

OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

MINUTES OF MEETING HELD ON 10 AUGUST 2007

Present: Councillors P Connolly (Chairman); K Hitchen; Mrs W Metherell; R Salkeld; P Whalley.

Apologies for absence were received from Councillors Mrs E Eastwood; and M McVeigh.

Also Present: Councillor N Williams for Minute 18/07 only

Officers: T Capper, Democratic Services Manager; N White, Scrutiny Support Officer.

MGT 14/07 Minutes

The minutes of the meeting held on 13 July 2007 were signed by the Chairman as a correct record.

MGT 15/07 Executive Decisions

The Committee considered the decisions from the Executive meeting on 7 August 2007.

The Committee noted that the Executive had decided on the Quality Coast Awards that a small working group be established to explore the possibility of working with Parish Councils and other partners with a view to fulfilling the criteria in the future.

The Committee felt that a number of local members could help the work of this working group and agreed that the Deputy Leader – Promoting Prosperity and the Head of Leisure and Environmental Services be requested to involve Cllrs N Clarkson, E Eastwood, D Wilson and J Park in the group's deliberations.

RESOLVED – that (A) the decisions from the Executive meeting on 7 August 2007 be noted, and

(B) the Deputy Leader – Promoting Prosperity and the Head of Leisure and Environmental Services be requested to involve Cllrs N Clarkson, E Eastwood, D Wilson and J Park in the deliberations of the working group looking into the Quality Coast Awards.

MGT 16/07 Forward Plan

The Committee considered the Forward Plan of the Council's Key Decisions from August to November 2007.

RESOLVED – that the Council's Forward Plan of Key Decisions from August to November 2007 be noted.

MGT 17/07 Work Plan

The Committee considered the work plans of the Council's Overview and Scrutiny Committees.

The Committee noted that the item on management Committee work plan for a member sub group to look at the Dignity at Work Policy had been on the work plan for some time. It agreed that this sub group should be reformed and a review undertaken as soon as possible.

The Committee also agreed that it would like a report to a future meeting on the Council's strategy for the recruitment and retention of staff.

RESOLVED – that (A) Dignity at Work sub group be reformed and a review undertaken as soon as possible, and

(B) a report to a future meeting be made on the Council's strategy for the Recruitment and Retention of staff.

MGT 18/07 Urgent Actions

The Committee noted that at its last meeting it had agreed that a review of the Council's Urgent Actions Procedure should be undertaken and completed by the Committee.

The Committee considered this matter and heard evidence from Tim Capper, Democratic Services Manager, Sue Bamforth, Head of Finance and Business Development and Councillor Elaine Woodburn, Leader of the Council.

The Committee, after considering the evidence, agreed that:

(A) the Executive be requested to:

(1) ask Corporate Team to advise all officers that there have been too many urgent actions used over the last two years,

- (2) ensure that the guidance notes appended to this report be used as the Council's procedure for urgent action,
- (3) ensure that officers are informed that part A of the guidance note requiring that the reasons for urgency are adequate be more stringently applied,
- (4) ensure that the report back to the Executive on the urgent action should include the results of the action that has been taken,
- (5) ensure that a list of urgent actions detailing the current position of the actions covering the financial position particularly the effect on contingencies be made available to all members of the council,
- (6) ensure that when an urgent action has been signed by all the relevant signatories a copy of the completed form be sent to all those signatories,
- (7) review the financial limit that can be used as delegated authority by Executive Portfolio Holders, and
- (B) that the use of urgent actions be monitored and a report be submitted to the Overview and Scrutiny Management Committee in six months time on progress made.

RECOMMENDED - that (A) the Executive be requested to:

- (1) ask Corporate Team to advise all officers that there have been too many urgent actions used over the last two years,
- (2) ensure that the guidance notes appended to this report be used as the Council's procedure for urgent action,
- (3) ensure that officers are informed that part A of the guidance note requiring that the reasons for urgency are adequate be more stringently applied,
- (4) ensure that the report back to the Executive on the urgent action should include the results of the action that has been taken,
- (5) ensure that a list of urgent actions detailing the current position of the actions covering the financial position particularly the effect on contingencies be made available to all members of the council,
- (6) ensure that when an urgent action has been signed by all the relevant signatories a copy of the completed form be sent to all those signatories,

(7) review the financial limit that can be used as delegated authority by Executive Portfolio Holders, and

(B) the use of urgent actions be monitored and a report be submitted to the Overview and Scrutiny Management Committee in six months time on progress made.

The Meeting Closed at 12:45pm

Signed:.....

Date:.....