

Scrutiny Panel 7 th February 2018 Minutes of the previous meeting	Item No 4
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OUTLINE

Please find attached the draft minutes for the Scrutiny Panel meeting held on 11th December 2017.

Matters arising

Action 1 - That the next meeting include a discussion of how the profile of the Mayor's Question Time Session at Scrutiny Panel could be raised.

This will be covered under discussion item 8 on the agenda.

Action 2 - The Group Director of Finance and Resources to provide a briefing to the Panel on the findings of the internal review of Debt Collection once it has been completed.

The Overview and Scrutiny Officer has diarised this for the Scrutiny Panel work programme 2018/19.

Action 3 - Head of Business Analysis and Complaints to include:
(a) Benchmarking data from neighbouring boroughs on reports from the Local Ombudsman's Service
(b) Illustrative examples of how complaints data has been used as a diagnostic tool in Business Analysis in the next annual report to the Panel.

The Overview and Scrutiny Officer has diarised this for the Scrutiny Panel work programme 2018/19.

Action 4 - Head of Scrutiny and Ward Forums to action the following:
a) Advise Finance to focus the Finance Update on the Council Budget
b) Invite Officers and Cabinet Member for Housing Repairs Discussion
c) Discuss how the new Overview and Scrutiny Function is operating

d) Schedule the reports listed for Full Council Meetings.

Overview and Scrutiny advised:

- Finance Update is item 7
- Housing repairs is item 6
- Scrutiny function discussion is item 8
- Reports agreed for Full Council discussion will be scheduled once signed off by the relevant Commission.

ACTION

The Scrutiny Panel is requested to agree the minutes and note the matters arising.