

## **aEAST DEVON DISTRICT COUNCIL**

### **Minutes of the meeting of Scrutiny Committee held at Council Chamber, Blackdown House, Honiton on 18 July 2019**

#### **Attendance list at end of document**

The meeting started at 6.00pm and ended at 7.20pm.

#### **11 Public speaking**

There were no members of the public present.

#### **12 Minutes of the previous meeting**

The minutes of the meeting held on 6 June 2019 were agreed and signed as a true record.

#### **13 Declarations of interest**

Minute 20 Cllr Fabian King – Personal interest – involved with selection committee for CDS.

#### **14 Matters of urgency**

There were no matters of urgency.

#### **15 Confidential/exempt item(s)**

There were no items that officers recommended should be dealt with requiring the exclusion of the public or press.

#### **16 Decisions made by Cabinet called in by Members for scrutiny in accordance with the Overview and Scrutiny Procedure Rules**

There were no decisions called in.

#### **17 Update on IT issues**

The Committee received an update on IT issues from Laurence Whitlock, Strata IT Director. He reported that there had been 63 different issues raised on the iPad project from 22 Councillors. Members noted that Teignbridge District Council, had just introduced iPads to Councillors and they were happy with how things had progressed and the initial introduction had appeared to be less problematic than with EDDC.

Problems reported by Councillors included:

- Email on alternative devices
- Adding applications
- Need for more training
- Calendaring
- Email attachments
- Contacts/address book

- Folders/filing
- Security(including facial recognition)
- Insurance/tax
- Keyboard/hardware

Members noted that Clive Newton had been recruited as the Strata IT trainer. He would be available to all Councillors for training. Clive Newton can be contacted via the Strata Service Desk 01395 517433. Strata were working on an enhanced email system which was currently under development. Calendaring remained an issue, specifically combining council calendars with personal calendars. It was hoped that this could be addressed in future.

Councillor Ian Thomas reported that the purchase of keyboard hardware was not going to be recommended and it would be up to individual councillors whether they purchased one for their iPad. Facial recognition was available on the devices and it was possible that this could be used by councillors.

Laurence Whitlock, Strata IT Director reported that Strata hoped to be able to test the new O365 environment with 5 councillors shortly (circa 29<sup>th</sup> July) and it was hoped to migrate all councillors by the end of the summer if it proved successful.

There was a query about how long emails are kept on the system? This was currently subject to an ongoing debate regarding email retention and the council had an issue with email storage. Strata staff have a 5 GB limit on email storage, however, there is no limit currently on either Officer or Councillor email at EDDC. It was the understanding of the Strata technical team that emails are held indefinitely and they are not deleted from the email system unless a Cllr deletes an email themselves currently it is down to Officers and Councillors to manage their own email boxes.

Councillors reported that they had information wiped when they changed systems to the new iPads. Some of the documents in content had disappeared and Laurence Whitlock agreed to look into this.

## 18 **Joint Scrutiny and Overview Committee meeting on Service Planning 5 September 2019**

Members noted that on 5 September 2019, a Joint Scrutiny & Overview Committee would take place focussing on Service Plan Objectives, as part of the linked processes of Service planning and Budget Setting at East Devon District Council. A report had been received from Karen Jenkins with the agenda. The Chairman of the Scrutiny Committee had accordingly invited all Portfolio Holders to attend with the relevant Strategic/Service Lead Officer.

Portfolio Holders and relevant officers would have an opportunity to make a short presentation and answer questions relating to the three top priorities, issues and challenges in the current service plan. The objectives had been attached to the agenda. It was considered that this should also help Committee members in understanding the budget allocated to each of the service areas and how the budget deficit might impact service delivery going forward, providing committee members with a focus on the key issues.

Councillors asked whether the Service Plans could be addressed in a way which could increase their understanding at the September meeting. Concern was expressed that

investment in commercial property had not yet been achieved and was an important part of reducing the council's budget deficit. It was essential for commercial activity to generate funding required in future and it was also important to show where the council could save money to help reduce the predicted budget deficit.

19 **Quarterly Monitoring of Performance - 4th Quarter 2018/19 January - March 2019**

The Vice Chairman, Cllr Kim Bloxham introduced this item which provided performance information and progress against the council's priorities as outlined in the Council Plan. This cumulative quarterly information would be used to provide an annual review of performance against the Council Plan in the Annual Report.

The report also indicated a number of performance indicators that members may wish to discuss these included:

- A slight drop in the percentage of council tax collected at 98.81%
- The percentage of FOI requests responded to within statutory time limits which had fallen below 100%
- The percentage of other planning applications determined within 8 weeks which had fallen to 76.59%.

Other issues that Members raised would include the increase in levels of longer term staff sickness and also the increase in homelessness in the district.

Councillors commented on potential ways of reducing poverty in the district. It was estimated that 1 in 5 children in primary schools experienced poverty. To reduce poverty in the district there was a need to undertake an impact assessment on every policy and service area. There was also a need for an impact assessment with regard to climate change.

Members considered performance against delivery of the actions/priorities in the Council Plan, key service objectives from service plans and performance measures for the 4<sup>th</sup> quarter of 2018/19 so that any issues causing concern or interest could be addressed in a timely way.

**RESOLVED** that the issues raised at the meeting would be reviewed in future and monitored on an ongoing basis to ensure delivery of key council priorities using measures identified.

20 **Forward Plan 2019/20**

Members gave consideration to items for the Forward Plan. The following were proposed:

- Examination of spending of S106. Working Group led by Cllrs Maddy Chapman, Cathy Gardner and Jack Rowland be set up.
- Invite representatives of the local Primary Care Network in to discuss changes that are going to take place to the way care is given and doctors operate locally. Cllr Phil Twiss to provide contact details.

- Police & Crime Commissioner to be invited to give a presentation to November meeting (TBC).
- Roll out of rural broadband and CDS.
- 5<sup>th</sup> September – IT Update and Review of Service Plans.
- October – Examination of S106 and CIL monies.

**Attendance List**

**Councillors present:**

Alan Dent (Chairman)  
Kim Bloxham (Vice Chairman)  
Maddy Chapman  
Iain Chubb  
Cathy Gardner  
Paul Jarvis  
Fabian King  
Kathy McLauchlan  
Tony McCollum  
Jack Rowland  
Eleanor Rylance

**Councillors also present (for some or all the meeting)**

Ian Thomas  
Phil Twiss  
Vicky Johns  
Nick Hookway  
Dan Ledger  
Helen Parr  
Ian Hall  
Mike Allen

**Officers in attendance:**

Rebecca Heal, Solicitor  
Laurence Whitlock, Strata IT Director  
Susan Howl, Democratic Services Manager  
Debbie Meakin, Democratic Services Officer (Item 17 only)  
Chris Lane, Democratic Services Officer

**Councillor apologies:**

B De Saram  
J Whibley  
V Ranger

Chairman .....

Date: .....