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Date: 11 October 2016

Dear Councillor,

**Overview and Scrutiny Committee**

A Meeting of the **Overview and Scrutiny Committee** will be held in the **Council Chamber**, on **Wednesday, 19 October 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.
- 2** To receive the Open Minutes of the Meeting held on 22nd June 2016 and 7th September 2016.  
Overview and Scrutiny Committee Open Minutes 22nd June 2016 **4 - 6**  
  
Overview and Scrutiny Committee Open Minutes 7th September 2016 **7 - 10**
- 3** To note any declarations of interest arising from any items on the Agenda
- 4** To receive any questions by members of the public pursuant to Council Procedure Rule No.10.
- 5** To receive any questions by Members of the Council pursuant to Council procedure Rule No. 11.
- 6** NATIONAL HEALTH SERVICE DERBY & BURTON HOSPITALS UPDATE (Verbal presentation)
- 7** EAST MIDLANDS AMBULANCE SERVICE UPDATE (Verbal presentation)
- 8** SECTION 106 CONTRIBUTIONS UPDATE (Verbal presentation)
- 9** FESTIVAL OF LEISURE (Verbal presentation)
- 10** A REVIEW OF iPad PROVISION FOR ELECTED MEMBERS **11 - 13**
- 11** TRIDENT MEETING FEEDBACK (Verbal update)

**12** STREET SCENE & RECYCLING / BULKY WASTE COLLECTIONS  
(Scoping for December report)

**13** COMMITTEE WORK PROGRAMME REPORT

**14 - 15**

**Exclusion of the Public and Press:**

**14** 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.

**15** To receive any Exempt questions by Members of the Council pursuant to Council procedure Rule No. 11.



OVERVIEW AND SCRUTINY COMMITTEE

22<sup>nd</sup> June 2016

**PRESENT:-**

**Conservative Group**

Councillor Mrs Farrington (Chairman), Councillor Swann (Vice-Chairman) and Councillors Billings and Mrs Coe.

**Labour Group**

Councillor Bambrick.

**In attendance**

Councillor Atkin (Conservative Group).

OS/1 **APOLOGIES**

Apologies were received from Councillors Mrs Patten (Conservative Group), and Dunn and Dr Pearson (Labour Group).

OS/2 **MINUTES**

The Open Minutes of the Meetings held on 10<sup>th</sup> February 2016 and 23<sup>rd</sup> March 2016 were taken as read, approved as a true record and signed by the Chairman.

OS/3 **DECLARATIONS OF INTEREST ARISING FROM ITEMS ON AGENDA**

The Committee were informed that no declarations of interest from Members of the Council had been received.

OS/4 **QUESTIONS RECEIVED BY MEMBERS OF THE PUBLIC PURUSANT TO COUNCIL PROCEDURE RULE NO. 10**

The Committee were informed that no questions from members of the Public had been received.

OS/5 **QUESTIONS RECEIVED BY MEMBERS OF THE COUNCIL PURUSANT TO COUNCIL PROCEDURE RULE NO. 11**

The Committee were informed that no questions from Members of the Council had been received.

OS/6 **REGULATION OF INVESTGATORY POWERS ACT 2000 (RIPA) – POLICY & GUIDANCE DOCUMENT AND QUARTERLY REPORT**

The Chief Executive presented the report to Committee.

Councillor Atkin, referring to surveillance activity carried out by the Environment Department, queried whether there was a requirement to inform Councillors. The Chief Executive confirmed that such activity needed to be covert at all levels and that the power to prosecute was delegated to specific officers within the Council.

**RESOLVED:-**

***1.1 Members approved the Council's Regulation of Investigatory Powers Act 2000 ('RIPA') Policy and Guidance document.***

***1.2 Members noted the internal report on the Council's use of the Regulation of Investigatory Powers Act 2000 in the last quarter.***

OS/7 **ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY COMMITTEE 2015/16**

**RESOLVED:-**

***Members noted the Committee's Annual Report for 2015/16.***

OS/8 **SETTING THE OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2016-17**

In discussing topics for inclusion, the Chairman suggested the Ambulance Service as a topic for inclusion in the programme, for a November meeting.

The Vice-Chairman proposed that Member training be considered as another topic, in particular the choice of provider, the relevance of the information being provided, the length of training and the presentation method(s). Councillor Billings also stated, in relation to the Planning Committee in particular, that whilst the Committee Members required more in depth knowledge, other Members required an overview, given that that they were occasionally required to attend that Committee as Ward Members. The Director of Community and Planning Services agreed to assist with this topic, suggesting February 2017 as a suitable time, before the 2017 training round commenced, a proposal accepted by Members.

The Chairman suggested that Committee Members be assigned topics from the Work Programme, to lead the Committee's review via workgroups. To this end, Councillor Billings agreed to lead on IT matters. Similarly, the Vice-Chairman will lead on the Recycling / Bulky Waste collections topics, the latter

allocated to the October and December 2016 meetings alongside Street Scene.

Councillor Mrs Coe queried whether there was an intention to again have external meetings of the Committee. The Chairman confirmed that this was the intention, from the October 2016 meeting, looking to make Dementia a lead topic at one meeting. It was also suggested that End of Life Care be a topic at another meeting, further details to be determined following a planned meeting with the Council's Health Partnership Manager.

**RESOLVED:-**

***Members considered and agreed the proposed Committee Work Programme for 2016/17.***

OS/9

**LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

**RESOLVED:-**

***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 would be 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 paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.***

**EXEMPT QUESTIONS FROM MEMBERS OF THE COUNCIL UNDER COUNCIL PROCEDURE RULE NO 11**

***The Committee were informed that no exempt questions from Members of the Council had been received.***

The Meeting terminated at 6:35 pm.

COUNCILLOR MRS FARRINGTON

CHAIRMAN

OVERVIEW AND SCRUTINY COMMITTEE

7<sup>th</sup> September 2016

**PRESENT:-**

**Conservative Group**

Councillor Mrs Farrington (Chairman), Councillor Swann (Vice-Chairman) and Councillors Billings and Mrs Patten

**Labour Group**

Councillors Bambrick, Dunn and Dr Pearson

OS/10 **APOLOGIES**

Apologies were received from Councillor Mrs Coe (Conservative Group)

OS/11 **DECLARATIONS OF INTEREST ARISING FROM ITEMS ON AGENDA**

The Committee were informed that no declarations of interest from Members of the Council had been received.

OS/12 **QUESTIONS RECEIVED BY MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE NO. 10**

The Committee were informed that no questions from members of the Public had been received.

OS/13 **QUESTIONS RECEIVED BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO. 11**

The Committee were informed that no questions from Members of the Council had been received.

OS/14 **A REVIEW OF iPad PROVISION FOR ELECTED MEMBERS**

The Director of Finance and Corporate Services presented the report and summarised the responses to the consultation that Councillor Billings had coordinated with Members. The Director summarised that the iPads, primarily set up to read Committee papers, were being used by Members mainly for this function. Over the last three years, Members had suggested optimising iPad usage by incorporating the ability to access Microsoft Outlook, specifically, email and calendar as well as synchronising mobile devices with network desktops to avoid duplication of work. Since this report had been published,

the Director had liaised with the IT department and was advised that in order to facilitate the enhancement requests made by Members, there would be additional costs incurred.

A discussion ensued regarding the cost and longevity of upgrading the current iPads with additional software and whether replacement would be more cost effective and futureproof. Members suggested investigating alternative mobile devices in order to incorporate the improvements recommended in the consultation.

Councillor Mrs Patten commended the reliability of the tablet supplied by Derbyshire County Council and offered to provide the Director of Finance and Corporate Services with the model specification.

Councillor Bambrick questioned whether Labour Group members had been consulted during this process. Councillor Billings confirmed he had liaised initially with Councillor Dr Pearson who had advised that Councillor Tilley was the Information Technology (IT) Champion for the Labour Group. Councillor Dr Pearson advised that the Group's responses would likely have been similar to those mentioned already.

The Director of Finance and Corporate Services confirmed that the IT replacement budget could fund new iPads, but these costs would need to be reviewed alongside assessment of purchasing mobile devices that are futureproof. The Director advised that in order for Members to make a more informed decision, an update of costs and alternative mobile devices would be provided at a future Committee.

**RESOLVED:-**

***Members considered the feedback from the consultation on current iPad provision and reviewed the suggested areas for improvement.***

OS/15 **DERBYSHIRE COMMUNITY HEALTH PROVISION – Verbal Presentation**

Mark Roberts, General Manager of Derbyshire Community Health Services presented an overview of the Community Nursing Service in the Swadlincote and surrounding area to Members. Members were informed that the Community Nursing teams in Swadlincote are located at Swadlincote Health Centre with three District Nurses (DN) leading three sub-teams of Community Staff Nurses and Health Care Assistants that cover two surgeries each.

It was outlined that the Community Nursing provision runs until 6.15pm daily and that outside of these hours, an evening and night service is provided by Derbyshire Health United. Detailed information was provided on the numbers



of nurses providing health care during the week and weekends and the additional support provided by South Derbyshire Single Point of Access (SPA) team for crisis intervention and End of Life (EoL) care was also noted. Members were informed that the SPA service works closely with District Nurses and liaises with East Midlands Ambulance Service in order to facilitate care.

A discussion concerning the continuity and level of care in the home followed where Members provided examples of specific incidents. Mark explained that details of any complaint should be sent to the Patient Advice and Liaison Service (PALS) and each case would be investigated.

Councillor Dunn raised concern regarding the awards presented for EoL care, in that the wording seemed inappropriate. Members agreed that good work deserves recognition, but suggested the awards could be rephrased and given for excellent care, not EoL care.

Members discussed the recent talks to combine health and social care and the positive and negative implications of this. Members joined the Chairman in thanking Mark Roberts for the informative presentation.

OS/16 **REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA) – QUARTERLY REPORT ON USAGE**

The Director of Finance and Corporate Services presented the report to Committee.

**RESOLVED:-**

***Members noted the internal report on the Council's use of the Regulation of Investigatory Powers Act 2000.***

OS/17 **COMMITTEE WORK PROGRAMME 2016-17**

The Committee considered and approved the updated work programme.

**RESOLVED:-**

***Members considered and agreed the proposed Committee Work Programme for 2016/17.***

OS/18 **LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

**RESOLVED:-**

***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 would be 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 paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.***

**EXEMPT QUESTIONS FROM MEMBERS OF THE COUNCIL UNDER COUNCIL PROCEDURE RULE NO 11**

***The Committee were informed that no exempt questions from Members of the Council had been received.***

The Meeting terminated at 6:55 pm.

COUNCILLOR MRS FARRINGTON

CHAIRMAN

<b>REPORT TO:</b>	<b>OVERVIEW and SCRUTINY COMMITTEE</b>	<b>AGENDA ITEM: 10</b>
<b>DATE OF MEETING:</b>	<b>19th OCTOBER 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 oct 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

## **1.0 Recommendations**

- 1.1 That the option of replacing iPads with a more suitable device to meet the updated needs of Members is pursued.

## **2.0 Purpose of the Report**

- 2.1 To provide an update on options for upgrading or replacing current iPads which would provide increased functionality for Members.

## **3.0 Detail**

- 3.1 In accordance with its approved work programme for 2016/17, the Committee considered a report on the current use of iPads at its meeting on 7<sup>th</sup> September. This followed a consultation exercise with Members to review their usage, individual experiences of using the device for Council business, together with ascertaining future requirements.
- 3.2 The current iPads were introduced in October 2013 with a clear purpose to replace paper, printing and postage associated with the Committee process. Generally, this has proved to be successful as evidenced by the consultation exercise and other feedback.
- 3.3 The initial capital cost of purchasing the devices was completely outweighed by the on-going revenue savings of a paper system which, at that time, was costing the Council £25,000 per year.
- 3.4 However, in other aspects, the devices are limited in functionality as previously reported. The iPads were introduced mainly to provide an E-Committee solution via a reading device.

- 3.5 Members have increasingly used them to deal with email, for research in connection with Council business, with several Members previously requesting connectivity and access to Microsoft Office.
- 3.6 However, Members indicated through the consultation exercise that dealing with email was cumbersome and general ease of use of the current iPad was difficult.
- 3.7 Following discussions at the meeting in September, further analysis has been undertaken on options to improve functionality. Effectively, there are two options. Firstly, to upgrade the current devices or to replace them with a more modern, mobile and user-friendly device.
- 3.8 However, initial analysis soon reduces the options to one, i.e. to consider replacement. Clearly, there is an option to do nothing and to continue to use the current device until it becomes unsupported. With this option, it is considered that life expectancy could be for several years, but this is uncertain.
- 3.9 Over the last 3 years, the “hand-held” device market has developed significantly to the point that the current iPad used by Members is becoming out-dated. Advice from the Council’s ICT service provider indicates that it would be technically difficult to individually upgrade the functionality of the current devices and to network them to Council systems.
- 3.10 In addition, additional licence and software costs would be incurred and it is estimated that these could be as much as procuring a batch of new modern devices.
- 3.11 Therefore, it is recommended that resources are concentrated on procuring a suitable replacement to meet the needs of Members. If this is agreed, the Council can have free access to some trial devices which can be tested before a final recommendation is made.
- 3.12 This would then help to determine the final solution for Members.

#### **4.0 Financial Implications**

- 4.1 If ultimately the replacement option is approved, then this would be subject to a procurement exercise following the compilation of the final specification. At this stage, the estimated capital cost of replacing up to 45 devices (to allow for spares and for use by visitors to Committees) is £18,000.
- 4.2 This would allow for increased functionality compared to the current devices. The capital cost has been allowed in the ICT replacement programme and the estimated cost would be contained within the budgeted amount.
- 4.3 The on-going costs of support and maintenance is not expected to be any greater than it is now and the support contract is funded through the Council’s ICT budget.

4.4 The current devices will need to be used in the interim and this will ensure that further usage is made to get the maximum return on the initial investment. It is expected that a replacement could take up to 6 months after allowing for selecting the most suitable device, procurement, training and implementation, etc.

## **5.0 Corporate Implications**

5.1 The existing devices could be maintained for continued use elsewhere in the Council, for visitors, or to act as spare devices for Committee meetings.

## **6.0 Community Implications**

6.1 In addition, the Council has previously passed on equipment to local voluntary organisations for training and educational purposes; this ensures that full use is made of any hardware no longer required by the Council.

## **7.0 Background Papers**

7.1 Report to Overview and Scrutiny Committee, 7<sup>th</sup> September 2016.

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<b>REPORT TO:</b>	<b>OVERVIEW AND SCRUTINY COMMITTEE</b>	<b>AGENDA ITEM: 13</b>
<b>DATE OF MEETING:</b>	<b>19<sup>th</sup> OCTOBER 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																						