



## **AGENDA**

### **Page No**

1. MINUTES  
To confirm the minutes of the meeting held on 28 July (SC.9 - SC.12), previously circulated.
2. APOLOGIES FOR ABSENCE
3. POLICY REVIEW - HEALTH AND SAFETY 1 - 4  
Report of the Chairman
4. POLICY REVIEW - CIVIL PARKING ENFORCEMENT 5 - 8  
Report of the Chairman
5. 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  
1 September 2016

**From:** Chairman of Scrutiny Committee

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

All Wards

---

### **1.0 SUMMARY:**

1.1 The purpose of this report is to gather evidence from appropriate individuals in order to progress the Review.

### **2.0 BACKGROUND:**

2.1 The Committee has previously agreed to undertake this Review and identified information and issues that it would like to consider. The Project Plan for the review is attached as Annex A.

2.2 The Terms of Reference of the review are as follows:

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 procedures meets or exceed the legal requirements.

### **3.0 INFORMATION AND ISSUES:**

3.1 The following Hambleton District Councils officers will be in attendance at the meeting:

- Mick Jewitt, Executive Director
- Gary Nelson, Head of Legal and Information (Monitoring Officer)
- Louise Hancock, Democratic Services Officer

### **4.0 RECOMMENDATION:**

4.1 It is recommended that the Committee determines information that it would like officers to report upon to the next meeting of the Committee and other issues which they would like considered in respect of Health and Safety.

COUNCILLOR STEPHEN DICKINS

**Background papers:** None  
**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 procedures 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

This page is intentionally left blank

## **HAMBLETON DISTRICT COUNCIL**

**Report To:** Scrutiny Committee  
1 September 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 gather evidence from appropriate individuals in order to progress the Review.

### **2.0 BACKGROUND:**

2.1 The Committee has previously agreed to undertake this Review and identified information and issues that it would like to consider. The Project Plan for the review is attached as Annex A.

2.2 The Terms of Reference of the review are as follows:

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

### **3.0 INFORMATION AND ISSUES:**

3.1 The following Hambleton District Councils officers will be in attendance at the meeting:

- Dave Goodwin, Executive Director
- Gary Nelson, Head of Legal and Information (Monitoring Officer)
- Louise Hancock, Democratic Services Officer

### **4.0 RECOMMENDATION:**

4.1 It is recommended that the Committee determines information that it would like officers to report upon to the next meeting of the Committee and other issues which they would like considered in respect of Health and Safety.

COUNCILLOR STEPHEN DICKINS

**Background papers:** None  
**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 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
- Benchmarking information from other Authorities

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

This page is intentionally left blank