



Rutland County Council

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Minutes of the **MEETING of the GROWTH, INFRASTRUCTURE AND RESOURCES SCRUTINY PANEL** held in the Council Chamber, Catmose, Oakham on Thursday, 14th February, 2019 at 7.00 pm

PRESENT: Mr B Callaghan (Chair)
Mr E Baines
Mr O Bird
Mr J Dale
Mr G Brown

**OFFICERS
PRESENT:**

Mr S Della Rocca	Strategic Director for Resources
Mr R Harbour	Deputy Director for Places
Mr P Horsfield	Deputy Director – Corporate Governance
Mr K Silcock	Governance Officer
Miss C Snell	Head of Human Resources
Mrs N Taylor	Governance Manager

IN

ATTENDANCE: Mr O Hemsley Leader and Portfolio Holder for Rutland One Public Estate & Growth, Tourism & Economic Development, Resources (not including Finance)

Mr G Brown Deputy Leader and Portfolio Holder for Planning, Environment, Property and Finance.

Miss G Waller Ward Member for Normanton

606 APOLOGIES

Apologies were received from Councillors Cross, Fox, and Mann.

607 RECORD OF MEETING

The minutes of the Growth, Infrastructure and Resources Scrutiny Panel held on 15 November 2018 and the Special Growth, Infrastructure and Resources Scrutiny Panel on 24 January 2019 were confirmed as a correct record and signed by the Chairman.

608 DECLARATIONS OF INTEREST

No declarations of interest had been received.

609 PETITIONS, DEPUTATIONS AND QUESTIONS

No petitions, deputations or questions had been received.

610 QUESTIONS WITH NOTICE FROM MEMBERS

No questions with notice had been received from Members.

611 NOTICES OF MOTION FROM MEMBERS

No notices of motion had been received from Members.

612 CONSIDERATION OF ANY MATTER REFERRED TO THE PANEL FOR A DECISION IN RELATION TO CALL IN OF A DECISION

No matter had been referred to the Panel for a decision in relation to a call-in of a decision in accordance with Procedure Rule 206.

613 MEMBER INDUCTION AND DEVELOPMENT PLAN

Report No. 45/2019 was received from the Strategic Director for Resources.

Mr Hemsley, Leader and Portfolio Holder for Rutland One Public Estate & Growth, Tourism & Economic Development, Resources (not Finance or Communications), introduced the report, the purpose of which was to ask Members to review the proposals for the induction and ongoing development plan and provide feedback and suggestions for improvement.

During discussion the following points were noted:

- i. It was suggested that Member and staff relations should be included within the induction, including detail of the best way to obtain guidance and whether this should be sought from officers or directors.
- ii. It was felt by the Panel that Scrutiny training, how to be an effective Ward Councillor, and Finance should be mandatory training for all members.
- iii. Miss Waller felt there needed to be more flexibility with the technology on offer for Councillors as there was no mention of a desktop computer being available as she had been given one by the Council. Miss Waller also suggested it would be useful to give Members a demonstration of how to use IT equipment so they could get a better idea of what they preferred.
- iv. It was stated by Members of the Panel that they would often initially read the reports on their tablet and would then make notes on a hardcopy. Mr Hemsley suggested Members use the Mod.Gov application which enables users to annotate and bookmark reports. Training would be available to Members on the application.
- v. While Members could be encouraged to go paperless, Miss Waller stated it needed to be accepted that people would ultimately work in the way most comfortable to them.
- vi. Members welcomed the idea of having role profiles for all key Councillor Roles. Other role profiles suggested included Group Leaders and Deputy Chairs.
- vii. Miss Waller stated that a mentoring system for new Members needed to be set up thoughtfully and professionally with a structure.
- viii. Miss Waller mentioned she was not completely clear how to sign up to external training as it seemed old fashioned to ask the Leader of the Council if they could attend training.

- ix. Mr Baines was not keen on the idea of having a short training session before committee meetings as it would mean there was potential for Members to be at a meeting for over 3 hours causing the meeting and Members to be less efficient. Miss Waller stated however that she and other Members felt the training received before every other Audit and Risk Committee was very useful and could be applied to other committees. The training received before the meetings was tailored to the items being discussed at that meeting and in turn make the meeting more efficient.
- x. Mr Bird suggested it would be useful to have dry runs of committees to explain to Members how the meetings were run.
- xi. Miss Waller suggested that Member Development should be a part of the Constitution Review Working Group.
- xii. Miss Waller suggested information regarding key external organisations that the Council worked with and how they interacted with the Council would be useful to Members.
- xiii. Mr Brown asked what would happen if a Member did not attend a mandatory training session. Mr Horsfield stated that it would be up to the Leader of the group the Member was a part of. If a Member was non-aligned it would be a decision of the Council.
- xiv. The Panel thanked Mrs Taylor for the work that had gone into the Member induction and development plan.

614 QUARTER 3 FINANCIAL MANAGEMENT REPORT

Report No. 10/2019 was received from the Strategic Director for Resources.

Mr Brown, Deputy Leader and Portfolio Holder for Planning, environment, Property and Finance, introduced the report, the purpose of which was to inform Members of the full year forecast position as at Quarter 3 for 2018/19 and to highlight issues that may impact on the Medium Term Financial Plan to enable them to maintain sound financial management of the Council's operations.

During discussion the following points were noted:

- i. Appendix B of the report did not include information regarding adverse variances over £25k for Development Control but this would be added to the Cabinet report and distributed to Members.
- ii. There was a loss of planning income due to a reduction in number and complexity of planning applications.
- iii. Receipt of £148k towards debt outstanding from the East Leicestershire and Rutland Clinical Commissioning Group was welcomed by the Panel.
- iv. New playground developments were the responsibility of the developers. The Council took over responsibility at a later stage. Villages had the responsibility of their playgrounds whilst the playgrounds in towns were the County Council's responsibility rather than the Town Council.

615 STRATEGIC RISK REGISTER - RECRUITMENT AND RETENTION

Report No. 25/2019 was received from the Strategic Director for Resources.

Mr Della Rocca, Strategic Director for Resources, introduced the report, the purpose of which was to advise the Panel of the Council's approach to recruitment and

retention to ensure the Council effectively managed any risks in vacancy management.

Miss Snell, Head of Human Resources, provided the Panel with a demonstration to the Panel of the Council's recently implemented Applicant Tracking System.

During discussion the following points were noted:

- i. Mr Baines suggested that offering career paths would encourage the younger generation to stay in Rutland. Miss Snell stated that relationships were progressing with universities (e.g. University of Lincoln regarding social care). Recent work had also been done with local schools which was generating interest.
- ii. With the new Applicant Tracking System it was now possible to view the level of interest in a role, i.e. how many people have looked at a job advert and then also the number of individuals who start an application and the numbers who submit an application.
- iii. The Chair noted that the new tracking system meant those that were not IT literate may not be able to fill out an application. Miss Snell stated that alternatives were still available. There had so far not been any feedback to say people could not follow the new process, and the number of handwritten applications received in the older system were limited.
- iv. Miss Snell would test the software to see if it could accommodate for those with eyesight difficulties.

RESOLVED

That the Panel **NOTED** the report.

616 REVIEW OF FORWARD PLAN AND ANNUAL WORK PLAN 2018-19

Due to the next Growth, Infrastructure and Resources Scrutiny Panel would take place during Purdah, the agenda items going forward to the Panel would be considered carefully, and would only be updates rather than items for a decision.

617 ANY OTHER URGENT BUSINESS

No other urgent business was received.

618 DATE AND PREVIEW OF NEXT MEETING

Thursday 28 March 2019 at 7pm

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Chairman closed the meeting at 8.50 pm.

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