

# People Select Committee

A meeting of People Select Committee was held on Monday, 4th March, 2019.

**Present:** Cllr Mrs Jean O'Donnell(Chairman), Cllr Louise Baldock(Vice-Chairman), Cllr Sonia Bailey, Cllr Gillian Corr, Cllr Elsi Hampton, Cllr Stefan Houghton, Cllr Barbara Inman, Cllr Eileen Johnson,

**Officers:** Lorraine Dixon (IT), Gary Woods, Marianne Sleeman (DCE)

**Also in attendance:**

**Apologies:** Cllr Mick Moore

**PEO  
60/18**      **Evacuation Procedure**

The Chair welcomed everyone to the meeting and the evacuation procedure was noted.

**PEO  
61/18**      **Declarations of Interest**

There were no interests declared.

**PEO  
62/18**      **Minutes from the meetings held on 19th November 2018, 17th December 2018 and 21st January 2019**

Consideration was given to the minutes from the meetings held on 19th November, 17th December 2018 and 21st January 2019.

AGREED:

That the minutes of the meeting held on 19th November, 17th December 2018 and 21st January 2019 be confirmed and signed as a correct record.

**PEO  
63/18**      **Action Plan for Agreed Recommendations - Scrutiny Review of Digital Optimisation**

Members were presented with the Action Plan setting out how the agreed recommendations from the Review of Digital Optimisation will be implemented and target dates for completion.

The main issues highlighted were are follows:

- A resident's survey to understand the barriers to digital engagement will be considered by the Council's Viewpoint group to ensure the voice of those who do not currently access digital services is heard.
- A customer development platform would be designed; this could be shared with the Committee prior to going live.
- The Council's Digital Services Group Terms of Reference had been

revised to include Digital Champions.

- Staff training had commenced around customer journey, design and business process which would be included in staff appraisals. Training would be ongoing.
- North East Digital Service Group was a newly established forum which the Local Authority agreed to be part of; the first meeting was held in January 2019 and meetings would be every two months. The group will share learning and learn from discovery groups.
- The Council had signed up to the Local Digital Declaration during the course of the review, and this had already earned the Council training credits which will be taken up in May 2019.
- Bids for funding of digital projects, assistance and training will continue to be submitted.

AGREED

That the Action Plan be approved.

**PEO  
64/18**

### **Monitoring the impact of previously agreed recommendations**

Consideration was given to progress of the implementation of previously agreed recommendations. There were outstanding recommendations from the reviews of:

- Child Poverty
- FASD
- Disadvantage in Early Years
- Sickness Absence

Outstanding recommendations in relation to all of the above reviews were now fully achieved.

Regarding the Sickness Absence review, Members commended the Council's work around mental health awareness training for management, as well as the huge increases in take-up of the flu vaccine by Council staff.

AGREED

That the progress updates be noted and the assessments for progress be confirmed.

**PEO  
65/18**

### **Overview and Scrutiny - End-of-Term Report 2015-2019**

Consideration was given to the Overview and Scrutiny – End-of-Term Report 2015-2019. This report covered the work of the Council's Overview and Scrutiny function during the period 2015-2019, and the Committee were asked

to reflect on its work over the last four years, as well as the scrutiny process in general.

Committee discussions noted as follows:

- There had been good support of reviews from Officers and outside agencies who attended meetings when required.
- Task & Finish Groups were particularly helpful; more could be useful in the future.
- Site visits, where appropriate, proved useful as it gives additional insight.
- Members agreed that Cabinet support of Scrutiny Committees and the work they undertake was positive.
- Scrutiny training for any new Members joining a Committee was encouraged. It was noted that a full induction programme, including dedicated scrutiny training, would be rolled out for Councillors following the 2019 Local Elections.
- Members agreed the End-of-Term Report was well written and appropriately reflected the diverse range of topics and issues that had been reviewed through the scrutiny function over the last four years.

AGREED

That the Overview and Scrutiny – End-of-Term Report 2015-2019 be noted.

**PEO  
66/18**      **Work Programme 2018-2019**

Consideration was given to the People Select Committee Work Programme 2018-2019.

AGREED that the Work Programme 2018 -2019 was now complete

**PEO  
67/18**      **Chair's Update**

The Chair thanked all Members for their contributions to the work of the Committee over the last four years.