HARBOROUGH DISTRICT COUNCIL

MINUTES OF THE MEETING OF THE SCRUTINY PANEL – PEOPLE

held in the Council Chamber,
Council Offices, Adam and Eve Street, Market Harborough

2nd February 2012

commencing at 6.30p.m.

Present:
Councillor Graves (Chairman)

Councillors: Beesley-Reynolds, Dr. Bremner (Ex Officio), Everett,
Mc Hugo and Mrs. Robinson.

Officers: M. Bradford, C. James, K. Frow and E. O'Neill.

Apologies for absence were received from Councillors Birch and Mrs. Burrell.

447 MINUTES

RESOLVED that: the Minutes of the Meeting of the Scrutiny Panel – People held on 24th November 2011 be taken as read and signed by the Chairman as a true record.

448 DECLARATIONS OF MEMBERS' INTERESTS

None were reported.

449 CHIEF OFFICER PAY POLICY

K. Frow, Human Resources Manager, outlined the origin of this report and its purpose. The report pointed out that the Council was obliged under the Localism Act 2011 to publish and maintain a Chief Officer Pay Policy for the financial year 2012-2013 (and every year thereafter). The Scrutiny Panel was asked for comments which would be relayed to the Executive at its meeting on 13th February 2012.

The Panel NOTED that:

(i) the aims of the policy were to create transparency for staff and the public in connection to the pay of the Council's most senior staff. It was also intended to raise the awareness of pay disparity between lower-paid members of staff and those at the very top of the organisation.

(ii) the policy was essentially a collection of statements reflecting Harborough District Council's practices on pay for Chief Officers.

(iii) the policy meets the legislative requirements and progresses further than these requirements as advised in the guidance forthcoming from various sources including the Local Government Association and East Midlands Councils.

(iv) the policy will need to be updated upon implementation of the management structure proposed via the Transformation programme.

(v) the Council will need to establish an appropriate method for the annual review of remuneration for Head of Paid Service (Chief Executive) pay. The Head of Paid Service (Chief Executive) has responsibility for the remuneration of all other employees. The guidance provided on the membership of this committee is outlined in the Joint Negotiating Committee handbook. The guidance makes clear the need to make properly-informed decisions ensuring that it has comprehensive, relevant and reliable advice and market data available through specialist providers. Some factors to be

taken into account include: relationship of current salary data to appropriate illustrative comparative data, comparisons between authorities, substantial local factors not common to authorities of similar type and size.

(vi)   if, in future, the Council wishes to share the post of Chief Executive with another local authority, the policy may need to be amended.

The Panel RECOMMENDED that:

(i)   the document 'Pay Policy Statement for Chief Officers' be forwarded to the Executive for implementation.

(ii)   if in future years the Council requires specialist, external advice on the remuneration of the post of Head of Paid Service (Chief Executive), this should be sought.

(iii)   a review of this policy be undertaken annually, through Scrutiny, to ensure that it is fit for purpose.

450 HARBOROUGH MUSEUM – NEW BUSINESS MODEL

The Panel considered a report, presented by M. Bradford, Head of Environment and Leisure Services, on the development of a new business model for Harborough Museum.

At its Meeting of 9th June 2011 the Scrutiny Panel – People recommended that:

"a business plan be produced for the Market Harborough Museum. The three parties who contribute to the running of the museum (Harborough District Council, the Market Harborough Historical Society and Leicestershire County Council) should be involved in the production of this document. Following production, this document should be brought before the Scrutiny Panel – People for inspection".

(Council Minute 57, 2011/12)

The Council's Executive considered this matter at its meeting on 19th December 2011 and resolved that:

"(i)   Harborough Museum become an Independent organisation with its own Governing Body.

(ii)   the establishment of a project board to oversee the development of a sustainable business model and implementation plan for the management and operation of Harborough Museum be approved.

Summary of reasons

During the 2011/12 strategic business planning process Members approved a budget of £48,000 for the provision of Harborough Museum, this was made up of £40K allocation for the payment of the Museum Assistant and £8K NNDR. In addition, it was requested that the future provision and operation of Harborough Museum be considered and a report brought to Executive for discussion.

During the current financial, year an interim review of the Museum has been undertaken to allow for the Museum Assistant salary budget to match the allocated funding available. The outcome of this has meant a reduction in number of Museum Assistants from five to four, a reduction in opening days / hours and a net reduction in Museum Assistant contracted hours. As the major funder for the Hallaton Treasure project, the Heritage Lottery Fund (HLF) was consulted on the reduced opening and the Board approved a report submitted to them in June this year – (report Appendix A).

The project board will be made up of Members and Officers from both Harborough District Council (HDC) Leicestershire County Council (LCC) and Members of Market

Harborough Historical Society (MHHS). A draft Terms of Reference for the project board can be seen in Appendix B to the report

The MHHS have been successful in applying to LCC for a Big Society grant. The funding received will support a Feasibility Study to be undertaken, and subsequent Action Plan produced. The feasibility study will be undertaken by an independent consultant employed by MHHS. The purpose of the Feasibility Study is to provide options for a sustainable and more viable long term business model for the operation of the museum. This will include governance structures and operational requirements. Leading on from the Feasibility Study will be an implementation plan to achieve the new Museum structure. This action plan may supersede the draft timescales identified in Appendix C. to the report. This work will be overseen by the proposed project board.

The diagram below is an illustration of a governance and business model and how it could operate. It reflects the independence from each of the partner organisation, but still allowing direct input into the Management Board, along with the recruitment of Board Members from the wider community.
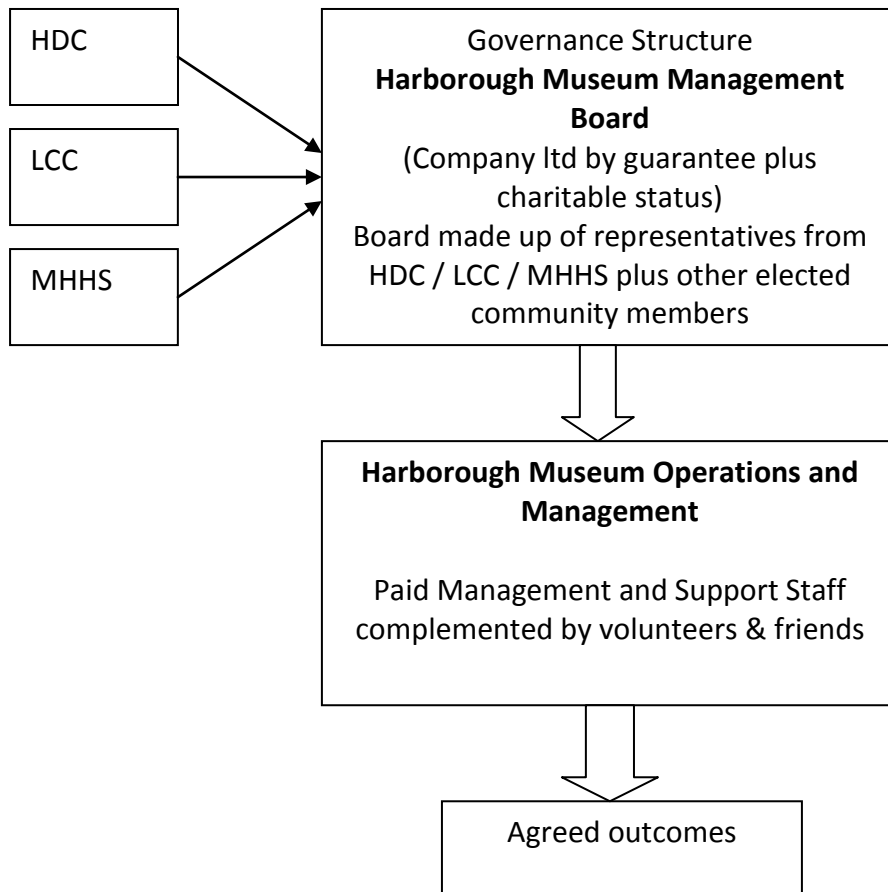
Any governance structure model that is introduced would need to limit the number of Members / Officer on the board of trustees to less than 20%, from both the District and County Council. This is to ensure that it is not a Local Authority controlled company."

(Council Minute 369 2011/12)

The Panel Noted that:

(i)   it is hoped that additional provision will be made for Harborough library following the property review being undertaken via the Council's Transformation programme.

The Panel RESOLVED to fully endorse:

(i)   the Terms of Reference for the new business model for the Harborough Museum (attached at Appendix A to these Minutes).
(ii)   the decisions made by the Executive outlined in Council Minute 369 2011/12 (shown above).

451 ICT SECURITY POLICY

The Panel considered changes/updates to the Council's ICT Security Policy. Both the Executive and Scrutiny carryout an annual review of this policy to ensure that it is fit for purpose. In preparing for the annual review of the ICT Security Strategy the ICT team take into account comments from user groups and the Council's audit team.

The Panel NOTED that:

(i)   a user group consisting of Council Members and Officers had been created to help develop the Council's I.T facilities so that they are operating system- and browser-neutral.
(ii)   to test the effectiveness of the Council's ICT Policy, regular checks are carried out by the Council's audit team and external penetration tests are carried out by a third party.
(iii)   when staff or Members log-in to a Council-owner computer they are automatically obliged to comply with the Council's I.T. policies (the log-in screen contains a disclaimer to this effect).
(iv)   the Council does not proactively search for breaches of its I.T. Security Policies (for example, the creation of rules within the email system).

The Panel RECOMMENDED that:

(i)   when future annual reviews of this policy come before the Panel the following documents should also be included for discussion: ICT Email Usage Policy and ICT Internet Usage Policy.
(ii)   paragraph 5.2 of the ICT Security Policy be amended in the following way (added text is shown in bold):

5. Consequences of violations of the Council's Internet Policies

5.2 Elected Members

Any breaches of this policy by elected members will be referred to the Standards Committee **or its equivalent** for appropriate action.

The Council will respond to violations of the above policies by any combination of:

- **Informal warning.**
- **Withdrawal of Internet facilities for a period of time or permanently.**
- **Seeking reimbursement of costs incurred by the Council.**
- **In appropriate cases, the provision of information to the police for possible criminal proceedings.**

(v)   paragraph 5.2 of the ICT Security Policy be further amended as a result of the emerging changes made to the Standards regime as a result of the Localism Act.

(vi)   Members be kept abreast of any changes, as they occur, to the Council's ICT Security and Email Policies via Briefing Notes

(vii)   the ICT team investigate the possibility of procuring a software solution which would provide the Council with greater surveillance of its outbound and incoming email to ensure compliance with the ICT Email Usage Policy. This investigation should include costs of such a system and a cost-benefit analysis of the Council using this sort of system.

(viii)   Members and Officers be required annually to sign a document stating that they have read and understood the Council's I.T. policies. This could be achieved by either a physical, traditional signature or via a computer-based tick-box arrangement.

(ix)   the possibility of adopting a more proactive approach to searching for breaches of the I.T. Security Policies be investigated.

The Meeting ended at 7.44p.m.