

Time commenced - 6.00pm
Time finished - 7.40pm

SCRUTINY MANAGEMENT COMMISSION 9 SEPTEMBER 2003

Present: Councillor Smalley (in the Chair)
Councillors Bolton, Brown, Graves, Jones, Lowe, Repton, Travis
and Wynn

25/03 Apologies for Absence

Apologies for absence were received from Councillors Bayliss, F Hussain and Latham.

26/03 Late Items Introduced by the Chair

There were no late items.

27/03 Minutes

The minutes of the meeting held on 29 July 2003 were approved as a correct record and signed by the Chair.

28/03 Declarations of Interest

Councillors Bolton and Graves declared a personal interest in minute number 30/03 because a review of the budget for refreshments for Committees was to be considered.

29/03 Topic Review

The Commission received a presentation from the Assistant Director – Democratic Services on the practical arrangements for all out postal voting. The presentation included the current system, recommendations from the Electoral Commission, details of pilot schemes, which had taken place during 2003 and the practical implications for all postal voting and costs.

It was reported that the programme for the review would comprise a report to the 14 October meeting on the outcome of the 2003 postal pilots, and a report to the December meeting on a consultation exercise intended to establish the public's view on all postal voting. The intention was to report the outcome of the review to Council Cabinet on 3 February 2003. It was suggested the consideration was given to running the consultation in parallel with other parts of the review and that the Derby Pointer was used to investigate the public's views on all postal voting.

Resolved:

- 1 to note the presentation.**
- 2 to receive a report at the next meeting on postal pilots.**
- 3 to investigate the possibility of using the Derby Pointer Panel to determine the public's view on postal voting.**

**30/03 Scrutiny Management Commission – Service Area
Budget Review 2003/04**

The Commission considered a report from the Director of Corporate Services inviting all Commission members to suggest service areas for independent budget scrutiny review, in accordance with the budget scrutiny framework, previously agreed.

Prior to the meeting, two areas were proposed for budget scrutiny. These were procurement and refreshments at meetings. A further suggestion, made at the meeting, was for scrutiny of the Central Services Budgets. This would include the Policy, Corporate Services and Finance Directorates budgets. It was reported that there was to be a Best Value Review of Support Services over the next twelve months, starting in October 2003. Consequently it was felt that, for the Central Services Budget review, there would need to be quite a strict definition of what was to be reviewed and terms of reference.

Resolved:

- 1 to review the Central Services Budgets as the service area budget review for 2003/04.**
- 2 to review procurement and refreshments at meetings at a later date.**
- 3 to establish a group comprising one Member from each party to set the terms of reference for the review as soon as possible.**

31/03 Local Democracy Week

The Commission considered a report from the Director of Corporate Services, which set out details of a scrutiny event, to be held in Local Democracy Week. The theme for this year's Local Democracy Week was "Listening to Tomorrow's Voters Today". It was also reported that Officers had held discussion with the Centre for Public Scrutiny (CfPS) to see how the Council could work with the centre to raise the profile of scrutiny generally and of achievements in Derby Specifically. The CfPS agreed to support the holding of the scrutiny event later in the year. It was agreed that it might be appropriate to tie the event in with Local Democracy Week. Details of the proposals were set out in the report.

Resolved to ask the Director of Corporate Services to organise a scrutiny event to be held in Local Democracy Week.

32/03 Forward Plan – September

No items were identified for consideration.

33/03 Draft Strategic Risk Register

The Commission considered a report from the Director of Finance, which sought comments on the approach to the draft strategic risk register and proposed management action plans prepared by Directors. The report was presented as part of the implementation of the Council's risk management strategy, which had been approved by Council Cabinet, at its meeting on 30 July 2002. The strategy needed to be underpinned by a sound framework for the effective identification analysis and management of risk. The existence of sound corporate procedures for risk management was also a component of the Comprehensive Performance Assessment. As part of the implementation of the strategy, Directors had recently undertaken a risk assessment exercise to identify, categorise and allocate responsibility for managing the strategic risks of the authority. Details of the approach taken were set out in Appendix 2 of the report. It was noted that consultation had taken place with the Chief Officers group. It was felt that unions should be consulted on the draft strategic risk register. It was felt that the register should be reviewed regularly.

Resolved

- 1 to note the report.**
- 2 to recommend Council Cabinet to consult the unions on the draft strategic risk register and to review the register on a regular basis.**

34/03 Service Access Review

The Commission considered a report from the Director of Corporate Services, which set out the revised terms of reference for the review. It was reported that the revised terms of reference had been developed in response to recommendations following the staged inspection by the Audit Commission Best Value Inspectorate in June 2003. There was concern that the focus of the review had narrowed and was now city centre based. It was suggested that the review ought to be city-wide and should consider the impact on the suburbs, as well as the city centre.

Resolved to note the revised terms of reference for the Service Access Review outlined in the report.

Minutes End