

PERTH AND KINROSS COUNCIL**Scrutiny Committee****10 February 2016****RESPONSIBILITY FOR IMPLEMENTATION OF DECISIONS BY COUNCIL,
COMMITTEE AND SUB-COMMITTEES****Report by Head of Democratic Services****PURPOSE OF REPORT**

This report fulfils the remit to the Head of Democratic Services agreed by the Committee in September 2015, to submit a report on responsibility for following up, implementing and reporting back on actions agreed by the Council, Committees and Sub-Committees.

1. BACKGROUND

- 1.1 At its meeting on 23 September 2015 (Article 15/601 refers), the Scrutiny Committee agreed that the Head of Democratic Services submit a report to the next meeting of the Committee on responsibility for following up, implementing and reporting back on actions agreed by the Council, Committees and Sub-Committees.

2. CURRENT PRACTICE

- 2.1 Actions agreed at a meeting may arise from –
- (i) commitments within a report (e.g. External / Internal Audit reports)
 - (ii) formal recommendations within a report
 - (iii) formal amendment
 - (iv) verbal agreement
- 2.2 The nature of these actions can be implementing the commitments / recommendations; providing additional information and / or reporting back to a future meeting.
- 2.3 Actions agreed should be recorded in the minute of the meeting and will be noted by the committee officer for follow up with the relevant lead officer – which may be the Chief Executive, a Depute Chief Executive, a Director or a Head of Service. Actions should also be noted by any officers present at the meeting who are either the author of the report and / or responsible for answering questions at the meeting. The lead officer should clarify with the committee officer immediately after the meeting any additional actions agreed at the meeting.

- 2.4 The lead officer should ensure that there are appropriate tracking arrangements in place within the service management team to ensure that all actions are followed up and completed. Also the lead officer is responsible for reporting back to the convener of the meeting on what has been done in response to the agreed action.
- 2.5 Although the committee officer will follow up the action with the relevant lead officer, it is ultimately for the lead officer to take executive responsibility and the convener to take political responsibility to ensure that the action is followed through.
- 2.6 At present there is no Council-wide system for monitoring these actions, although it is recognised that each Service has its own procedures. However, the introduction of the Committee Management Intranet System with effect from 1 April 2016 will allow the Head of Democratic Services to ensure that there is not only is Council-wide forward planning of business to be considered by the Council, and its Committee and Sub-Committees, but also a Council-wide monitoring system for actions agreed at meetings.

3. CONCLUSION AND RECOMMENDATION

- 3.1 It is recommended that the Committee note the process for following up, implementing and reporting back on actions agreed by the Council, Committees and Sub-Committees.

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Approved

Name	Designation	Date
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1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

Strategic Implications	Yes / None
Community Plan / Single Outcome Agreement	Yes
Corporate Plan	Yes
Resource Implications	
Financial	None
Workforce	None
Asset Management (land, property, IST)	None
Assessments	
Equality Impact Assessment	None
Strategic Environmental Assessment	None
Sustainability (community, economic, environmental)	None
Legal and Governance	Yes
Risk	Yes
Consultation	
Internal	Yes
External	None
Communication	
Communication Plan	Yes

1. Strategic Implications

Community Plan / Single Outcome Agreement

- 1.1 The Council's Community Plan 2013-23 builds on the priorities and outcomes identified in the Single Outcome Agreement 2009-11 and focuses on five strategic objectives which sets out a clear context within which the partnership is striving to make an impact and drive improved outcomes. They are as follows:

- (i) *Giving every child the best start in life*
- (ii) *Developing educated, responsible and informed citizens*
- (iii) *Promoting a prosperous, inclusive and sustainable economy*
- (iv) *Supporting people to lead independent, healthy and active lives*
- (v) *Creating a safe and sustainable place for future generations*

This report supports (i) – (v) above.

Corporate Plan

- 1.2 The Council's Corporate Plan 2013-2018 focuses on five strategic objectives which provide clearly outlined strategic corporate actions which will be carried out to meet the vision and strategic objectives of the Council. They are as follows:

- (i) *Giving every child the best start in life;*
- (ii) *Developing educated, responsible and informed citizens;*
- (iii) *Promoting a prosperous, inclusive and sustainable economy;*
- (iv) *Supporting people to lead independent, healthy and active lives; and*
- (v) *Creating a safe and sustainable place for future generations.*

This report supports (i) – (v) above.

2. Resource Implications

Financial

- 2.1 There are no financial implications arising directly from this report.

Workforce

- 2.2 There are no workforce implications arising directly from this report.

Asset Management (land, property, IT)

- 2.3 There are no land, property or IT implications arising directly from this report.

3. Assessments

Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.

The proposals in this report have been considered under the Corporate Equalities Impact Assessment process (EqIA) and assessed as not relevant for the purposes of EqIA.

Strategic Environmental Assessment

- 3.2 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.

The proposals have been considered under the Act and no action is required as the Act does not apply to the matters presented in this report. This is because the Committee are requested to note the contents of the report only and the Committee are not being requested to approve, adopt or agree to an action or to set the framework for future decisions.

Sustainability

- 3.3 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. Under the Climate Change (Scotland) Act 2009 the Council also has a duty relating to climate change and, in exercising its functions must act:

- in the way best calculated to delivery of the Act's emissions reduction targets;
- in the way best calculated to deliver any statutory adaptation programmes; and
- in a way that it considers most sustainable.

There are no proposals in this report which require consideration in terms of this aspect of the legislation.

Legal, Governance and Risk

- 3.4 There is a risk to the Council's governance processes if decisions agreed by the Council, its Committees and Sub-Committees are not implemented in full.

4. Consultation

Internal

- 4.1 The Chief Executive, and the Convener and Vice-Convener of the Scrutiny Committee have been consulted during the preparation of this report.

External

- 4.2 There has been no external consultation during the preparation of this report.

5. Communication

- 5.1 There will be a comprehensive communication plan and training provided on the implementation of the Committee Management Intranet System in March and April 2016.

2. BACKGROUND PAPERS

There are no other background papers relevant to the preparation of this report.

3. APPENDICES

There are no appendices to this report.

