

**MINUTES OF A MEETING OF THE SCRUTINY MANAGEMENT TEAM
HELD AT THE TOWN HALL, NELSON
ON 23RD MAY, 2017**

PRESENT –

The Worship the Mayor (Councillor D. Whalley)

Councillor K. Turner – Chairman (In the Chair)

Councillors

S. Cockburn-Price

N. McCollum

B. Newman

S. Wicks

Officers in attendance

P. Mousdale

Corporate Director

L. Rowland

Committee Administrator

(Apologies for absence were received from Councillors G. Adam, W. Blackburn and N. McEvoy.)



1. MINUTES SILENCE

A minutes silence was observed for the victims of the terrorist attack at Manchester Arena on 22nd May, 2017.

2. DECLARATION OF INTERESTS

Members were reminded of the legal requirements concerning the declaration of interests and that whipping declarations were also required.

3. PUBLIC QUESTION TIME

There were no questions from members of the public.

4. MINUTES

RESOLVED

That the Minutes of the meeting held on 21st March, 2017 be approved as a correct record and signed by the Chairman.

5. APPOINTMENT OF VICE-CHAIRMAN

Members were asked to consider the appointment of a Vice-Chairman of the Team for the municipal year 2017/18.

RESOLVED

That consideration of the appointment of a Vice-Chairman of the Team for the municipal year 2017/18 be deferred to the next meeting.

6. HEALTH AND SOCIAL CARE SCRUTINY PANEL

(a) Health and Social Care Scrutiny Panel report

A report on the work of the Health and Social Care Scrutiny Panel in 2016/17 was submitted for information.

An update on the work of the Pendle Dementia Action Alliance was provided by the Council's Dementia Member Champion, the Worship the Mayor Councillor D. Whalley. He advised that work was ongoing to make buildings used by the general public in Pendle dementia friendly and reported that the Contact Centre at Number One Market Street had been recognised as making good progress to becoming dementia friendly. Updated literature had been produced and circulated.

(b) Appointment of Health and Social Care Scrutiny Panel

The Team was asked to appoint members to the Health and Social Care Scrutiny Panel for the municipal year 2017/18.

RESOLVED

- (1) That Councillors Wayne Blackburn, Brian Newman, Ken Turner and Sheila Wicks be appointed to the Health and Social Care Scrutiny Panel for the municipal year 2017/18 in addition to any other member of the Team who expresses an interest.
- (2) That the first meeting of the Panel be held on Wednesday 21st June, 2017.

7. REVIEW PLANNING

Monitoring the Council's paper usage

Further to a review of the Council's paper usage being included in the Team's work programme, the Corporate Director submitted a briefing note for consideration.

It was reported that a scrutiny review of paper usage had been carried out in 2006/07, which had led to a number of changes. This included a decision to circulate the majority of committee papers by email and links to the Council website, rather than sending out paper copies.

The Team considered this in further detail and a discussion was held as to whether the Team should trial paperless meetings. It was also proposed that all other Members of the Council be encouraged to take up a paperless option.

Members were advised that an internal review of the in house Print Unit was due to take place later this year. The results would be reported to a future meeting of the Team.

It was suggested that the current scrutiny review should establish whether the Council could do more to reduce the amount of paper it used and whether it did all it could to re-use and recycle the paper it did use.

RESOLVED

- (1) That officers be asked to –
 - Investigate the amount of paper used across all service areas for all purposes and assess whether this is reasonable
 - Identify any areas where savings in paper usage can be made and any consequent direct and indirect cost savings
 - Identify any further opportunities for re-use and recycling of paper
- (2) That all Members of the Council be invited to receive all committee agendas and reports by e-mail and links to the Council website as an alternative to paper copies delivered by post.
- (3) That this alternative option be implemented for those in agreement.
- (4) That where appropriate, Members be encouraged to seek IT training assistance from colleagues and if not available, the option of providing officer assistance be considered.
- (5) That the average cost of sending paper copies of committee agendas and reports to Members be investigated.
- (6) That a further report be submitted to the November meeting of this Team.

8. COUNCIL RESPONSE TO SCRUTINY RECOMMENDATIONS

(a) Mental health care provision

The Council's response to the review panel report on mental health care provision was submitted for information.

(b) Drug and alcohol rehabilitation provision in East Lancashire

The Council's response to the review panel report on drug and alcohol rehabilitation provision in East Lancashire was submitted for information.

(c) Youth Engagement

The Council's response to the review panel report on youth engagement was submitted for information.

It was noted that it had been agreed that a Working Group be established to determine the details of a Pendle Borough Council Youth Council.

RESOLVED

That Councillors Nathan McCollum, Sarah Cockburn-Price and Ken Turner be appointed to the Youth Engagement Working Group.

9. SCRUTINY IMPROVEMENT AND COMMUNICATIONS PLAN

Members considered progress against actions in the Overview and Scrutiny Improvement and Communications Plan.

10. EQUALITIES UPDATE

The Housing Needs Manager submitted an update report on the work of the Corporate Equalities Steering Group (CESG) towards meeting the Equality Objectives as set out in appendix 1 to the report.

This included information on a review of use of text-phone/minicom. As the service had become outdated and in many ways obsolete as a result of the option to contact the Council directly via email, it had been agreed that the service be discontinued.

11. 2017/2018 WORK PROGRAMME

The Team's work programme for 2017/18 which was adopted at the Annual Council meeting on 18th May was submitted for information. This was the basis of the Team's work plan which was also submitted.

RESOLVED

That an update on the scrutiny review of the Council's paper usage be added to the Team's work plan for November, 2017.

12. EXECUTIVE WORK PROGRAMME/FORWARD PLAN

The Executive Work Programme and Forward Plan for the four month period commencing 1st June, 2017 was submitted for consideration.

CHAIRMAN _____