

## **SCRUTINY BOARD (RESOURCES AND COUNCIL SERVICES)**

**MONDAY, 25TH JUNE, 2012**

**PRESENT:** Councillor P Grahame in the Chair

Councillors S Bentley, N Dawson,  
R Grahame, J Hardy, A Lowe, C Macniven  
and R Wood

### **1 Chair's Opening Remarks**

The Chair welcomed everyone to the first meeting of the Scrutiny Board (Resources and Council Services) of the 2012/13 Municipal Year.

### **2 Declarations of Interest**

Councillor Ron Grahame declared a personal interest in relation to Agenda item 10, Staff Engagement as a Director of East North East Homes ALMO (minute 8 refers) and to agenda item 12, 2011/12 Q4 Performance Report and Refresh of the Council Business Plan, in his capacity as a Member of the GMB Union (minute no 10 refers).

### **3 Apologies for Absence and Notification of Substitutes**

Apologies for absence were received from Councillor J L Carter.

Notification had been received for Councillor D Collins to substitute for Councillor J L Carter

### **4 Minutes of the Previous Meeting**

**RESOLVED** -That the minutes of the previous meeting held on 2<sup>nd</sup> April 2012 be confirmed as a correct record.

### **5 Changes to the Council's Constitution in relation to Scrutiny**

The report of the Head of Scrutiny and Member Development provided the Board with information on recent amendments to the Council's Constitution, as agreed by Council on 21<sup>st</sup> May 2012, which directly related to and/or impacted on the work of Scrutiny Boards. The more significant amendments made to the Council's Constitution in relation to the Overview and Scrutiny function were summarised in the report.

Members of the Board were informed of the following main changes:

- Changes to Article 6 of the Constitution to reflect the replacement of the Scrutiny Board (Regeneration) with a Scrutiny Board (Housing and Regeneration).
- Changes to the Scrutiny Board Procedure Rules to reflect that all Scrutiny Boards would act as a 'critical friend' to the relevant City Priority partnership.
- Removal of three guidance notes from the Constitution.

**RESOLVED** – That the amendments to the Council's Constitution as outlined in the submitted report be noted.

## **6 Co-opted Members**

The report of the Head of Scrutiny and Member Development sought the Board's formal consideration for the appointment of co-opted members. Reference was made to the provision in the Council's Constitution for the appointment of co-opted members.

Members discussed the different options for co-opting members to the Board including appointing co-opted Members for the duration of the Municipal Year or making ad-hoc appointments to provide specialist support and advice on specific inquiries.

**RESOLVED** - The Board agreed to appoint co-optees on an ad hoc basis, as and when considered necessary to assist with particular matters or inquiries.

## **7 People Plan - Quarter 4 2011/12**

The Chief Officer (HR) submitted a report which presented Members with People Plan scorecard information for March 2012. In addition information was presented, as requested by the Board, on the position of appraisals in 2011/12

The Chair welcomed to the meeting Councillor Peter Gruen, the responsible Executive Board member. The following officers were also present:

Alan Gay – Director of Resources  
 Doug Meeson – Chief Officer (Financial Management)  
 Lorraine Hallam - Chief Officer HR  
 Jane Stageman – Head of Services, Strategy  
 Joss Ivory - Head of Human Resources, City Development

The Chair invited Councillor Gruen to make any opening comments prior to asking Lorraine Hallam to introduce her report, highlighting the main issues.

In brief summary, the main areas of discussion were:

- Acknowledgement that the majority of the suggested amendments made by the Board to the score card would be implemented for this coming year

- The introduction of a robust monitoring system to analysis any employment trends resulting from the ELI scheme
- The need to ensure that measures be introduced for CRB checks
- Absence management
- The rational behind the use of Agency staff, costs and overtime payments
- Analysis of appraisals and the management of performance hot spots
- The progress made in ensuring all employees receive a one to one appraisal

**RESOLVED** – The Board agreed to discuss at its next meeting issues relating to agency staff and appraisals, In addition, as requested by Members at their March meeting, specific People Plan themes would also to be presented as part of the quarterly reporting arrangements.

## 8 Staff Engagement

The Chief Officer (HR) submitted a report which outlined the progress to date and the activities that are currently underway to continue with the work to deliver real and tangible improvements in staff engagement across the council.

The following officers were in attendance;

Alan Gay – Director of Resources  
 Doug Meeson – Chief Officer (Financial Management)  
 Lorraine Hallam - Chief Officer HR  
 Jane Stageman – Head of Services, Strategy  
 Joss Ivory - Head of Human Resources, City Development

In brief summary, the main areas of discussion were:

- Performance hot spots
- The need to breakdown figures by service rather than as a whole directorate
- The need to breakdown the data into the component staff groups
- How the data collected will be used to address issues identified
- The use of employee panels and focus groups to better understand the data collected

**RESOLVED** – That further discussion be held at the Board’s July meeting.

## 9 Equality Improvement Priorities 2011- 2015

The Assistant Chief Executive (Customer Access and Performance) submitted a report detailing the new Equality Improvement Priorities and the revised Equality and Diversity Policy.

Lelir Yeung, Head of Equality and Geoff Turnbull, Senior Policy and Performance Officer attended the meeting and responded to Members questions and comments.

In brief summary, the main areas of discussion were:

- The need to ensure that issues around equality and diversity are embedded into the core business of the authority rather than seen as an 'add on'
- The need for all Scrutiny Board's to challenge directorates when undertaking inquiries on their commitment to equality and diversity

#### **RESOLVED –**

- (i) To note the contents of the report
- (ii) To receive an annual update on progress

#### **10 2011/12 Q4 Performance Report and Refresh of the Council Business Plan 2011-15**

The Assistant Chief Executive (Customer Access and Performance) submitted a report which provided a summary of performance against the strategic priorities for the council relevant to the Resources and Council Services Scrutiny Board. The report also detailed changes to the Council Business Plan.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Appendix 1a – Performance Reports for the 5 Cross Council Priorities which are based on the Council values
- Appendix 1b – Resources Directorate Priorities and Indicators
- Appendix 1c – Customer Access and Performance Directorate Priorities and Indicators
- Appendix 1d – Other Directorate Priorities and Indicators relevant to the Board. NB these are provided for information and completeness as they relate to areas within the remit of the Board.
- Appendix 2 – Proposed changes to the Council Business Plan relevant to the Board

The following officers were in attendance and responded to Board Members questions and comments:

Alan Gay – Director of Resources  
Heather Pinches – Executive Officer (Performance Management)  
Doug Meeson – Chief Officer (Financial Management)  
Lorraine Hallam - Chief Officer HR  
Jane Stageman – Head of Services, Strategy  
Joss Ivory - Head of Human Resources, City Development  
Lelir Yeung - Head of Equality

In summary, specific reference was made to the following issues:

- The need to provide a list of Key and Executive Board decisions for the period concerned when reporting on consultation
- A specific issue of consultation in Burmantofts and Richmond Hill

**RESOLVED –**

- (i) To note the Q4 performance report and changes to the Council Business Plan.
- (ii) That the specific matter in relation to Burmantofts and Richmond Hill be dealt with outside of the meeting

**11 Financial Performance - Outturn Financial Year Ended 31st March 2012**

The Head of Scrutiny and Member Development submitted a report which introduced the Council's Financial Performance for the year ending 31<sup>st</sup> March 2012

Alan Gay, Director of Resources and Doug Meeson, Chief Officer (Financial Management) attended the meeting and responded to Board Members comments and questions.

In summary, the main areas of discussion were:

- Ways in which the Council 'invests to save'
- The management of school reserves
- The school funding formula
- The use of one of savings to manage the budget

**RESOLVED –** To note the contents of the report and that the additional information requested be provided.

**12 Sources of work for the Scrutiny Board**

The Head of Scrutiny and Member Development submitted a report which provided information and guidance on potential sources of work to be developed within the Board's Work Programme for 2012/13.

Appended to the report was a copy of the Leeds Initiative draft work programme 2012

The Chair invited all Board Members to have an input in relation to their own preferred areas of work for the Scrutiny Board.

In summary, the following sources of work were put forward for consideration/discussion:

- Further work in relation to appraisals, engagement and agency staffing
- To schedule specific People Plan themes as part of the quarterly reporting arrangements
- To invite the Leader of Council to discuss the work programme of the Leeds Initiative
- To consider how contracts are managed when coming to an end.

**RESOLVED –**

- (i) To confirm the areas of Scrutiny for the forthcoming municipal year
- (ii) To authorise the Chair, in conjunction with officers, to draw up inquiry terms of reference for subsequent approval by the Scrutiny Board.

**13 Work Schedule**

The Head of Scrutiny and Member Development submitted a report which gave opportunity for consideration of the Board's work schedule for the forthcoming Municipal Year. A draft work schedule was appended to the report.

**RESOLVED –** That the contents of the report and appendices be noted.

**14 Date and Time of Future Meetings**

**RESOLVED –** To note that future meetings of the Board be scheduled as follows:

Monday 23<sup>rd</sup> July 2012  
Monday 3<sup>rd</sup> September 2012  
Monday 15<sup>th</sup> October 2012  
Monday 19<sup>th</sup> November 2012  
Monday 17<sup>th</sup> December 2012

Monday 21<sup>st</sup> January 2013  
Monday 18<sup>th</sup> February 2013  
Monday 18<sup>th</sup> March 2013  
Monday 22<sup>nd</sup> April 2013

(All meetings to take place in the Civic Hall, Leeds, commencing at 10.00am)

**(The meeting concluded at 12.30 pm)**