

Public Document Pack

Mid Devon District Council

Scrutiny Committee

**Monday, 17 April 2023 at 2.15 pm
Phoenix Chambers, Phoenix House, Tiverton**

**Next ordinary meeting
Date Not Specified at Time Not Specified**

Please Note: This meeting will take place at Phoenix House and members of the Public and Press are able to attend via Zoom. If you are intending to attend in person please contact the committee clerk in advance, in order that numbers of people can be appropriately managed in physical meeting rooms.

[Join Zoom Meeting Here](#)

Meeting ID: 838 9069 5391
Passcode: 510911

[Join by Skype for Business here](#)

Membership

Cllr S J Clist
Cllr E J Berry
Cllr W Burke
Cllr L J Cruwys
Cllr Mrs S Griggs
Cllr F W Letch
Cllr Mrs E J Lloyd
Cllr S Pugh
Cllr R F Radford
Cllr Mrs E J Slade

A G E N D A

Members are reminded of the need to make declarations of interest prior to any discussion which may take place

1 **APOLOGIES AND SUBSTITUTE MEMBERS**
To receive any apologies for absence and notices of appointment of substitute Members (if any).

2 **DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT**
To record any interests on agenda matters.

3 **PUBLIC QUESTION TIME**
To receive any questions relating to items on the agenda from members of the public and replies thereto.

Note: A maximum of 30 minutes is allowed for this item.

4 **DECISIONS OF THE CABINET**
To consider any decisions made by the Cabinet at its last meeting that have been called-in.

5 **MINUTES OF THE PREVIOUS MEETING** (*Pages 5 - 8*)
To consider whether to approve the minutes as a correct record of the meeting held on 20 February 2023.

6 **CHAIRMAN'S ANNOUNCEMENTS**
To receive any announcements that the Chairman of Scrutiny Committee may wish to make.

7 **CHAIRMANS ANNUAL REPORT** (*To Follow*)

8 **REVIEW OF SCRUTINY RECOMMENDATION**
The Scrutiny Committee consider an external investigation into the Council's handling of this matter, including the processes followed, from its inception to the current date. (minute 76, Scrutiny Committee, 13 February 2023)

9 **WORK PROGRAMME** (*Pages 9 - 14*)
To review the existing Work Plan and consider items for the committee's future consideration, taking account of:

(a) Any items within the Forward Plan for discussion at the next meeting;

(b) The update from the Policy Research Officer on existing projects and forthcoming matters;

(c) Suggestions of other work for the committee in 2023/24.

Stephen Walford
Chief Executive
Friday, 7 April 2023

Meeting Information

From 7 May 2021, the law requires all councils to hold formal meetings in person. The Council will enable all people to continue to participate in meetings via Zoom.

If you want to ask a question or speak, email your full name to Committee@middevon.gov.uk by no later than 4pm on the day before the meeting. This will ensure that your name is on the list to speak and will help us ensure that you are not missed. Notification in this way will ensure the meeting runs as smoothly as possible.

Please note that a reasonable amount of hardcopies at the meeting will be available, however this is a limited number. If you are attending the meeting and would like a hardcopy of the agenda we encourage that you notify Member Services in advance of the meeting to ensure that a hardcopy is available. Otherwise, copies of the agenda can be found on our website.

If you would like a copy of the Agenda in another format (for example in large print) please contact David Parker on: dparker@middevon.gov.uk

Public Wi-Fi is available in all meeting rooms.

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Public Document Pack Agenda Item 5

MID DEVON DISTRICT COUNCIL

MINUTES of a **MEETING** of the **SCRUTINY COMMITTEE** held on 20 February 2023 at 2.15 pm

Present

Councillors

S J Clist (Chairman)
G Barnell, W Burke, L J Cruwys, Mrs S Griggs, F W Letch,
S Pugh, Mrs E J Slade and B G J Warren

Apologies

Councillors

E J Berry and Mrs E J Lloyd

Present

Officers:

Maria De Leburne (District Solicitor and Monitoring Officer),
Andrew Seaman (Member Services Manager), James Hamblin
(HR Business Partner) and Matthew Page (Corporate Manager
for People, Governance and Waste) and Andrew Seaman
(Member Services Manager)

77 APOLOGIES AND SUBSTITUTE MEMBERS

Apologies were received from Cllr Mrs E Lloyd and Cllr J Berry.

78 DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT

No interests were declared under this item.

79 PUBLIC QUESTION TIME

Questions were received from Nick Quinn, the Chairman read out the following on his behalf:

I have read the report of the District Solicitor and Monitoring Officer regarding “the rights of members to place items for discussion relating to Council business on the agenda of the Scrutiny Committee”. At paragraph 2.4 - reference is made to “Each member of the scrutiny committee when they join is given training and a Flow Chart for Scrutiny Prioritisation and a Selection Criteria and a Scrutiny Proposal Form”. For Members of the Public to understand how Scrutiny Committee works in Mid Devon, it would be useful to see copies of:

1. The Scrutiny Proposal Form
2. The Selection Criteria
3. The Flow Chart for Scrutiny Prioritisation

Please can copies of these documents be attached to the Minutes of the Meeting?

The District Solicitor & Monitoring Officer confirmed that, for reference these document would be attached to the minutes.

80 MINUTES OF THE PREVIOUS MEETING

The minutes of the last ordinary meeting held on the 16 January 2023, were approved as a correct record and **SIGNED** by the Chairman subject to additional wording added within minute 71:

“So, hopefully Mr Quinn that gives you reassurance that we will address that in terms of the papers going forward to February Cabinet, where the budget will be approved. I would just add that, up to this point, we have not actually borrowed externally for 3 Rivers and the intention is not to, going forward, as long we have that capacity internally. So, hopefully, that answers that question.”

The minutes of the special meeting held on the 13 February 2023, were approved as a correct record and **SIGNED** by the Chairman subject to altered wording under minute 76 so that it read ‘Resolved’.

81 DECISIONS OF THE CABINET

No decisions had been called in.

82 CHAIRMAN'S ANNOUNCEMENTS

The Chairman noted that the next scheduled meeting would be on the 20 of March 2023.

83 ESTABLISHMENT

The Committee had before it, and **NOTED**, a *report from the Corporate Manager for People, Governance and Waste which provided an update on both the Establishment of the Council together with its performance.

Officers raised that:

- Mid Devon District Council faced increasing levels of sickness and that Covid-19 remained a factor. However for January it was reported that sickness levels had started to drop.
- A new digital exit interview process had been launched to better capture feedback from those leaving the organisation.
- Staff benefits had also been emphasised, which included reduced leisure centre membership fees.
- Mid Devon District Council was awarded the Petroc Employer of the Year award in June 2022.

The following was discussed:

- Consideration for colour-blindness needed to be given when infographics were used in the report.
- Clarification over hybrid working was sought, the Corporate Manager for People, Governance and Waste explained that circa 70% worked in a hybrid way, with 2-3 days in the office each week.
- Asked if there was a model guide for hybrid working, the Corporate Manager for People, Governance and Waste explained that support was given to

managers and emphasised the importance of communication. With training along with tips and guides were available.

- Asked what the biggest challenge had been, an officer explained that sickness had been higher than in previous years.
- It was felt that officer attendance within Phoenix House could be better and that a senior officer should be present.
- Asked if staff were subsidised for working from home the Corporate Manager for People, Governance and Waste confirmed that staff were not provided allowances when working from home.
- Clarification was sought over risk assessments of home offices, to which an officer confirmed that assessments were carried out.
- It was highlighted that it could be difficult to reach officers remotely and that the Phoenix House opening times had also made this difficult. The Corporate Manager for People, Governance and Waste reassured that Members that officers should be readily available even working in a hybrid fashion.
- Clarification was sought over agency staff, to which an officer highlighted that agency staff were able to demand higher wages particularly in technical and managerial roles.
- That there should be an office area for Member to be able to work in.
- That technology needed to be available to all Members.
- That all staff should be on 3CX.

Note: *report previously circulated and attached to the minutes

84 **SCRUTINY AGENDA PROCESS**

The Committee had before it, and **NOTED**, a *report from the District Solicitor and Monitoring Officer which outlined the process for items to be added to the Scrutiny Committee's agenda.

The following was discussed:

- That Scrutiny and items added should be accessible with the correct procedure followed.
- The process was established to support scrutiny.
- That article 7 should be read.
- That there was a form to be used as part of the scrutiny process.

85 **WORK PROGRAMME**

The Committee had before it, and **NOTED** the *Forward Plan and the *Scrutiny Work Plan.

It was **RESOLVED** that the following items be added to the Scrutiny Committee's work programme:

- That an independent authority look into the process that was taken on the 3 Rivers business plan.
- Vacancy Control
- A more strategic approach to the services that need heavy subsidy.

Note: Forward Plan and Work Plan previously circulated and attached to the minutes

(The meeting ended at 4.11 pm)

CHAIRMAN

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SCRUTINY WORK PLAN 2022-2023 - 2022 TO 2023

Meeting Date	Agenda Item	Theme	Officer Responsible	Comments
17th April 2023				
17.04.23	Chairman's Annual Report Review of Scrutiny Recommendation			
Items added to the work plan				
Dates to be established. Page 9	That an independent authority look into the process that was taken on the 3 Rivers business plan. Vacancy Control A more strategic approach to the services that need heavy subsidy		Deputy Chief Executive (S151) Corporate Manager for People, Governance & Waste, Human Resources Deputy Chief Executive (S151)	

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MID DEVON DISTRICT COUNCIL – NOTIFICATION OF KEY DECISIONS

June 2023

The Forward Plan containing key Decisions is published 28 days prior to each Cabinet meeting

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
<p>Schedule of Meetings 2023 - 2024 To consider the Schedule of Meetings for 2023/24</p>	<p>Cabinet Council</p>	<p>7 Feb 2023 26 Apr 2023</p>	<p>District Solicitor and Monitoring Officer</p>	<p>Cabinet Member for the Working Environment and Support Services (Councillor Nikki Woollatt)</p>	<p>Open</p>
<p>Cullompton Town Centre Masterplan and Delivery Plan SPD To consider the masterplan</p>	<p>Cabinet Council</p>	<p>7 Feb 2023 26 Apr 2023</p>	<p>Adrian Welsh, Strategic Manager for Growth, Economy and Delivery Tel: 01884 234398</p>	<p>Cabinet Member for Planning and Economic Regeneration (Councillor Graeme Barnell)</p>	<p>Open</p>
<p>East Cullompton (Culm Garden Village) Masterplan SPD</p>	<p>Cabinet Council</p>	<p>7 Feb 2023 26 Apr 2023</p>	<p>Richard Marsh, Director of Place</p>	<p>Cabinet Member for Planning and Economic Regeneration (Councillor Graeme Barnell)</p>	<p>Open</p>

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Pay Policy To consider the Pay Policy	Cabinet Council	7 Feb 2023 26 Apr 2023	Matthew Page, Corporate Manager for People, Governance and Waste	Leader of the Council (Councillor Barry Warren)	Open
Policy Framework To consider the Policy Framework	Cabinet Council	7 Feb 2023 26 Apr 2023	Stephen Walford, Chief Executive Tel: 01884 234201	Leader of the Council (Councillor Barry Warren)	Open
Establishment To receive the annual review of the Establishment	Cabinet Scrutiny Committee Council	7 Feb 2023 20 Feb 2023 26 Apr 2023	Matthew Page, Corporate Manager for People, Governance and Waste	Cabinet Member for the Working Environment and Support Services (Councillor Nikki Woollatt)	Open
2023/24 Budget	Cabinet Council	7 Mar 2023 8 Mar 2023	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Barry Warren)	Open
Car Parking	Economy Policy Development Group Cabinet	16 Mar 2023 4 Apr 2023	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Barry Warren)	

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Air Quality SPD	Cabinet	4 Apr 2023	Tristan Peat, Forward Planning Team Leader		Open
Communication and Engagement Strategy Outlines interactions with customers and how communities will be informed and engaged.	Community Policy Development Group Cabinet	28 Mar 2023 4 Apr 2023	Lisa Lewis, Corporate Manager for Business Transformation and Customer Engagement Tel: 01884 234981	Cabinet Member for Community Well Being (Councillor Dennis Knowles)	
Regulation of Investigatory Powers To receive the Annual Review of the Regulation of Investigatory Powers	Community Policy Development Group Cabinet	28 Mar 2023 4 Apr 2023	Maria De Leiburne, District Solicitor and Monitoring Officer	Cabinet Member for Community Well Being (Councillor Dennis Knowles)	Open
Single Equalities Policy and Equality Objectives To receive the annual review of the Single Equalities Policy and Equality Objectives	Community Policy Development Group Cabinet	28 Mar 2023 4 Apr 2023	Corporate Manager for People, Governance and Waste	Cabinet Member for Community Well Being (Councillor Dennis Knowles)	

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
<p>Makeup of the senior officer structure in light of posts held vacant</p> <p>To consider a report from the Chief Executive on the makeup of the senior officer structure in light of posts held vacant</p>	Cabinet	6 Jun 2023	Stephen Walford, Chief Executive Tel: 01884 234201		Open