

Executive Scrutiny Board

Recommendations from the meeting held on 11 July 2017

Executive Scrutiny Agenda – 12 July 2017

Item 6 | Performance Update – DBS Renewal Checks

Members received a performance update and presentation from the Head of HR and Recruitment Manager on the number of DBS Renewal Checks achieved in relation to the target in the Council's scorecard.

Members were informed that certain jobs require a DBS check and that prior to 2011, renewals for these posts were undertaken every three years for all staff. However, following Ofsted advice in 2011/12 it was decided that routine renewals were not an efficient use of resources. It was reported that a DCC policy for updating DBS checks every 3 years was subsequently reintroduced in December 2014, although only for positions with unsupervised access to children and vulnerable adults.

It was reported that at the end of March 2017 the renewal programme for Disclosure and Barring Service (DBS) checks had achieved 59% of renewals at the end of March 2017, compared to target of 95%, with a further 15% 'in process' with the DBS. It was further reported that an action plan had been put in place with a target to achieve 95% renewals by the end of September 2017.

The Board queried the use of the DBS Update Service for members and employees who have already had a DBS check done to make future checks easier, quicker and better value for money. Officers clarified that it would be in the hands of the individual to sign up for this service and to renew this annually, but that it was possible and could save money. There was a discussion around ensuring that employees are aware that the Council would be running reports using the update service but that this shouldn't be too much of an issue.

The Executive Scrutiny Board resolved to recommend to Council Cabinet that the Council seeks to trial the use the DBS Update Service.

Council Cabinet Agenda – 12 July 2017

Item 8 | Libraries Strategic Review: New service delivery model

Members considered a Council Cabinet report of the Cabinet Member for Leisure, Culture and Tourism and Strategic Director for Communities and Place asking Cabinet to note the final report of the phase 2 consultation and to approve Option B Plus, as the new service delivery model for Derby's libraries. It was also noted that there was a long list of recommendations subject to Council Cabinet's approval for Option B plus to be progressed and approval of the Council House Reconfiguration Project.

The Board had a long discussion and raised a number of queries on the results of the phase 2 consultation and the details of the Option B plus proposals. The main points

raised were:

- The use of meeting room space at the Council House, which is already at a premium;
- The availability of volunteers and the ability for ward members to be able to make contact with volunteers and any groups wishing to form Community Managed Libraries (CMLs) to discuss plans, options and opportunities;
- The potential for claw-back of Big Lottery Funding;
- The criteria, fairness of distribution and potential uses for the £90k funding pot for CMLs;
- The lack of options put forward for other management models, such as Trusts, to continue the delivery of the libraries service;
- The possibility of income generation for CMLs through franchises and shared space opportunities;
- Issues in CMLs such Health and Safety requirements, DBS checks, IT support and buildings maintenance;
- The ability to achieve savings targets for 2017-18 by April 2018 and how this will be managed;
- The decision to keep Mickleover Library in light of the consultation showing it to be one of the most likely areas to have a high number of volunteers;
- Transparency for those interested in becoming involved in running the CMLs in relation to the expenses likely to be incurred, responsibilities (such as internal fabrics and decoration) and application of Business Rates and expenses to run the CMLs;
- Future use of the Central Library building, ensuring that it doesn't become 'mothballed' and the potential for sale and receipts to be used for a purpose built central library more fit for purpose;
- Transparency of the notion of the central library 'moving' into the Council House, where Members felt that this was a different kind of library service as opposed to a relocation;
- The criteria and selection of potential bids for the management of CMLs;
- The continuity of library provision from Council Management to CMLs to ensure there is no gap in provision;
- The ability of the Council to review and scrutinise the success of CMLs and procedures for dealing with unsuccessful CMLs;
- The identification and understanding of the potential risks around judicial review;

Following further discussions and clarification from officers on the above points raised, the Executive Scrutiny Board made the following recommendations to Council Cabinet:

- 1) In order to be transparent and expedite early agreements it is recommended that Council Cabinet agree to commission a condition survey and costed property maintenance programme for those elements of the potential CMLs that the Council will not be responsible for. This will enable communities to understand:**
 - a) what their responsibilities are;**
 - b) what is outside of the scope of their responsibilities; and**
 - c) the likely cost of these responsibilities over the coming years.**

- 2) To recommend to Council Cabinet that a Service Level Agreement is developed between the Council and CML managers. This is with an aim to clarify and formalise the level of services that communities can expect to receive from their CML and ensure review and scrutiny mechanisms are in place to allow an appropriate level of checks and balances.
- 3) To recommend that the Cabinet Member for Leisure, Culture and Tourism:
 - a) consults with ward Councillors for the proposed CML areas on the mechanisms to be put in place to ensure the involvement of the Councillors in the proposals for setting up CMLs; and
 - b) ensure that they are able to communicate with individuals and volunteers expressing an interest in being involved.

Item 9	Corporate Fraud Prosecution Policy
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Members considered a report of the Cabinet Member for Finance and Governance to approve a revised version of the Corporate Fraud Prosecution Policy and recommend to Council that the relevant changes are made to the Scheme of Delegations following approval and adoption of the Policy.

The Executive Scrutiny Board resolved to note the report.

Item 10	Post 16 Home to School Transport Consultation Outcome
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Members considered a Council Cabinet report of the Cabinet Member for Education and Skills to approve the scoping of alternative options for SEND Post 16 transport savings and approve the continuation of the successful Independent Travel Training Initiative.

Members were keen to see an alternative to a points based system put forward to achieve the savings and urged Council Cabinet to work with those wanting to be involved to decide upon the best option to achieve this.

The Executive Scrutiny Board resolved to recommend to Council Cabinet that the new proposals are developed in consultation with the group identified from the consultation who wanted to be involved and had ideas on how best the scheme could operate, and felt that the most productive results would be achieved from doing this.

Item 11	Compulsory acquisition of empty homes
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Members considered a Council Cabinet report of the Cabinet Member for Housing and Urban Renewal and Strategic Director for Communities and Place seeking Cabinet approval to initiate compulsory purchase proceedings in relation to 5 long-term vacant houses.

The Executive Scrutiny Board supported the recommendations and resolved to

note the report.	
Item 12	Budget Outturn 2016/17
<p>Members considered a Council Cabinet report of the Cabinet Member for Finance and Governance and report of the Chief Executive which summarised the overall financial position at the end of the 2016/17 financial year against the budget approved by Council on 3 February 2016.</p> <p>Members raised concerns around the Capital Budget underspend and queried whether there was an issue with the Capital Programme. Members were informed that there are some uncontrollable elements and external dependencies in the Capital Programme in relation to large projects and grants which result in some of the underspend issues, however a more realistic Capital Programme would result in less underspend in future.</p> <p>The Executive Scrutiny Board resolved to monitor the Capital Programme at the mid-year review and recommend to Council Cabinet that more careful consideration is given to the setting of Capital Programme for 2018-19 to ensure that is a more accurate and realistic reflection of what can be achieved in the year.</p>	
Item 13	Council Scorecard 2017/18
<p>This item was considered under the Executive Scrutiny Board Agenda item on Performance.</p> <p>The Executive Scrutiny Board resolved to note the report.</p>	
Item 14	Contract and Financial Procedure Matters Report
<p>Members considered a Council Cabinet report and Addendum of the Leader of the Council and Chief Executive outlining a number of items that require reporting to and approval by Council Cabinet under Contract and Financial Procedure rules.</p> <p>The Executive Scrutiny Board made no recommendations to Council Cabinet on this report but resolved to request further information be provided on the detail on the Cashless Parking System, in particular relation to any option for card payments as well as internet or pay-by-phone payments.</p>	