

**OVERVIEW SCRUTINY GROUP  
2ND JULY 2018**

OSG 13TH AUGUST 2018 ITEM 02
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PRESENT: The Chair (Councillor Capleton)  
Vice Chair (Councillor Ranson)  
Councillors Bradshaw, Brookes and Jones

Chief Executive  
Head of Finance and Property Services  
Head of Strategic Support  
Procurement Manager  
Democratic Services Officer (NA)

APOLOGIES: Councillor Paling

Also present was Councillor Barkley in respect of items 6A and 6B.

The Chair stated that the 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.

1. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the Group held on 8th May 2018 were confirmed as a correct record and signed.

2. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS

No disclosures were made.

3. DECLARATIONS OF THE PARTY WHIP

No declarations were made.

4. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURES 11.16

No questions had been submitted.

5. CAPITAL PLAN AMENDMENT REPORT

A report of the Head of Finance and Property Services was considered which set out the changes to the 2018/19 – 2020/21 Capital Plan for approval (item 06A on the agenda filed with these minutes).

The Lead Member for Finance and Property Services and the Head of Finance and Property Services attended the meeting to assist with consideration of the item and gave the following responses to issues raised:

- (i) Following the Grenfell Tower incident and the more recent Liverpool car park incident the Council wanted to ensure that the Beehive Lane Car Park safety measures were up to the highest standard
- (ii) A consultation process was not required as a full risk assessment had been undertaken and the requirements of the car park had been assessed to identify measures that would improve fire safety.
- (iii) It was not necessary to close the car park while the work was being carried out as the risk was low to members of the public.
- (iv) Officers would check and advise the Committee the current arrangements regarding the provision of fire extinguishers at the car park.

**RESOLVED** that the Cabinet be informed that the Group supports the recommendations as set out in the report of the Head of Finance and Property Services.

### Reason

Having considered the report and asked questions of the Lead Member for Finance and Property Services and the Head of Finance and Property Services on the matter, the Group concluded that it would be appropriate for the Cabinet to approve the recommendations set out in the report.

## 6. AMENDMENTS TO THE ANNUAL PROCUREMENT PLAN 2018/19

A report of the Head of Finance and Property Services was considered to approve the additions to the Annual Procurement Plan 2018/19 (item 06B on the agenda filed with these minutes).

The Lead Member for Finance and Property Services and the Procurement Manager attended the meeting to assist with consideration of the item and gave the following responses to issues raised:

- (i) The Tenants Home Contents Insurance contract was explained to the Group as a service provided to the tenants whereby they were advised on a suitable insurance provider. The contract had a 4 year lifespan so needed to be re-tendered.
- (ii) The Group questioned the scheme of delegation and the amount of money that Heads of Service could authorise. The Lead Member advised that officers were trained professionals in procurement and the Cabinet were happy to take their advice.
- (iii) The Lead Member advised that the Cabinet was happy with the current level of delegation as a clear process had been agreed that worked well.

**RESOLVED** that the Cabinet be informed that the Group supports the recommendations as set out in the report of the Head of Finance and Property Services.

## Reason

Having considered the report and asked questions of the Lead Member for Finance and Property Services and the Procurement Manager on the matter, the Group concluded that it would be appropriate for the Cabinet to approve the recommendations set out in the report.

## 7. HEALTH AND SAFETY PERFORMANCE REPORT 2017/18

A report of the Head of Strategic Support to note the Council's Health and Safety performance over the year was considered (item 06C on the agenda filed with these minutes).

The Head of Strategic Support attended the meeting to assist with consideration of the item and gave the following responses to issues raised:

- (i) The report showed a downward trend for the number of accidents over the year which was seen as positive and showed that the Council was taking steps to mitigate any possible accidents.
- (ii) The Council was now taking an assurance based approach whereby managers and directors were given advice regarding health and safety in the workplace.
- (iii) No benchmarking was available other than comparison with previous years as it was difficult to measure the Council against others due to the different services provided and the number of interactions varied wildly. It was possible to say that the Council dealt with a large number of interactions throughout the year of which the accident level was comparably low.
- (iv) A higher level of detail was requested by the Group for next year's report which was noted by the Head of Strategic Support.
- (v) The central recording system was clarified for the Group as being held by the Health and Safety Team and each service notified them of any accidents within their team.
- (vi) Current policies and procedures were being reviewed and work was underway to improve the documents.

**RESOLVED** that the Cabinet be informed that the Group supports the recommendations as set out in the report of the Head of Strategic Support.

## Reason

Having considered the report and asked questions of the Head of Strategic Support on the matter, the Group concluded that it would be appropriate for the Cabinet to approve the recommendations set out in the report.

8. OVERVIEW SCRUTINY GROUP PRE-DECISION SCRUTINY – CABINET RESPONSE

A report of the Cabinet was considered setting out its responses to the recommendations of the Group on pre-decision scrutiny items (item 7 on the agenda filed with these minutes).

**RESOLVED** that the Cabinet's responses to the Group's recommendations be noted.

Reason

The Group was satisfied that it added value where appropriate and welcomed the Cabinet's consideration of the Group's views and recommendations as part of its decision making process.

9. WORK PROGRAMME

A report of the Head of Strategic Support was considered, to enable the Group to consider its work programme and forthcoming Key Decisions and decisions to be taken in private by the Cabinet in order to schedule items for pre-decision scrutiny and to provide an opportunity for members of the Group to raise suggestions on issues for scrutiny (in addition to pre-decision scrutiny) which fell within the Group's remit, for scheduling by Scrutiny Management Board (item 8 on the agenda filed with these minutes).

The Group considered the report (and further information on the forthcoming Key Decisions and decisions to be taken in private by the Cabinet provided by the Chief Executive at this meeting) and agreed to schedule items for pre-decision scrutiny prior to the next Cabinet meeting, but that the following pre-decision scrutiny items should be added to its work programme at this stage:

- Provision of Environmental Services – September 2018
- Future Cemetery Provision for Loughborough – September 2018

**RESOLVED** that the Group's current work programme be noted and updated following this meeting, in accordance with the decisions taken during consideration of this item and at this meeting and any items of pre-decision scrutiny that require changing due to their reprogramming by the Cabinet.

Reason

To ensure effective and timely scrutiny, either to provide Cabinet with advice prior to it taking a decision or to ensure that the Council and external public service providers and partners were operating effectively for the benefit of the Borough.

NOTES:

1. No reference may be made to these minutes at the Council meeting 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 meeting of the Group.