

Overview Scrutiny Committee

Thursday, 14 September 2017

7.30 pm

Present:

Cllr John Burden (Chair)
Cllr David Hurley (Vice-Chair)

Councillors: John Caller
 William Lambert
 Sara Langdale
 Derek Shelbrooke
 Makhan Singh
 Michael Wenban

Michelle Batstone Corporate Change Manager
Chris Wakeford Committee Services Officer (Scrutiny)

14. Apologies

An apology for absence was received from Cllr Lee Croxton.

15. Minutes

The Minutes of the meeting held on 13 July 2017 were signed by the Chair.

16. Declarations of interest

No declarations of interest were made.

17. Scrutiny Topic Reviews

The Corporate Change Manager provided Members of the Overview Scrutiny Committee with copies of the draft terms of reference for the next two topic reviews to be undertaken by the committee:

- Waste & Recycling Service in HMOs and Flats
- Reduction in staff numbers and impact on staff

Members examined each Terms of Reference in turn and made the following comments:

Waste & Recycling Service in HMOs and Flats

- The Membership of the sub-group be confirmed as follows:
Cllr Lee Croxton (Chair of the sub-group)
Cllr Lyn Milner
Cllr Harold Craske
Cllr Sara Langdale

- An additional workstream be added to the Terms of Reference; specifically on reviewing the feedback from the residents, positive and negative, about the way in which the services are provided in flats and HMOs.
- The following areas should be also considered as part of the review:
 - Communication – how is the Council ensuring that people who do not speak English / English is not their first language know about the Waste & Recycling Service and how it is provided?
 - How are the transient population informed about the Waste & Recycling Service and how it is provided?
 - Explore not only how the Council communicates the service delivery to residents, but also how it is actually being accepted by residents. How is the service actually being used by residents?

Reduction in staff numbers and impact on staff

- The Membership of the sub-group be confirmed as follows:
Cllr David Hurley (Chair of the sub-group)
Cllr Derek Shelbrooke
Cllr John Caller
Cllr Lee Croxton
- The following areas should be also considered as part of the review:
 - Ensure that the sickness information is broken down by department so that the sub-group are able to see if there are any areas of particular concern.
 - Stress could be a major factor in staff absence and this should be explored in more detail.

Resolved that:

- The Terms of Reference for the Waste & Recycling Service in HMOs and Flats Review be amended (as detailed above) and approved outside of the Committee by the Chair of the sub-group.
- The Committee agreed the Terms of Reference for the Reduction in Staff Numbers and Impact on Staff Review.
- The first meeting of the two sub-groups will take place on 9 October 2017
- Both reviews will be dealt with within 6 months (by March 2018). If, after this time period, Members feel there is an area that needs to be explored in more detail, this would form a new topic review area.

Close of meeting

The meeting ended at 8.07 pm