

Decision Maker: Executive and Resources
Policy Development & Scrutiny Committee

Date: 3rd January 2013

Decision Type: Non-Urgent Non-Executive Non-Key

Title: **MATTERS ARISING FROM PREVIOUS MEETINGS**

Contact Officer: Graham Walton, Democratic Services Manager
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Chief Officer: Mark Bowen, Director of Resources

Ward: N/A

1. Reason for report

1.1 **Appendix 1** updates Members on matters arising from previous meetings which continue to be “live” – three matters are listed from recent meetings.

2. **RECOMMENDATION(S)**

2.1 **The Committee is invited to consider progress on matters outstanding from previous meetings.**

Corporate Policy

1. Policy Status: Existing Policy: Committees normally receive a report on matters outstanding at each meeting.
 2. BBB Priority: Excellent Council:
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Financial

1. Cost of proposal: No Cost:
 2. Ongoing costs: Not Applicable:
 3. Budget head/performance centre: Democratic Services
 4. Total current budget for this head: £320,320 (2012/13)
 5. Source of funding: Existing revenue budgets
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Staff

1. Number of staff (current and additional): There are 8 posts (7.22 fte) in the Democratic Services Team.
 2. If from existing staff resources, number of staff hours: Monitoring the Committee's matters arising takes a few hours per meeting.
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Legal

1. Legal Requirement: None:
 2. Call-in: Not Applicable: This report does not involve an executive decision.
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Customer Impact

1. Estimated number of users/beneficiaries (current and projected): This report is intended primarily for the benefit of members of the Committee.
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Ward Councillor Views

1. Have Ward Councillors been asked for comments? No
2. Summary of Ward Councillors comments: N/A

Non-Applicable Sections:	Policy/Financial/legal/Personnel
Background Documents: (Access via Contact Officer)	Minutes of this Committee's previous meetings.

Minute Number/ Title/Date	PDS Request	Update	Action By	Completion Date
189 Exit Interviews (14 th June 2012)	Committee requested that a report be prepared for GP&L Committee on staff exit interviews	A report was considered by GP&L Committee on 26/9/12 – the Committee referred the issue to Improvement and Efficiency Sub-Cttee (now on 19 th February 2013)	Assistant Chief Executive (HR)/Democratic Services Manager	February 2013
193/252 Work Programme: Working Groups (14 th June 2012 and 18 th October 2012)	Committee requested updates on progress with implementing the recommendations of the Communications and New Technology Working Groups	A report on the Communications Working Group's recommendations was considered at the last meeting. The Constitution Improvement Working Group considered aspects of the New Technology Working Group's report relating to Members' IT at its meetings on 6/9/12 and 27/9/12 and its recommendations were considered by Council on 12/11/12. The New Technology Working Group was re-convened by this Committee to examine these recommendations at the request of Council - dates for the Working Group to meet will be sought in January.	Democratic Services Manager	January 2013

266 (8) Public Health Transfer of Contracts (21 st November 2012)	The Chairman requested an organisation chart for Public Health	An organisation chart has been circulated.	Deputy Finance Director /Director of Public Health	December 2012
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