

# MINUTES OF THE OVERVIEW AND SCRUTINY COMMITTEE

9 SEPTEMBER 2010

**Present:**

Councillor Ms P.A. Broom (Chairman)

Councillor S.J Rough (Vice-Chairman)

Councillors:

Miss M.M. Bain

H.R. Jaffer

Jack D. Pinkerton

Mrs E.M. Bell

Mrs I. Napper

Mrs M.W. Rough

S.E.W. Budd

L.E. Nichols

G.F. Trussler

A.P. Hirst

**Apologies:** Councillors K. Chouhan, D.L. McShane and Mrs C.E. Nichols.

Councillor G.E. Forsbrey the Cabinet Member for the Environment, Councillor Mrs D.L. Grant the Cabinet Member for Young People and Councillor Mrs J.M. Pinkerton the Cabinet Member for Communication gave their apologies.

## **262/10 DISCLOSURE OF INTERESTS**

No disclosures of interested were made

## **263/10 MINUTES**

The minutes of the meeting held on 6 July 2010 were approved as a correct record

## **264/10 MATTERS ARISING FROM THE MINUTES**

### **(1) Draft Crime and Disorder Scrutiny procedure Rules**

The Committee noted that the Safer Stronger Partnership would be meeting on 16 September 2010 and at that meeting would be considering the draft Crime and Disorder Scrutiny Procedure Rules. The outcome of the discussion would be sent to members of the committee as soon as possible.

### **(2) Performance Information**

The Committee noted that the Performance information was no longer a standard item on the agenda but would be circulated separately to members with an invitation to submit questions / comments.

## **265/10 IMPROVEMENT AND DEVELOPMENT COMMITTEE MINUTES**

The minutes of the Improvement and Development Committee meeting held on 24 March 2010 were approved as a correct record.

**266/10 CALL IN OF CABINET DECISION**

No Cabinet decisions were called in

**267/10 OUTCOME OF ANY REPORTS / RECOMMENDATIONS TO THE CABINET**

The Committee noted that the recommendation on the remit of the Overview and Scrutiny Committee had been approved at the Council meeting held on 22 July 2010.

**268/10 BUSINESS TRANSFORMATION PROGRAMME UPDATE**

The Committee received a presentation from the Business Improvement Manager on the progress to date of the business transformation programme which covered the following projects:

- Document Management and Scanning (SharePoint)
- Customer Relationship Management (CRM)
- Website upgrade
- Remote Working (Pilot)
- Housing Options Systems Review
- Programme Governance

A Copy of the presentation is **attached**

The Committee noted that the programme was well underway and once completed would deliver significant cashable savings as well as significant efficiency savings across most areas of the Council.

The Committee acknowledged how important the work of the programme was and the need to ensure any short term resource savings would not jeopardise the programme.

During the debate the committee requested that further information be provided giving details of the Programme Level risk log and benefits log.

**RESOLVED** to receive the presentation and for progress reports to be submitted to the committee on a regular basis.

**269/10 SPELTHORNE BOROUGH YOUTH PLAN**

The Committee received a presentation from the Borough Council's Youth Officer on the progress made with the Youth Plan 2008 – 2012 which was set out in six categories, five of which were linked in with the national 'Every Child Matters' standards. The presentation highlighted the key areas of success and where further work was required.

During the discussion the officers agreed to provide additional information on the national standard 'every child matters' and statistics on leisure events.

**RESOLVED** to receive the presentation and note the progress made with the Spelthorne Borough Youth Plan 2008-2012

**270/10 WORKFORCE MONITORING**

The Committee discussed the report of the Head of Human Resources on the diversity of the workforce and recruitment monitoring for the year 2009/2010

During the discussion the Head of Human Resources agreed to provide additional information on sickness levels over the past year.

**RESOLVED** that the report on workforce monitoring, trends and actions be noted.

**271/10            STREETSCENE SERVICES**

The Committee discussed with Jackie Taylor, the Head of Streetscene her briefing paper outlining the work of the service, which covered Enforcement, Refuse Collection, Street Cleansing and Refuse and Recycling

**RESOLVED** that the briefing paper from the Head of Streetscene be received.

**272/10            2010 – 2011 REVENUE MONITORING REPORT**

The Committee discussed with the Senior Accountant the report covering the current spend and income figures for the period April to July 2010 which revealed that £2.302m had been spent against the original budget of £13.851m

**RESOLVED** that the Revenue Monitoring report be received.

**273/10            2010 – 2011 CAPITAL MONITORING REPORT**

The Committee discussed with the Senior Accountant the monitoring report on the current spend at month 4 and noted that approximately £487k had been spent against an original budget of £2,204 and against a revised budget of £2,767k

**RESOLVED** that the current spend position be noted.

**274/10            PROPOSED ECO PARK UPDATE**

The Committee received and noted a briefing paper outlining the consultation arrangements on the proposed eco park at Charlton Lane, Shepperton as well as the arrangements being put in place for the committee to consider the matter at a special meeting. It was noted that to assist the committee residents and other interested parties would be invited to submit their questions/concerns in advance of the meeting and these would be raised at the meeting via members of the committee. The committee went on to discuss the arrangements for categorising and allocating the questions to committee members.

**RESOLVED** that the arrangements being put in place for the special meeting be noted and that authority be given to the Chairman to categorise the questions and allocate the questions to members of the committee to ask at the special meeting.

**275/10            CABINET FORWARD PLAN**

The Committee received the Cabinet Forward Plan covering the period up to 15 February 2011

**276/10 WORK PROGRAMME 2010 – 2011**

The Committee discussed their work programme and noted that the Chairman in consultation with the Lead Officer would continue to review the work programme and identify issues for future meetings.

During the course of the meeting various topics were identified for inclusion in the work programme including progress reports on the Business Transformation Programme, the long term vision for streetscene services and a further update on Leisure Services

In addition the Chairman reminded the committee that if they have any topics they wish to be considered for inclusion in the work programme details should be sent to the Chairman and Brian Harris, Assistant Chief Executive.

**RESOLVED** that the work programme be approved and the action being taken by the Chairman and Lead Officer be noted.

**277/10 ANY OTHER BUSINESS**

No notification of further business was received.