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Date: 30 August 2016

Dear Councillor,

### **Overview and Scrutiny Committee**

A Meeting of the **Overview and Scrutiny Committee** will be held in the **Council Chamber**, on **Wednesday, 07 September 2016** at **18:00**. You are requested to attend.

Yours faithfully,

Chief Executive

To:- **Conservative Group**  
Councillor Mrs. Farrington (Chairman), Councillor Swann (Vice-Chairman)  
and Councillors Billings, Mrs. Coe and Mrs. Patten.

**Labour Group**  
Councillors Bambrick, Dunn and Dr. Pearson.



## **AGENDA**

### **Open to Public and Press**

- 1** Apologies and to note any substitutes appointed for the Meeting.
- 2** To note any declarations of interest arising from any items on the Agenda
- 3** To receive any questions by members of the public pursuant to Council Procedure Rule No.10.
- 4** To receive any questions by Members of the Council pursuant to Council procedure Rule No. 11.
- 5** DERBYSHIRE COMMUNITY HEALTH PROVISION (Verbal presentation)
- 6** REVIEW OF iPad PROVISION FOR ELECTED MEMBERS **3 - 5**
- 7** REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA) – QUARTERLY REPORT ON USAGE **6 - 7**
- 8** COMMITTEE WORK PROGRAMME REPORT **8 - 9**

### **Exclusion of the Public and Press:**

- 9** The Chairman may therefore move:-  
That in accordance with Section 100 (A)(4) of the Local Government Act 1972 (as amended) the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraph of Part I of the Schedule 12A of the Act indicated in the header to each report on the Agenda.
- 10** To receive any Exempt questions by Members of the Council pursuant to Council procedure Rule No. 11.



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<b>REPORT TO:</b>	<b>OVERVIEW and SCRUTINY COMMITTEE</b>	<b>AGENDA ITEM: 6</b>
<b>DATE OF MEETING:</b>	<b>7<sup>th</sup> SEPTEMBER 2016</b>	<b>CATEGORY: RECOMMENDED</b>
<b>REPORT FROM:</b>	<b>DIRECTOR OF FINANCE &amp; CORPORATE SERVICES</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>KEVIN STACKHOUSE (01283 595811)</b> <a href="mailto:Kevin.stackhouse@south-derbys.gov.uk">Kevin.stackhouse@south-derbys.gov.uk</a>	<b>DOC:</b> u/ks/IT/members IT review 2016/progress report to scrutiny sept 16
<b>SUBJECT:</b>	<b>A REVIEW OF iPad PROVISION FOR ELECTED MEMBERS</b>	
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE:</b> Article 6 of the Constitution

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## **1.0 Recommendations**

1.1 That the feedback from Member consultation on current iPad provision is considered and the suggested areas for improvement are reviewed.

## **2.0 Purpose of the Report**

2.1 To provide feedback from a consultation exercise undertaken with Members regarding the current use of iPads. This is in accordance with the Committee's approved work programme for 2016/17 to review IT provision for Members.

## **3.0 Detail**

### **Background**

3.1 In October 2013, all Members of the Council were equipped with iPads. This followed a review of ICT provision for Members where several options were considered.

3.2 The primary reason for introducing iPads was to provide an E-committee solution to enable Members to access Committee agendas and other documentation electronically.

3.3 Following implementation, this reduced the amount of printed material associated with the Committee system and saved the Council approximately £25,000 per year in the cost of paper, printing and postage/courier services.

3.4 The initial cost of the iPads was approximately £20,000 and this was financed from the IT reserve. A provision for future replacements is included in the IT replacement programme. [Page 4 of 10](#)

- 3.5 The iPads were supplied to allow Members to access Committee documentation and e-mails, together with internet access for Council business.
- 3.6 Consultation at that time found that there was little need or appetite for additional functionality regarding, for example, Microsoft Office to be included on the devices. The specification of the current iPads was determined on that basis.

### **Current Situation**

- 3.7 Generally, the use of iPads has been welcomed and they appear to be well used. There have been some issues raised regarding training, the ease of accessing documents in some cases and whether they are being used to their full potential.
- 3.8 Over the last 3-years, there have been a handful of requests to have spread sheet and word functionality added to iPads. The current specification of the devices makes this prohibitive on a technical basis. As stated earlier, this is because the devices were purchased and equipped primarily for reading documentation and internet access only.
- 3.9 Consequently, the Committee have agreed to review the current use of iPads and how their use could potentially be improved.

### **Consultation**

- 3.10 To inform this process, a short questionnaire was sent to all Members which asked for responses on:
- What do you use your iPad for at present?
  - How do you think the current provision could be improved?
  - What would make the iPads easier to use and enable you to use them more often?
  - Do you currently use the webmail link to access your Council emails on your own computer and if so, do you feel that this is easier than accessing emails via the iPad?
- 3.11 About a 1/3 of Members submitted responses. From these responses, all confirmed that the iPads were used as intended, i.e. for accessing documentation and emails. Some Members also indicated they had used the camera facility for taking photographs in connection with matters raised in their wards, although other Members indicated that their personal phone was more convenient.
- 3.12 Several Members indicated that they use the webmail link and access emails on their own computer as it is generally easier, in particular for viewing

attachments. Some comments indicated that dealing with emails on the iPad was cumbersome.

3.13 Several suggestions were made for improvement and some comments were made regarding frustrations when using the devices. These points are summarised below:

- Could greater use be made of a Calendar function so that Council meetings and appointments, etc. can be viewed on the iPad?
- Having to re-type email addresses once they are known is a frustration and contacts cannot be easily saved.
- More training generally was a matter flagged up by several Members.
- Two Members specifically asked if Microsoft Word could be added onto the iPad.
- There were a couple of responses asking whether a smaller and more up-to-date device with more functionality could now be used.
- There was also a request to link the iPad back to the desktop where folders are stored on the Council's network.

3.14 Given this feedback, the Council's ICT service providers are undertaking a review to determine what options are available to improve the use of the ipads for Members along the lines suggested, together with what additional support and guidance can be provided. This will be reported to the next meeting of the Committee.

#### **4.0 Financial Implications**

4.1 None

#### **5.0 Corporate Implications**

5.1 None

#### **6.0 Community Implications**

6.1 None.

#### **7.0 Background Papers**

7.1 None

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<b>REPORT TO:</b>	<b>OVERVIEW AND SCRUTINY COMMITTEE</b>	<b>AGENDA ITEM: 7</b>
<b>DATE OF MEETING:</b>	<b>7<sup>TH</sup> SEPTEMBER 2016</b>	<b>CATEGORY: DELEGATED</b>
<b>REPORT FROM</b>	<b>CHIEF EXECUTIVE</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>ARDIP KAUR – 595715 ardip.kaur@south-derbys.gov.uk</b>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA) – QUARTERLY REPORT ON USAGE</b>	<b>REF:</b>
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE:</b>

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## **1.0 Recommendations**

- 1.1 To note the internal report on the Council's use of the Regulation of Investigatory Powers Act 2000.

## **2.0 Purpose of Report**

- 2.1 To note the report on the Council's use of the Regulation of Investigatory Powers Act 2000 since 1<sup>st</sup> June 2016.

## **3.0 Detail**

- 3.1 The Committee, on 22<sup>nd</sup> June 2016 approved the Council's amended RIPA Policy and Guidance document. The Overview and Scrutiny Committee is authorised to review the Council's use of RIPA, set the Council's general surveillance policy, and consider quarterly reports on the use of RIPA to ensure that it is being used as per the Council's policy.
- 3.2 RIPA is intended to regulate the use of investigatory powers and ensure they are used in accordance with human rights. This is achieved by requiring certain investigations involving covert surveillance to be authorised by an appropriate Authorising Officer and then a JP before they are carried out.
- 3.3 Directed surveillance is often conducted by local authorities to investigate benefit fraud or to collect evidence of anti-social behaviour. It may involve covertly following people, covertly taking photographs of them or using hidden cameras to record their movements.
- 3.4 RIPA stipulates that the person (Authorising Officer) granting an authorisation for directed surveillance must believe that the activities to be authorised are necessary on one or more statutory grounds. The members of the Corporate Management Team, identified in the Council's Policy and Procedure, consider all applications for authorisation. The Authorising Officer must ensure that there is satisfactory reason

for carrying out the surveillance, the covert nature of the investigation is necessary, proper consideration has been given to collateral intrusion, and the proposed length and extent of the surveillance is proportionate to the information being sought. This involves balancing the seriousness of the intrusion into the privacy of the subject of the operation against the need for the activity in investigative and operational terms. Following legislative changes, in addition to the aforementioned, the Council is required to obtain judicial approval prior to using covert techniques and the Councils use of directed surveillance under RIPA will be limited to the investigation of crimes which attract a six month or more custodial sentence.

3.5 The usage of RIPA during the period June 2016 to August 2016 has been nil. No authorisations have been requested or granted.

#### **4.0 Financial Implications**

4.1 None arising directly from this report.

#### **5.0 Corporate Implications**

5.1 The Council must act in accordance with recent legislative changes regarding the authorisation process and the surveillance crime threshold.

#### **6.0 Community Implications**

6.1 Covert surveillance is carried out in a manner calculated to ensure that the person subject to the surveillance is unaware of it taking place. The Council carries out directed surveillance which is covert, not intrusive, is not carried out in an immediate response to events, and is undertaken for the purpose of a specific investigation or operation in a manner likely to obtain private information about an individual.

6.2 Section 8 of the application form asks the applicant to supply details of any potential collateral intrusion and to detail why the intrusion is unavoidable. The idea behind collateral intrusion is to identify who else, apart from the subject of the surveillance, can be affected by the nature of the surveillance. Any application for authorisation should include an assessment of the risk of the collateral intrusion and this should be taken into account by the Authorising Officer when considering proportionality. The Authorising Officer needs to know by those carrying out the surveillance if the investigation or operation would unexpectedly interfere with the privacy of individuals not covered by the authorisation. An Authorising Officer must be made aware of any particular sensitivities in the local community.

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<b>REPORT TO:</b>	<b>OVERVIEW AND SCRUTINY COMMITTEE</b>	<b>AGENDA ITEM: 8</b>
<b>DATE OF MEETING:</b>	<b>7<sup>th</sup> SEPTEMBER 2016</b>	<b>CATEGORY: DELEGATED</b>
<b>REPORT FROM:</b>	<b>CHIEF EXECUTIVE</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>ROOPY PABLA (EXT.5848) CHRIS TYLER (EXT.5722)</b>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>COMMITTEE WORK PROGRAMME</b>	<b>REF:</b>
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE: G</b>

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### **1.0 Recommendations**

1.1 That the Committee considers and approves the updated work programme.

### **2.0 Purpose of Report**

2.1 The Committee is asked to consider the updated work programme.

### **3.0 Detail**

3.1 Attached at Annexe 'A' is an updated work programme document. The Committee is asked to consider and review the content of this document.

### **4.0 Financial Implications**

4.1 None arising directly from this report.

### **5.0 Background Papers**

5.1 Work Programme.

Overview & Scrutiny Work Programme 2016/17														Annexe A													
Project	Committee & Date	Jun-16		Sep-16		Oct-16		Nov-16		Dec-16		Jan-17		Feb-17		Mar-17		Apr-17		May-17		Responsible Head of Service					
			22		7		19				7		18		8				22								
Annual Report																						Legal and Democratic Services Manager.					
RIPA																						Legal & Democratic Services Manager					
Setting the Work programme																						Director of Finance and Corporate Services					
Budget																						Director of Finance and Corporate Services					
Festival of Leisure																						Director of Community and Planning					
Street Scene																						Director of Housing and Environmental Services					
Recycling/Bulky Waste Collections																						Director of Housing and Environmental Services					
Derbyshire Community Health Provision																						Director of Community and Planning					
Adult Care/Public Health																						Director of Community and Planning					
Member IT Provision																						Director of Finance and Corporate Services					
Voluntary Sector																						Director of Community and Planning					
Section 106 Progress																						Director of Community and Planning					
Domiciliary Dental Provision																						Director of Community and Planning					
Ambulance Service																						Director of Community and Planning					
Telecare Provision																						Director of Housing and Environmental Services					
Member Training																						Director of Community and Planning / Legal & Democratic Manager					
Dementia & Their Carers Public Meeting																						Director of Community and Planning					
Local Provision of End of Life Care - Public Meeting																						Director of Community and Planning					
<b>Key</b>																											
Report to Committee																											
Report to Task Group																											