

PART 1 - PUBLIC

Decision Maker: Executive and Resources PDS Committee

Date: 25th January 2012

Decision Type: Non-Urgent Non-Executive Non-Key

Title: WORK PROGRAMME 2012

Contact Officer: Graham Walton, Democratic Services Manager
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Chief Officer: Mark Bowen, Director of Resources

Ward: N/A

1. Reason for report

1.1 This report offers the Committee the opportunity to consider its work programme, including scheduled meetings and all PDS working groups. The Committee has ten meetings during 2011/12 – the dates are set out in Appendix 1.

2. **RECOMMENDATION**

The Committee is requested to consider -

- (a) its work programme schedule for 2012 (paragraphs 3.1 – 3.3 and appendix 1);
- (b) the progress of PDS Working Groups (paragraphs 3.4 – 3.5 and appendix 2).

Corporate Policy

1. Policy Status: Existing policy. All PDS Committees receive a report on their work programmes at each meeting.
 2. BBB Priority: Excellent Council.
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Financial

1. Cost of proposal: No cost
 2. Ongoing costs: N/A.
 3. Budget head/performance centre: Democratic Services
 4. Total current budget for this head: £344,054 (controllable budget)
 5. Source of funding: Existing budgets
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Staff

1. Number of staff (current and additional): There are 9 posts (8.22 fte) in the Democratic Services Team.
 2. If from existing staff resources, number of staff hours: Maintaining the Committee's work programme usually takes less than an hour per meeting.
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Legal

1. Legal Requirement: No statutory requirement or Government guidance.
 2. Call-in: Call-in is not applicable. The report does not involve an executive decision.
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Customer Impact

1. Estimated number of users/beneficiaries (current and projected): This report is intended primarily for Members of this Committee to use in controlling their on-going work.
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Ward Councillor Views

1. Have Ward Councillors been asked for comments? No.
2. Summary of Ward Councillors comments: N/A

3. COMMENTARY

Meeting Schedule

- 3.1 Each PDS Committee determines its own work programme, balancing the roles of –
- holding the Executive to account
 - policy development and review
 - external scrutiny

This Committee has the additional role of providing a lead on scrutiny issues and coordinating PDS work.

- 3.2 As identified in the Policy Development and Scrutiny Toolkit, PDS Committees need to prioritise their key issues. The work programme also needs to allow room for items that arise through the year, including Member requests, call-ins and referrals from other Committees. Committees need to ensure that their workloads are realistic and balanced, allowing sufficient time for important issues to be properly scrutinised. Members also need to consider the most appropriate means to pursue each issue – the current overview and scrutiny arrangements offer a variety of approaches, whether through a report to a meeting, a time-limited working group review, a presentation, a meeting focused on a single key issue or any other method.
- 3.3 A schedule of the Committee's meetings in 2011/12 is attached at [Appendix 1](#). The timing of meetings is tied to the need to pre-scrutinise Executive agendas. Additional dates were also included in the 2010/11 timetable for policy development meetings, but these were not required and have not been included for 2011/12. Provisional dates for question and answer sessions with the Leader, Resources Portfolio Holder and Chief Executive are included in the 2011/12 programme.

Working Groups

- 3.4 In [Appendix 2](#), PDS Working Groups are set out. The Policy Development and Scrutiny Toolkit suggests that each Committee should aim to carry out no more than two or three full scale reviews each year, and it offers guidance and techniques for prioritising reviews.
- 3.5 In recent years, the Committee has examined a number of issues through its Working Groups. Part of the Committee's workload may include follow-up work on some of these reviews.

Non-Applicable Sections:	Policy/Financial/Legal/Personnel
Background Documents: (Access via Contact Officer)	Previous Work Programme reports.

Meeting 1: Thursday 19th May 2011

Standard items (Matters Arising/Contracts Register/PDS Updates/Work Programme)
Report of the New Technology WG
HR Update

Meeting 2: Wednesday 15th June 2011

Standard items (Matters Arising/Contracts Register/PDS Updates/Work Programme)
Bob Neill, Parliamentary Under Secretary of State, Communities and Local Government
Section 106 Monitoring report

Meeting 3: Tuesday 12th July 2011

Standard items (Matters Arising/Contracts Register/PDS Updates/Work Programme)
The Leader
Housing Benefits and Revenues Monitoring Reports
Insurance Annual Report

Meeting 4: Wednesday 31st August 2011

Standard items (Matters Arising/Contracts Register/PDS Updates/Work Programme)
The Resources Portfolio Holder
Council Legal Services

Meeting 5: Wednesday 12th October 2011 (Cancelled)

Meeting 6: Tuesday 8th November 2011

Standard items (Matters Arising/Contracts Register/PDS Updates/Work Programme)
The Chief Executive
Progress report on implementation of New Technology Working Group recommendations

Meeting 7: Tuesday 6th December 2011

Standard items (Matters Arising/Contracts Register/PDS Updates/Work Programme)
The Leader
Section 106 Monitoring report

Meeting 8: Wednesday 4th January 2012 (Cancelled)

Meeting 9: Wednesday 25th January 2012

Standard items (Matters Arising/Contracts Register/PDS Updates/Work Programme)
Treasury Management Q3 Monitoring Report
Housing Benefits and Revenues Monitoring Reports
Resources Portfolio Holder
Localism Act 2011
Draft 2012/13 Budget

Meeting 10: Wednesday 4th April 2012

Standard items (Matters Arising/Contracts Register/PDS Updates/Work Programme)
Disaster Recovery
Blue Badge Enforcement
The Chief Executive
HR Update
Annual PDS Report

PDS WORKING GROUPS 2011/12

SUBJECT	DURATION	MEMBERSHIP
EXECUTIVE & RESOURCES PDS		
Big Society	First meeting held on 10 th January 2012	Cllrs Ruth Bennett, Nicholas Bennett, Kathy Bance, Richard Scoates and Russell Mellor
ADULT & COMMUNITY PDS		
Health Scrutiny Sub-Committee	Ongoing	All PDS members
Accommodation and Care for Older People (formerly Care Homes Reference Group)	Ongoing	Cllrs Ruth Bennett, Charles Rideout, Angela Clayton Turner, Leslie Marks, Ray Clay, Ken Keepen, Marion Purll & Barbara Campedelli
CHILDREN AND YOUNG PEOPLE PDS		
Primary School Development Plan Working Group	Re-convened 5 th January 2012	Judi Ellis, Ian Payne, Tom Papworth and Stephen Wells
ENVIRONMENT PDS		
Waste Minimisation & Recycling	Re-appointed June 2011	Cllrs William Huntington-Thresher, Samaris Huntington-Thresher, Lydia Buttinger & Reg Adams
Transport Statement Working Group	To re-start January 2012 to consider an LBB Transport Policy Statement?	Cllrs William Huntington-Thresher, Nicholas Milner & Julian Grainger
Highway Assets Working Group	June to November 2011	Cllrs William Huntington-Thresher, Samaris Huntington-Thresher, Julian Grainger and David Hastings
Parking Working Group	Re-convened: first meeting 12 th January 2012	Cllrs William Huntington-Thresher, Samaris Huntington-Thresher, Sarah Phillips and Michael Turner

PUBLIC PROTECTION & SAFETY PDS - none at present		
RENEWAL & RECREATION PDS		
Beckenham & West Wickham Town Centres Working Group	To be re-convened January 2012	Cllrs Nicholas Bennett, Peter Fookes, Sarah Phillips, Michael Tickner, Stephen Wells