

AGENDA

Page No

1. MINUTES
To confirm the minutes of the meeting held on 9 June 2016 (SC.3 - SC.8), previously circulated.
2. APOLOGIES FOR ABSENCE
3. HAMBLETON, RICHMONDSHIRE AND WHITBY CCG - TRANSFORMING OUR COMMUNITIES: PUBLIC CONSULTATION
To receive a presentation from the Hambleton, Richmondshire and Whitby CCG on the Transforming Our Communities: Public Consultation
4. POLICY REVIEW - HEALTH AND SAFETY MANAGEMENT 1 - 4
Report of the Chairman
5. POLICY REVIEW - CIVIL PARKING ENFORCEMENT 5 - 8
Report of the Chairman
6. MATTERS OF URGENCY
Any other business of which not less than 24 hours' prior notice, preferably in writing, has been given to the Chief Executive and which the Chairman decides is urgent.

HAMBLETON DISTRICT COUNCIL

Report To: Scrutiny Committee
28 July 2016

From: Chairman of Scrutiny Committee

Subject: **POLICY REVIEW – HEALTH AND SAFETY MANAGEMENT**

All Wards

1.0 SUMMARY:

1.1 The purpose of this report is to approve the project plan for the Policy Review on Health and Safety Management.

2.0 BACKGROUND:

2.1 At its meeting on 9 June 2016 the Committee agreed to undertake a review on Health and Safety Management within the Council.

3.0 INFORMATION AND ISSUES:

3.1 The Committee is now asked to provide details of the information it wishes to receive and issues it wishes to consider at the initial stages of this review and how it would like the review conducted.

3.2 A draft project plan is attached at Annex A.

4.0 RECOMMENDATION:

4.1 It is recommended that the Committee approves the project plan and determines information that it would like officers to report upon to the next meeting of the Committee.

COUNCILLOR STEPHEN DICKINS

Background papers: Scrutiny Committee Minutes, 9 June 2016

Author ref: LAH

Contact: Louise Hancock
Democratic Services Officer
Direct Line No: (01609) 767015

SCRUTINY COMMITTEE

POLICY REVIEW – HEALTH AND SAFETY MANAGEMENT

TERMS OF REFERENCE:

To consider whether the existing plans, policies and working arrangements for Health and Safety Management within the Council are effective and to ensure that the Council's Health and Safety meets or exceed the legal requirements

SCOPE

- To review the existing arrangements for Health and Safety Management, including the secondment arrangement with NYCC
- To review the Corporate Health and Safety Plan for 2016-2017
- To review the Health and Safety Policy 2016
- To consider performance on the key improvement priorities for 2016-2017
- To consider how the Corporate Policy and Plan is being implemented in the key risk areas for Health and Safety in the Council

OBJECTIVES

- To investigate whether the existing arrangements for Health and Safety Management are effective and fit for purpose
- To ascertain whether any significant Health and Safety issues remain unresolved and to consider a way forward to resolving these issues
- To review the Corporate Health and Safety Policy and Health and Safety Plan for 2016-17 taking into consideration any outstanding issues that remain unresolved
- To review existing arrangements for Health and Safety Management and consider whether these are effective

WITNESSES

- Chief Executive, Dr Justin Ives
- Executive Director, Mick Jewitt
- Dominic Passman, Health and Safety Risk Manager
- Head of Service – Environment, Paul Staines
- Head of Service – Leisure and Communities, Steve Lister

DOCUMENTS/EVIDENCE

- Health and Safety Policy 2016
- Health and Safety Plan for 2016/17
- Progress reports on the implementation of the Health and Safety Plans
- WASS Health and Safety Plan 2016/17
- Leisure and Communities Health and Safety Plan 2016/17

OTHER METHODS/CONSULTATION/RESEARCH

Task and Finish Groups.

OFFICER SUPPORT

Louise Hancock, Democratic Services Officer
Gary Nelson, Head of Service – Legal and Information (Monitoring Officer)

TIMESCALE

Commencing September 2016
Projected completion January 2017
Report to Cabinet February 2017

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HAMBLETON DISTRICT COUNCIL

Report To: Scrutiny Committee
28 July 2016

From: Chairman of Scrutiny Committee

Subject: **POLICY REVIEW – CIVIL PARKING ENFORCEMENT**

All Wards

1.0 SUMMARY:

1.1 The purpose of this report is to approve the project plan for the Policy Review on Civil Parking Enforcement.

2.0 BACKGROUND:

2.1 At its meeting on 9 June 2016 the Committee agreed to undertake a review on Civil Parking Enforcement.

3.0 INFORMATION AND ISSUES:

3.1 The Committee is now asked to provide details of the information it wishes to receive and issues it wishes to consider at the initial stages of this review and how it would like the review conducted.

3.2 A draft project plan is attached at Annex A.

4.0 RECOMMENDATION:

4.1 It is recommended that the Committee approves the project plan and determines information that it would like officers to report upon to the next meeting of the Committee.

COUNCILLOR STEPHEN DICKINS

Background papers: Scrutiny Committee Minutes, 9 June 2016

Author ref: LAH

Contact: Louise Hancock
Democratic Services Officer
Direct Line No: (01609) 767015

SCRUTINY COMMITTEE

POLICY REVIEW – CIVIL PARKING ENFORCEMENT

TERMS OF REFERENCE:

To investigate whether the current arrangements for enforcement of Civil Parking legislation are effective; whether there are any existing issues with delivery of the service and consider options for the future delivery of the service

SCOPE

- To ascertain what the current arrangements are for delivery of the service
- To examine whether the existing delivery of the service is effective
- To identify whether there are any issues which may require further investigation
- To explore options of future delivery

OBJECTIVES

- To determine whether the existing arrangements for enforcement of Civil Parking legislation are effective and value for money
- To identify any issues arising out of the delivery of the service and explore areas for improvement
- To ascertain future options for future delivery of enforcement to be considered

WITNESSES

- Executive Director, Dave Goodwin
- Head of Service – Customer and Economy – Helen Kemp
- Appropriate representative from Scarborough Borough Council

DOCUMENTS/EVIDENCE

- Civil Parking Enforcement Agreement
- Statistics on numbers of notices served; appeals; bailiff stats

OTHER METHODS/CONSULTATION/RESEARCH

Task and Finish Groups.

OFFICER SUPPORT

Louise Hancock, Democratic Services Officer
Gary Nelson, Head of Service – Legal and Information (Monitoring Officer)

TIMESCALE

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