

POLICY SCRUTINY PANEL

6th March, 2007

Present: Cllr. Simmons (in the Chair) and Councillors Gibbon, Leake, Norman, Syer and Wynn.

Also Present: Councillors: Kellett, Pape, Robinson and Turnbull.

Apologies for Absence: Apologies for Absence were received from Councillors Cowper, Freeman, Gill, Hepplewhite and Walker.

Bullet Points from the Meeting held on 6th February, 2007.

The Bullet Points from the Meeting held on 6th February, 2007, were approved as a correct record.

BULLET POINTS

Members on Line – Draft Scoping Sheet

- A Draft Scoping Sheet for the Scrutiny of the Members on Line system had been circulated to Members.
- The Panel Meeting was devoted to discussions regarding the proposed Terms of Reference for the Scrutiny and the appropriate amendments to be made to the Scoping Sheet.
- Members identified general headings relating to the overall Scrutiny which they felt should be looked at individually by the Panel. These were:-

Cost – Effectiveness - Savings

Process/Consultation

Quality Requirements/Best Practice Requirements

Security/other factors

Recommendations/Implications

- It was agreed that these headings be reflected in the Terms of Reference and the Draft Scoping Sheet be amended accordingly.

The Meeting Terminated at 6.10pm.

POLICY SCRUTINY PANEL – 19th June, 2007

FOR INFORMATION

SICKNESS ABSENCE – NATIONAL UPPER/LOWER QUARTILES

The National DISTRICT COUNCIL Upper and Lower Quartiles for
BV12 (Number of days lost to the Local Authority due to Sickness Absence)
Are:-

Upper Quartile: 8.29 days

Lower Quartile: 10.92 days

This information is based on 2005/2006 Quartile data, as 2006/2007 data is not
expected until early next year.

SCOPING SHEET FOR SCRUTINY PANEL

TOPIC FOR SCRUTINY: <i>Members on Line system</i>
Purpose of Review To review the Members on Line system
Specific issues to be looked at Cost – Savings – Effectiveness <ul style="list-style-type: none">- Implications for Authority- Implications for Members Costs – Travelling/Printing: Member Time: Tax Liabilities: Members Allowance: Officer time Savings – Printing: Travelling (Members Courier):Officer time: Member time Remuneration Panel Ease of use of Site Compatibility problems
Required Outcomes Initial concerns identified by Members to be addressed. Implications identified/ Recommendations made
Possible Implications Security/Reliability issues Environmental factors Further Member Training

KEY TASKS	
<p>Documents/evidence/research</p> <p>Report of Director of Legal and Administration Services to Cabinet, 17th May, 2006. Letters to all Members: 22nd August, 2006, 7th November, 2006 3rd January, 2007.</p> <p>Supporting financial information.</p>	<p>When</p> <p>For initial discussions</p>
<p>Consultation</p> <p>Other Authorities/Comparison Benchmarking/Shared Practice</p> <p>Member's Survey</p> <p>Quality Requirements – CPA/IDeA</p> <p>Best Practice Requirements – E Government/IDeA</p>	<p>When</p>
<p>Witnesses</p> <p>Director of Legal and Administration Services for Background to initial Report to Cabinet</p> <p>Other possible internal:- Head of HR/Website Manager Head of Finance</p> <p>Reps. of other Authorities</p> <p>Others possibly to be identified during course of Scrutiny</p>	<p>When</p> <p>Initial Meeting</p>
<p>Project start date: June, 2007 Report to Scrutiny Committee:</p>	<p>Draft report deadline (if any)</p>