

Minutes of a meeting of the Corporate Overview and Scrutiny Committee held on Thursday, 11 October 2018 in City Hall Bradford

Commenced 5.30 pm
Concluded 7.00 pm

Present – Councillors

CONSERVATIVE	LABOUR	LIBERAL DEMOCRAT
M Smith M Pollard	Azam Duffy Green Watson	Sunderland

Observer: Councillor Hinchcliffe

Councillor Azam in the Chair

17. DISCLOSURES OF INTEREST

In the interest of transparency Councillor M Smith disclosed an interest in the item relating to ISG (Minute 22) as one of the ISG customers was a family acquaintance.

ACTION: City Solicitor

18. MINUTES

Resolved –

That the minutes of the meeting held on 13 September 2018 be signed as a correct record.

19. INSPECTION OF REPORTS AND BACKGROUND PAPERS

There were no appeals submitted by the public to review decisions to restrict documents.

20. REFERRALS TO THE OVERVIEW AND SCRUTINY COMMITTEE

There were no referrals made to the Committee.

21. **EXCLUSION OF THE PUBLIC**

Resolved –

That the public be excluded from the meeting during the discussion of the Not for Publication Document “H” relating to Industrial Services Group on the grounds that it is likely, in view of the nature of the proceedings, that if they were present, exempt information within Paragraph 3 (Financial or Business Affairs) of Schedule 12A of the Local Government Act 1972 (as amended) would be disclosed and it is considered that, in all the circumstances, the public interest in allowing the public to remain is outweighed by the public interest in excluding public access to the relevant part of the proceedings for the following reasons:

It is in the public interest in maintaining these exemptions because it is in the overriding interest of proper administration that Members are made fully aware of the financial implications of any decision.

22. **INDUSTRIAL SERVICES GROUP (ISG) - FINANCIAL AND OPERATIONAL PERFORMANCE UPDATE**

The Strategic Director Corporate Resources submitted a report (**NOT FOR PUBLICATION Document “H”**) which provided an update to the Corporate Overview and Scrutiny Committee on the current financial performance of ISG and future plans for the organisation.

Resolved –

- (1) That this Committee supports the proposed retention of any under-spend by ISG, which is needed to provide the organisation with an opportunity to maintain the organisation to at least a balanced budget position, and to minimise any risk of a return to a position of over-spend.**
- (2) That the Committee is invited to visit ISG at a time of its choosing; such a visit by Members would be welcomed at a convenient time in the future.**
- (3) That a progress report be submitted to this Committee in 12 months time.**

ACTION: Strategic Director Corporate Resources

23. RISK MANAGEMENT

The Strategic Director Corporate Resources submitted a report (**Document “I”**) which provided an outline of the purpose, objectives and developments in the Council’s approach to risk management.

The Head of Internal Audit, Insurance, Information Governance and Risk reminded Members that following consideration of the Issue in March of this year, this report now gave an update on progress made in risk management across the authority. He stated that the departmental risks had been refreshed and could now be shared with the Portfolio Holders; that CMT had received two reports on risk management and that the Finance and Performance Report Quarter 1 2018/19 now included the Corporate Risk Register. In addition he mentioned that discussions had taken place on the Council’s approach to risk management with a need for a more coordinated strategy.

During the discussion a Member stated that the report did not contain a copy of the risk register which would have been useful in order to give some context to the report. In response it was explained that the report was not intended to give details on the actual risk register, but purely to give information on the progress made in compiling the register. He added that the risk register would be incorporated into future finance and performance reporting arrangements.

The Deputy Chair highlighted that Membership regularly change on this Committee, or that an alternate may be attending a particular meeting and therefore it was important that background information is included in the report.

In relation to a question regarding the proposal to reduce the risk matrix and thereby simplify the process, the Head of Internal Audit explained that it was important that as many people within the authority had an understanding of the risks, and therefore risk had to be realistic and simplistic in an attempt not to over analyse risk.

In relation to a question regarding the software used to record risk, it was explained that the majority of the risks were now recorded on one system, however further discussions would be had in terms of recording systems going forward.

Resolved –

- (1) That the improvements made to the operation of risk management by the Authority since January 2018 be acknowledged.**
- (2) That officers continue with the progress in risk management processes over the current year.**
- (3) That this Committee expresses its dissatisfaction at the omission of the risk register to this report.**

ACTION: Strategic Director Corporate Resources

24. BRADFORD COUNCIL'S WORKFORCE DEVELOPMENT STRATEGY 2015 - 2021

The Director of Human Resources submitted a report (**Document "J"**) which provided an update to Elected Members on the Council's Corporate Workforce Development Strategy 2015 – 2021.

During the discussion, a Member ascertained the number of apprenticeships currently on stream and it was stated that 256 apprenticeships were currently recruited by the Authority, with another 39 new starters joining the scheme during the next month.

In relation to the apprenticeship scheme a member questioned how potential applicants with special needs and or disabilities were identified, and appropriate support offered during the pre application process. In response it was explained that although no specific information was available on this, issues such as this could be looked at to ensure the scheme was accessible.

A Member also stated that there was some anecdotal evidence that in some service areas where apprenticeships were not common place, there was a reluctance to provide the necessary training required and that some officers were not happy to take on the responsibility. In response it was stated that guidance and appropriate support was provided to managers taking on an apprentice and that a number were filling an existing vacancy within the service area.

A Member commented on the improved presentation of the documentation pertaining to dismissal appeals.

A Member highlighted the lack of reference in the report to the equality objectives and in particular how LGBT/women were better reflected in the Council's workforce. In addition there seem to be no tangible outputs stated in the report relating to the Future Leaders' Programme and how participants were supported at the end of the Programme. In response it was explained that information on Future Leaders and progress was available and this could be circulated to Members.

In response to a question on BME representation across the Council, it was explained that a number of ideas were being developed to address the issue of underrepresentation and also better understand the whole recruitment process in relation to BME applicants.

A Member suggested that in relation to the protected characteristics some authorities such as Newcastle had done some ground breaking work in terms of staff working groups, providing a useful tool in influencing HR processes.

In relation to a question on performance management of staff, it was stated that a new online performance management system would act as a way of supporting and encouraging managers to support staff better.

In relation to a question on mental health first aid training, it was explained that this type of training was being looked at along with a plethora of other mental health issue awareness raising sessions.

The Talent and Councillor Development Manager gave a brief summary of the training that he was hoping to develop for Councillors which would include areas such as CSE; dementia training; mental health; homelessness and Universal Credit. He urged Members to continue using the Evolve system for all their training needs.

A Member suggested that following the Northamptonshire judgement it was important that all members were offered training in the area of local government finance, and the Councillor Development Manager agreed to incorporate this into the training offered to Members.

Resolved –

That the report be noted and that a progress report be submitted in 12 months time.

ACTION: Human Resources Director

25. CORPORATE OVERVIEW AND SCRUTINY COMMITTEE - WORK PROGRAMME 2018/19

The Chair of the Corporate Overview and Scrutiny Committee submitted a report (**Document “K”**) which set out the Corporate Overview and Scrutiny Committee work programme for 2018/19.

Resolved –

That an item on gambling be included in the work programme.

ACTION: Overview and Scrutiny Lead

Chair

Note: These minutes are subject to approval as a correct record at the next meeting of the Corporate Overview and Scrutiny Committee.