universal Credit and how those risks might be minimised, with a view to consideration of that proposed scope at the next meeting of the Board (8th August 2018).

Reasons

1. The Board was content with the information provided and did not wish to programme any further scrutiny of the contracting process for the delivery of the Revenues and Benefits service.
2. The Board identified the issue as potentially suitable for consideration by a scrutiny panel and wished for that to be investigated further before deciding whether or not to establish such a panel.

9. CENTRE FOR PUBLIC SCRUTINY RECOMMENDATIONS - UPDATE

Considered a report of the Chief Executive to update the Board on progress with the recommendations arising from the Centre for Public Scrutiny (CfPS) review (item 8 on the agenda filed with these minutes).

The Chief Executive assisted with the consideration of the report.

In particular, the Board welcomed the CfPS scrutiny workshop event programmed for 16th July 2018. It would be important for councillors to have the CfPS report in mind prior to attending that event.

RESOLVED that the progress being made to deal with the recommendations arising from the CfPS review be noted.

Reason

To ensure that the Board is kept up to date on the implementation of the recommendations.

NOTES

1. No reference may be made to these minutes at Council on 3rd September 2018 unless notice to that effect is given to the Democratic Services Manager by five members of the Council by noon on the fifth working day following publication of the minutes.
2. These minutes are subject to confirmation as a correct record at the next ordinary meeting of Scrutiny Management Board.