

Report of:	Head of Governance & Customer Services
Contact Officer:	Judith Aupers
Telephone No:	01543 464 411
Portfolio Leader:	Corporate Improvement
Report Track:	Corporate Scrutiny Cttee: 18/07/19 Council: 04/09/19

COPORATE SCRUTINY COMMITTEE**18 JULY 2019****ANNUAL REPORT 2018-19****1 Purpose of Report**

- 1.1 This report summarises the work undertaken by the Corporate Scrutiny Committee during the municipal year 2018-19.

2 Recommendations

- 2.1 That Members note the report and approve its submission to Council.

3 Key Issues and Reasons for Recommendation

- 3.1 The report summarises the work undertaken by the Corporate Scrutiny Committee during the municipal year 2018-19.
- 3.2 The Committee received information on:
- (i) the end of year outturn for the Customer & Corporate Priority Delivery Plan for 2017-18;
 - (ii) progress reports on the Corporate Priority Delivery Plan for 2018-19;
 - (iii) progress in addressing the Peer Review recommendations;
 - (iv) review of the Council's Gender Pay Gap;
 - (v) the Council's General Fund Revenue Budget 2019-20 to 2021-22; and
 - (vi) review of Members' Access to Information (ICT) and Training.

4 Relationship to Corporate Priorities

- 4.1 The Corporate Scrutiny Committee was responsible for scrutinising matters relating to the Corporate Priority Delivery Plan.

5 Report Detail

- 5.1 It was agreed in July 2016 by full Council that in future the Scrutiny Committees would produce an annual report for Council on the work undertaken by each of the Committees.

- 5.2 The key role of the Scrutiny Committee is to:

- Hold the executive to account;
- Ensure corporate priorities are met
- Review and develop policies
- scrutinise partners
- consider performance management information

- 5.3 The remit of the Corporate Scrutiny Committee during 2018-19 included:

- The Corporate PDP
- Corporate Issues
- Budget Consultation
- Corporate & Support Services – i.e. Finance, HR, Governance, Legal, Technology, Communications, Customer Services and Civic Support

- 5.4 The Committee considered the following items during 2018-19:

26 June 2018

- End of Year 2017/18 Customers & Corporate PDP performance update
- The Committee's Annual Report 2017/18
- Corporate PDP 2018/19 and Peer Review Update
- Committee's work programme for 2018/19

13 November 2018

- Gender Pay Gap Review 2016/17
- PDP Q2 2018/19 performance update
- Work programme update

21 January 2019 (Additional Meeting)

- The Council's General Fund Revenue Budget 2019-20 to 2021-22

12 March 2019

- Members Access to Information (ICT) and Training Requirements
- PDP Q3 2018/19 update
- Summary of complaints received April to December 2018.

5.5 A working group was set up to support the review of Members' Access to Information (ICT) and Training. The working group has met twice and provided an update to the Committee on 12 March 2019. From the work done so far, the Committee has endorsed the adoption of the new Members Portal and made a number of suggestions regarding the induction programme. The Committee has also recommended that the review be included in the 2019-20 work programme for the Corporate Scrutiny Committee in order for that the following aspects of the review can be concluded:

- Work on IT training needs;
- Development of ongoing training programme;
- Review of the 2019 Induction programme;
- Information provided to candidates prior to elections;
- Review of the Members' Handbook;
- Provision of IT equipment for all Members.

6 Implications

6.1 Financial

None

6.2 Legal

None

6.3 Human Resources

None

6.4 Section 17 (Crime Prevention)

None

6.5 Human Rights Act

None

6.6 Data Protection

None

6.7 Risk Management

None

6.8 Equality & Diversity

None

6.9 Best Value

None

7 Appendices to the Report

Appendix 1: Scoping document for the review of Gender Pay Gap.

Appendix 2: Scoping document for the review of Members' ICT and Training

Previous Consideration

None

Background Papers

None



SCRUTINY REVIEW TEMPLATE

REVIEW TITLE
Gender Pay Reporting
SCOPE OF THE REVIEW/TERMS OF REFERENCE
<p>The review of the Gender Pay Gap will cover:</p> <ul style="list-style-type: none"> (i) Understanding Gender Pay Reporting; (ii) The Gender Pay statement for 2016-17; (iii) The Council's pay and grading structure; (iv) The Council's job evaluation process; and (v) The Council's recruitment process.
REASON FOR SCRUTINY
<p>Concerns about:</p> <ul style="list-style-type: none"> • The gap between the pay of male and female employees
MEMBERSHIP OF THE REVIEW GROUP
Members of the Corporate Scrutiny Committee
KEY TASKS / REVIEW PLAN
<p>To consider:</p> <ul style="list-style-type: none"> • The reasons for the differences in gender pay • How the Council compares to other organisations • What actions, if any, the Council could take to narrow the gender pay gap
SOURCES OF EVIDENCE
<ul style="list-style-type: none"> • Gender pay statement for 2016-17 • Pay & grading structure • NJC Single Status Agreement, Craft Agreement and JNC Terms & Conditions for Chief Officers
TIMESCALE
<ul style="list-style-type: none"> • A report/presentation will be given to Members at the next meeting on 13th November. • Depending on the outcome of the review a report will be prepared for Members to consider at the meeting on 12 March 2019.

ITEM NO. 6.



SCRUTINY REVIEW TEMPLATE

REVIEW TITLE
Members IT and Training Requirements
SCOPE OF THE REVIEW/TERMS OF REFERENCE
<p>The scope of the review includes:</p> <ul style="list-style-type: none"> • Replacement of the Members Portal • Supporting Members in the move towards paperless meetings • IT facilities in the Members Group Rooms • Information provided to Candidates prior to an election • Information provided to Members upon election to serve as a Councillor • Induction Training Programme • Ongoing training requirements <p>The review will consider how Members are supported by their political groups and the Council in fulfilling their role.</p>
REASON FOR SCRUTINY
<p>The Council is moving increasingly towards paperless meetings and needs to ensure that it supports Members effectively with these changes.</p> <p>Members induction and training provision is key to ensuring that Members understand and are equipped to full their role as Community Leaders. The review will inform the Induction Programme for 2019/20</p>
MEMBERSHIP OF THE REVIEW GROUP
<p>The task & finish group comprises:</p> <ul style="list-style-type: none"> • Cllr Darren Foley (Chair) • Hyra Sutton • Muriel Davis • Paul Snape • Paul Woodhead
KEY TASKS / REVIEW PLAN
<ol style="list-style-type: none"> 1. To review the proposed replacement for the existing Members Portal to assess whether it is easy to use and contains all relevant information. 2. To identify what IT skills Members need to carry out their role effectively.

3. To review the current IT facilities in the Members Group rooms.
4. To assess the information provided to new Members to see what their it is still relevant, useful and whether there are any gaps. This will include a review of the Members Handbook.
5. To review the Members Induction Programme for 2018 to see how it could be improved for future years
6. To consider what information and training needs are required throughout their term of office and any barriers to training.

SOURCES OF EVIDENCE

Members induction Programme 2018
Training provided during 2017/18 and the year to date
Members handbook
Information provided on the current Members Portal

TIMESCALE

It is proposed to hold 3 meetings:

1. Discussion of the scoping of the review and preparing the work plan
2. Review of IT facilities
3. Review of Information, Induction & Training

The review ideally needs to be completed by mid February if a report is to be completed for the 12 March 2019 meeting and to influence the Members Induction Programme for 2019.

If more meetings / work is required then it will need to be rolled over onto the Committee's work programme for 2019/20.