

Transport and Environment Committee

10am, Tuesday, 21 March 2017

Committee Decisions – November 2016 – January 2017

Item number	5.3
Report number	
Executive/routine	
Wards	All

Executive summary

Following the decision of the Governance, Risk and Best Value Committee on 19 June 2015, to strengthen existing arrangements and provide greater assurance with regard to the dissemination of committee decisions, a quarterly review of actions has been undertaken by directorates to ensure that all decisions taken by the Corporate Policy and Strategy Committee, the executive committees and the Governance, Risk and Best Value Committee are progressing as expected and to highlight any exceptions. This report outlines the assurance work undertaken and details the implementation of Transport and Environment Committee decisions covering the period from November 2016 to January 2017.

Links

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Committee Decisions – November 2016 – January 2017

Recommendations

- 1.1 To note the position on the implementation of Transport and Environment Committee decisions as detailed in the appendix to this report.
- 1.2 To note that an annual summary report would be presented to Committee in 12 months time.

Background

- 2.1 The Governance, Risk and Best Value Committee on 19 June 2014 agreed increased monitoring for the dissemination and implementation of committee decisions by directorates.
- 2.2 It was agreed that an annual report outlining all decisions taken in the previous year and an update on the implementation of decisions and recommendations to discharge actions be presented to the Corporate Policy and Strategy Committee, executive committees and the Governance, Risk and Best Value Committee.

Main report

- 3.1 When a decision is taken at committee that requires further action this is tracked and monitored by various methods.
- 3.2 Since November 2012 for the Governance, Risk and Best Value Committee and April 2014 for other committees, if a decision requires a further report to committee, it is added to the forward plan, the report schedule and the Rolling Actions Log is updated. The Rolling Actions Log is then considered by committee each cycle, ensuring that there is clear oversight of the implementation of decisions by the committee. It is also published with the committee papers, resulting in the monitoring being carried out in a transparent manner. The majority of decisions that require action are recorded this way and there are clear linkages between the decisions taken at committee and the planning of new business.
- 3.3 However, a gap existed for committee decisions that did not request a further report to Committee. The implementation of these decisions was left with individual service areas and any monitoring was not publicly available.

- 3.4 The approach agreed by the Governance, Risk and Best Value Committee on 19 June 2014 aimed to address this gap. Following the meeting a committee decisions spreadsheet was introduced to track decisions that did not require further reporting and thus would not be covered by the Rolling Actions Log. This new process aimed to ensure that the implementation of relevant actions would be recorded effectively, monitored and considered annually at each committee.
- 3.5 This spreadsheet is completed by Committee Services and directorate staff who are responsible for updating the status of actions attributed to each service area.
- 3.6 A similar report on all decisions taken in the previous year and an update on the implementation of decisions and recommendations to discharge actions will be presented to the Corporate Policy and Strategy Committee and to each executive committee annually.
- 3.7 The consideration of these reports will augment committee oversight of the implementation of decisions, resulting in an increase in accountable and transparent decision making.

Transport and Environment Committee Decisions

- 3.8 A review of actions has been undertaken by directorates to ensure that all decisions not required to be reported back to committee are progressing as expected and to highlight any exceptions. A summary of decisions for the period November 2016 to January 2017, including status, is detailed in the appendix to this report. This report will be submitted on an annual basis to Committee.
- 3.9 At the Transport and Environment Committee there have been 35 decisions made which were recorded through the committee decisions spreadsheet.
- 3.10 All 35 decisions have been acted upon and are considered closed.

Measures of success

- 4.1 Annual reporting ensures the effective implementation and monitoring of committee decisions.

Financial impact

- 5.1 There are no direct financial impacts as a result of this report.

Risk, policy, compliance and governance impact

- 6.1 The improvements in business processes help ensure increased transparency and assurance across the Council's decision making processes.

Equalities impact

7.1 There are no direct equalities impacts as a result of this report.

Sustainability impact

8.1 There is no direct sustainability impact as a result of this report.

Consultation and engagement

9.1 The spreadsheet described is completed throughout all service areas across the Council.

Background reading/external references

[Report to the Governance, Risk and Best Value Committee - Committee Decisions – Dissemination and Implementation and Update to member/officer Protocol – Report by Director of Corporate Governance](#)

[Minute of the Governance, Risk and Best Value Committee – 19 June 2014](#)

[Transport and Environment Committee Decisions – October 2014 – August 2015](#)

[Transport and Environment Committee Decisions – October 2015 – August 2016](#)

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Links

Coalition pledges

Council outcomes CO25 - The Council has efficient and effective services that deliver on objectives.

Single Outcome Agreement

Appendices 1 – Transport and Environment - Committee Decisions

Appendix 1 – Committee Decisions – Transport & Environment Committee

Transport and Environment Committee Decisions Overview			
Date	Number of Decisions	Open	Closed
1 November 2016	13	0	13
23 January 2017	22	0	22
Total	35	0	35

Breakdown of tasks by directorate			
Directorate	Number of Decisions	Open	Closed
Chief Executive's Office	-	-	-
Place	35	0	35
Children and Families	-	-	-
Resources	-	-	-
Health & Social Care	-	-	-