

Finance and Resources OSC Action Points

Date of meeting	Action point	Responsible officer	Date action completed	Response
08/06/21	<p data-bbox="338 384 875 584"><u>Item 10: Quarter 4 Performance Report – Corporate & Contracted Services</u> Councillor Douris referred to page 69 regarding HNL’s (Household Notification Letters) and sought clarification on what a route 1 property was.</p> <p data-bbox="338 619 891 683">M Brookes said he would provide a written response.</p>	M Brookes	23/06/21	<p data-bbox="1319 384 2056 480">Please see below the explanation provided by Electoral Services Team regarding “Route 1” as requested at the last meeting by Councillor Douris.</p> <p data-bbox="1319 515 2065 1023">The reformed canvass incorporated a ‘data matching step’ at the start in which registered electors were compared against datasets to see if they matched. EROs were required to conduct ‘national data matching’ against data held by the Department for Work and Pensions (DWP) and had the option to conduct ‘local data matching’ against local data sources such as council tax. If all members of a household matched these datasets or local data sources, the property was deemed as a ‘match’ and allocated to Route 1. If at least one member of a household did not match, the property was deemed a ‘non-match’ and allocated to Route 2. The results of this process then informed EROs whether the elector(s) living in each property were likely to have changed or not.</p> <p data-bbox="1319 1058 2051 1294">This allowed Council’s to concentrate resources on the properties where the data matching indicated that a change was likely (‘Route 2’). This ‘unmatched’ group of properties were required to respond to the canvass communications they received from their ERO, and the ERO was required to make a minimum of three contact attempts where they did not receive a response.</p> <p data-bbox="1319 1329 2011 1394">52,184 Households matched as Route 1. They all therefore received a Canvass Communication A form</p>

				(CCA), confirming the details of who was registered at the property and advised to return the form, only if there were changes. The EROs were not required to chase these properties for a response. As this was carried out in June/July last year it was deemed beneficial to send the Household Notification Letter to them (ahead of the election), to give them an opportunity to tell us of any changes we were unaware of.
08/06/21	<p><u>Item 6: Action points</u></p> <p>Councillor Tindall highlighted that the response says the £50 does not form part of the standard ICT issued to councillors. He suggested that if there was a standard ICT package issued to councillors then it must be written down somewhere.</p> <p>L Roberts confirmed the ICT department had that information. M Brookes asked for that information to be sent on to members.</p>	L Roberts	25/06/21	<p>DBC ICT were asked to provide the following for members ahead of the 2019 election:</p> <ol style="list-style-type: none"> 1. Lenovo Miix 520 & power supply 2. Microsoft Office/365 Suite 3. Mod.gov (paperless meetings)
08/06/21	<p><u>Item 12: Work Programme</u></p> <p>Councillor Townsend looked forward to receiving the email from Councillor Tindall. He then questioned if there was a Terms of Reference in the Constitution to define the scrutiny process. He felt it would be useful to see that information and have a refresher on what they're trying to achieve in the scrutiny process.</p> <p>M Brookes confirmed there was a Terms of Reference in the Councils Constitution so he could forward that on to members.</p>	M Brookes	23/06/21	<p>Terms of reference:</p> <p>To perform the overview, scrutiny and policy development role in relation to all matters and business associated with the Cabinet Portfolios for Finance and Resources and Corporate and Contracted services. This will include any issues arising within the following areas:</p> <ul style="list-style-type: none"> • Financial Resources <ul style="list-style-type: none"> ○ Accounting ○ Transactional Finance & Payroll ○ Insurance • Revenues, Benefits and Counter-Fraud • Asset management

				<ul style="list-style-type: none"> ○ Allotments ○ Commercial Properties ○ Cemeteries ○ Civic Buildings ○ Parking ● Corporate Resources <ul style="list-style-type: none"> ○ Legal Services ○ Procurement, Commissioning and Compliance and contract management ● Democratic Services <ul style="list-style-type: none"> ○ Elections and Electoral Registration ○ Member Support ● Digital <ul style="list-style-type: none"> ○ Information and Communications Technology ○ Website ● Corporate Performance Management <ul style="list-style-type: none"> ○ Corporate Planning ○ Performance Management, Innovation and Quality Assurance ○ Human Resources, Organisational Development and Training ○ Communications <p>6.2 Composition</p> <p>(ii) A Member of the Cabinet cannot be a Member of a Scrutiny Committee.</p> <p>(ii) The Council will observe the rules governing political balance contained in Section 15 of the Local Government and Housing Act 1989 when allocating seats to each of the Scrutiny Committees.</p> <p>(iii) The Chairmen of the Scrutiny Committees are</p>
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				<p>to be appointed by the Council.</p> <p>(vi) The Vice-Chairmen of the Scrutiny Committees are also to be appointed by the Council. In the event that there is a Majority Group within the Council, one of the three Vice-Chairmen must be appointed from outside the Majority Group.</p> <p>6.3 General role</p> <p>Within their terms of reference, the Scrutiny Committees may:</p> <p>(i) Review and/or scrutinise decisions made or actions taken, in connection with the discharge of any of the Council's functions.</p> <p>(ii) make reports and/or recommendations to the full Council and/or the Cabinet and/or any joint committee in connection with the discharge of any functions;</p> <p>(iii) consider any matter affecting the Borough or its inhabitants;</p> <p>(iv) Exercise the right to call-in, for reconsideration, decisions made but not yet implemented by the Cabinet.</p> <p>(v) Refer to full Council for review or scrutiny, a decision made but not yet implemented by the Cabinet.</p> <p>6.4 Specific functions</p>
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				regional or local, to ensure that the interests of local people are enhanced by collaborative working.
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