

Overview & Scrutiny Committee 1

21 March 2019

TASK GROUP UPDATE AND WORK PROGRAMME 2018-2019

Report of Democratic Services Manager

All Wards
Key Decision = N

1.0 Purpose of Report

- 1.1 To update on Task Groups held since the committee's last meeting and present for consideration an up to date Overview & Scrutiny Committee 1 Work Programme for the Civic Year 2018-2019.

2.0 Decisions Sought

- 2.1 To note the up to date Overview & Scrutiny Committee 1 Work Programme 2018-2019 and the work undertaken by Task Groups since the last meeting.

3.0 Link to Corporate Priorities

- 3.1 The scrutiny work programme helps to contribute towards the corporate priorities of the Council.

4.0 Introduction & Background

- 4.1 The Scrutiny Work Programme helps the scrutiny committees plan and balance their work programme for the year. The work programme is a fluid document which evolves throughout the year to take account of requests from Corporate Board or Council, Members, the public, partners, local groups etc. and unforeseen issues.
- 4.2 The work programme needs to be flexible to allow for an Overview and Scrutiny Committee to be proactive as well as reactive to issues that may occur at some point throughout the year.
- 4.3 Overview and Scrutiny Committee 1 is the internally focussed committee which reviews and contributes to developing Council Policies, Council delivered services and monitoring performance indicators for those targets which are either set nationally or locally for council services.

5.0 Task Group Updates

- 5.1 Annual Car Parking Permits & Re-letting of Council Properties – A Task Group Meeting was held on Monday, 10 December 2018 to consider a referral from Corporate Board on 9 October 2018 to “prior to budget setting, Scrutiny Committee be requested to examine the viability of extending the range of car parking permits

available to include non-resident workers, scope to include applicable rates, options for flexible payment and enforcement of non- payments.”

Following discussions it was considered that this would overcomplicate the process and that the best solution would be to only have one type of yearly permit that covered residents, non-residents and workers with the permit costing £115 in 2019/20 (the currently proposed charge for a resident permit in 2019/20).

As work is already ongoing by the CA&H team in relation to introducing flexible payment options across the various income generating services, no recommendations were made in relation to this element of the referral.

- 5.2 In addition the Corporate Director (Operations) asked that a Task Group look at the re-letting of council properties and potential proposals for improving performance and this was considered at the same meeting.

A number of proposals were presented to improve the void performance issues including the prioritisation of general needs empty properties, outsourcing empty property work, reviewing the current sub-contractor framework and to continue to pro-actively manage sickness within the Council’s sickness absence policies. Overall lettings targets will also be reconsidered to accommodate the additional pressure of flexible lettings.

The proposals were fully supported by Scrutiny members.

- 5.3 Recycling Bin Provision – A Task Group meeting was held on Thursday, 21 February 2019 to consider a referral from Council on 11 December 2018 following a Notice of Motion submitted by Councillor Clive World, “We call upon the Council, to provide recycling facilities for plastic bottles and cans, in the Market Places and main tourist areas of the District. This will increase our recycling and mean less use of landfill sites. To progress this issue, we call upon the Overview and Scrutiny Committee to recommend the most appropriate containers to be used and where to site them”.

A number of assumptions and costings were presented to Members together with details of a pilot that took place in around 2010-11 which proved unsuccessful at the time.

Taking into consideration the information provided and how attitudes to recycling have changed Members recommended carrying out a small scale pilot over a period of 6 months in Middleham, Reeth and Richmond.

Officers will now liaise with the relevant Town/Parish Councils in relation to the most appropriate location to site the recycling bins and commence the pilot.

6.0 Recommendation

- 6.1 That the current Work Programme be noted subject to the inclusion of any further Member suggestions.

7.0 Corporate Implications

Scrutiny Consultation	N/A.
Community Engagement	Scrutiny welcomes suggestions from the community for inclusion in the workplan and a form is available on the website.
Environment & Sustainability	None.
Financial Implications	None.
Legal Implications	None.
Risk Implications	None.
Human Resource Implications	None.
Equalities Implications	Scrutiny aims to consider equality and diversity issues within all work that it carries out.
Health & Safety Implications	None.

8.0 Further Information

8.1 Background Papers – None.

8.2 File Reference – None.

8.3 Appendices – Appendix 1 – Overview & Scrutiny Committee 1 Workplan 2018/19

Contact Officer: Sarah Holbird
Email/Extension: sarah.holbird@richmondshire.gov.uk
01748 901016

OVERVIEW AND SCRUTINY WORK PROGRAMME 2018-2019

Scrutiny/Reviews						
	Date of O/S Review	Start Date	End Date	Who	Outcome	Comment
Household Waste & Recycling Collections Review	2015/18	September 2015		Colin Dales/ Amanda Dyson		<p>The changes to the collection rounds were implemented in January 2017 with the increased recyclates being collected from w/c 25 September 2017.</p> <p>Once bedded in to look at service delivery post implementation:</p> <ul style="list-style-type: none"> - Customers happy - Operators perspective - Savings being achieved, increase in recyclates
End of financial year pressures on Customer Services	2016/17	November 2016		Sian Moore	<p>Following the Task Group on 10/11/16 Officers looking at:</p> <ul style="list-style-type: none"> - changing the telephone message - automated messages - altering the issue dates of some letters/subscriptions <p>Considered further in June 2017, work still ongoing in relation to the above.</p>	

Scrutiny/Reviews						
	Date of O/S Review	Start Date	End Date	Who	Outcome	Comment
Litter Bin Provision and Replacement Programme	2018/19	October 2018	November 2018	Colin Dales/Amanda Dyson	<p>That the current replacement programme be accelerated to enable replacement bins to be provided in the town locations as soon as possible with any bins that are still considered to be in good condition redistributed to other locations.</p> <p>A metal 120 litre bin with bird flaps and ashtrays was selected as the most suitable for the towns/heavy footfall locations within the District and a metal 90 litre bin for village locations.</p>	<p>To consider a referral from Council in relation to the replacement of existing litter bins.</p> <p>Following the meeting it was confirmed that there was sufficient capital within the replacement programme to speed up the replacement of bins within the key market towns. Replacement bins will be provided in Richmond within this financial year with the remainder of the speeded up programme undertaken as soon as practicable during 2019/20 financial year.</p>
Fees and Charges – Annual Car Parking Permits	2018/19	November 2018	December 2018	Colin Dales/Gary Hudson	<p>That in order to reduce overcomplicating the process Scrutiny recommend only having one type of yearly permit that covered residents, non-residents and workers with the permit costing £115 in 2019/20 (the currently proposed charge for a resident permit in 2019/20). As work is already ongoing by</p>	<p>To consider a referral from Corporate Board in relation to extending the range of car parking permits available to include non-resident workers, scope to include applicable rates, options for flexible payment and</p>

Scrutiny/Reviews						
	Date of O/S Review	Start Date	End Date	Who	Outcome	Comment
					the CA&H team in relation to introducing flexible payment options across the various income generating services, no recommendations were made in relation to this element of the referral.	enforcement of non-payments.
Re-letting of Council Properties	2018/19	November 2018		Colin Dales/Sara Smith	That the proposals to improve void performance issues including the prioritisation of general needs empty properties, outsourcing empty property work, reviewing the current sub-contractor framework and to continue to pro-actively manage sickness within the Council's sickness absence policies be supported.	Requested by the Corporate Director (Operations) to consider proposals to improve performance.
Recycling Bin Provision	2018/19	December 2018		Colin Dales/Amanda Dyson	That a small scale pilot be undertaken over a period of 6 months in Middleham, Reeth and Richmond.	To consider a referral from Council in relation to providing recycling facilities for plastic bottles and cans, in the Market Places and main tourist areas of the District.
Rent arrears	2018/19			Sara Smith		How RDC compare with other authorities; what are the reasons for the arrears, what could be done to improve?

Task Group/Review Group Meetings		
Subject	Date	Officer/Service Area
Household Waste & Recycling Collections Review – Scoping Meeting	22 May 2018	Colin Dales/Amanda Dyson
Household Waste & Recycling Collection Review – Evidence Gathering (Corporate Director (Operations))	19 June 2018	Colin Dales/Amanda Dyson
Home Improvement Agency Policy	16 July 2018	Colin Dales/Gavin White
Litter Bin Provision	10 October 2018	Colin Dales/Amanda Dyson
Visit to Allerton Waste Recovery Park	31 October 2018	Colin Dales/Amanda Dyson
Annual Car Parking Permits	10 December 2018	Colin Dales/Gary Hudson
Re-letting of Council Properties	10 December 2018	Colin Dales/Sara Smith
Recycling Bin Provision	21 February 2019	Colin Dales/Amanda Dyson
Lifeline Subscription Levels		Colin Dales
Pest Control Service		Colin Dales/Gary Hudson

Formal Committee Meeting				
Date	Topics	Who	Outcome	Comment
21 June 2018	Equalities Annual Report 2017/18	Sian Moore	<ul style="list-style-type: none"> • That the Equalities and Diversity objectives for 2018/19 be noted. • That the performance of the Council in relation to Equalities and Diversity for 2017/18 be noted. 	<p>To make comments/recommendations on:</p> <ul style="list-style-type: none"> • the performance of the Council in relation to Equalities and Diversity for 2017/18. • the draft objectives for 2018/19 prior to consideration by Full Council.
	Tenants' Panel Annual Report	Jeffery Fullerton	That the report be noted and the Tenants' Panel thanked for the work they have undertaken.	To provide an update on the work of the Tenants' Panel for questions/comments.
	Performance Monitoring Briefings – Quarter 4	Chairman/Vice-Chairman	That the update be noted.	The Chairman/Vice-Chairman to give feedback on the quarterly performance briefings
	Task Group Update and Draft Work Programme 2018/19	Sarah Holbird	That the update be noted.	To note the up to date workplan and consider topic suggestions for inclusion.
20 September 2018	Fees & Charges 2019/20	Sian Moore	The meeting was unable to proceed as it did not reach a quorum.	To make comments on the first draft proposals for fees and charges for 2019/20 prior to Corporate Board considering the levels of fees and charges for 2019/20.

Formal Committee Meeting				
Date	Topics	Who	Outcome	Comment
	Business Rates – Discretionary Reliefs – Local Childcare Providers	Brian Bottle		To make comments on a new discretionary rate relief for local childcare providers prior to the overarching policy for Business Rate Discretionary Rate Reliefs being submitted to Corporate Board for amendment.
	Performance Monitoring Briefings – Quarter 1	Chairman/Vice-Chairman		The Chairman/Vice-Chairman to give feedback on the quarterly performance briefings
	Task Group Update and Work Programme 2018/19	Sarah Holbird		To note the up to date workplan and consider topic suggestions for inclusion.
22 November 2018	Performance Monitoring Briefings – Quarter 2	Chairman/Vice-Chairman	That the report be noted and the questions raised referred to the relevant Corporate Director for response.	The Chairman/Vice-Chairman to give feedback on the quarterly performance briefings.
	Task Group Update and Work Programme 2018/19	Sarah Holbird	That the work programme be noted.	To note the up to date workplan and consider topic suggestions for inclusion.
21 March 2019	Economic Action Plan	Callum McKeon		
	Performance Monitoring Briefings – Quarter 3	Chairman/Vice-Chairman		The Chairman/Vice-Chairman to give feedback on the quarterly performance briefings.

Formal Committee Meeting				
Date	Topics	Who	Outcome	Comment
	Task Group Update and Work Programme 2018/19	Sarah Holbird		To note the up to date workplan and consider topic suggestions for inclusion.

In addition to the above, the following standing items are considered at each meeting if required:				
Topic	Who	Outcome	Comment	
Questions raised between Committee Meetings	Chairman/Democratic Services Officer	The Chairman/Democratic Services Officer to provide an update on questions raised by Councillors & members of the public between Committee Meetings	If an issue is raised that is not sufficient enough to require a review, then questions can be raised through Democratic Services and answers will be reported back to the next available meeting.	

Performance						
	Date of O/S Review	Start Date	End Date	Who	Outcome	Comment
Briefings 2018/19						
Quarter 1		August 2018		Scrutiny Members/ Corporate Directors/ Performance Office	The Chairman/Vice-Chairman are to consider quarterly reports detailing performance against indicators within the Council Plan and Service Plan targets.	The meetings are also an opportunity to identify issues/topics to be included in this workplan.
Quarter 2		October 2018				
Quarter 3		January 2019				
Quarter 4		April 2019				