

PART 1 - PUBLIC

Decision Maker: Executive and Resources PDS Committee

Date: 25th February 2010

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

Title: WORK PROGRAMME 2009/10

Contact Officer: Graham Walton, Democratic Services Manager
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Chief Officer: Mark Bowen, Director of Legal, Democratic and Customer Services

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 sixteen scheduled meetings during 2009/10, including five for policy development.
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2. **RECOMMENDATION**

- 2.1 **The Committee is requested to consider its work programme for the remaining meetings of the Council year.**

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: £476,706 (2009/10)
 5. Source of funding: Existing budgets
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Staff

1. Number of staff (current and additional): There are 14 posts in the Democratic Services Team (11.89 fte, of which 10 fte are dedicated to committee support).
 2. If from existing staff resources, number of staff hours: Maintaining the Committee's work programme 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 Planning and new Decision Making Arrangements

- 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 – whether through a report to one of its meetings, by a time-limited review, a presentation or any other method.
- 3.3 A schedule of the Committee's meetings in 2009/10 is attached at Appendix 1. The timing of most meetings is tied to the need to pre-scrutinise Executive agendas, but additional dates have also been included in the timetable for five policy development meetings.

Working Groups

- 3.4 In Appendix 2, time-limited 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. The Data and Property Working Groups reported to the Committee's meeting on 12th October 2009, the Section 106 Working Group to the Committee's meeting on 3rd December 2009 and the Communications Working Group reported to the meeting on 10th February 2010.

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

**Executive and Resources PDS Committee-
Meeting Schedule 2009/10**

Meeting 1: Monday 18th May 2009

Standard items (Matters Arising/Contracts Register/PDS Updates/Work Programme)
Holding to account & pre-decision scrutiny

Meeting 2: Wednesday 10th June 2009

Standard items (Matters Arising/Contracts Register/PDS Updates/Work Programme)
Holding to account & pre-decision scrutiny
Human Resources Update
Appointment of a PDS Sub-Committee

Meeting 3: Tuesday 7th July 2009 (policy development)

Standard items (Matters Arising/Work Programme)
Pre-decision Scrutiny: Resources Portfolio and LSP Executive.
Website Presentation
Questions for the Chief Executive
Mobile and Flexible Working
Review of Scheme of Delegations
Appointment of a PDS Sub-Committee
Pre-decision scrutiny: LSP

Meeting 4: Thursday 16th July 2009

Standard items (Matters Arising/Contracts Register/PDS Updates/Work Programme)
Holding to account & pre-decision scrutiny
Resources Portfolio – Provisional Outturn 2008/09
Reducing Avoidable Contact

Meeting 5: Thursday 27th August 2009

Standard items (Matters Arising/Contracts Register/PDS Updates/Work Programme)
Holding to account & pre-decision scrutiny

Meeting 6: Thursday 24th September 2009

Standard items (Matters Arising/Contracts Register/PDS Updates/Work Programme)
Holding to account & pre-decision scrutiny

Meeting 7: Monday 12th October 2009 (policy development)

Standard items (Matters Arising/PDS Updates/Work Programme)
Scrutiny of Bromley LSP
Report of the Data Working Group
Report of the Property Working Group

Meeting 8: Wednesday 28th October 2009

Standard items (Matters Arising/Contracts Register/PDS Updates/Work Programme)
Holding to account & pre-decision scrutiny

Meeting 9: Wednesday 18th November 2009 (policy development)

Standard items (Matters Arising/PDS Updates/Work Programme)
Section 106 Monitoring Report
Review of Foundation Strategies
Biggin Hill Airport Lease

Meeting 10: Thursday 3rd December 2009

Standard items (Matters Arising/Contracts Register/PDS Updates/Work Programme)
Holding to account & pre-decision scrutiny
Draft Budget for 2010/11
HR Update
Report of the Section 106 Working Group

Meeting 11: Wednesday 6th January 2010

Standard items (Matters Arising/Contracts Register/PDS Updates/Work Programme)
Holding to account & pre-decision scrutiny

Meeting 12: Thursday 28th January 2010

Standard items (Matters Arising/Contracts Register/PDS Updates/Work Programme)
Holding to account & pre-decision scrutiny

Meeting 13: Wednesday 10th February 2010 (policy development)

Standard items (Matters Arising/PDS Updates/Work Programme)
Scrutiny of the LSP
Report of the Communications Working Group

Meeting 14: Thursday 25th February 2010

Standard items (Matters Arising/Contracts Register/PDS Updates/Work Programme)
Holding to account & pre-decision scrutiny

Meeting 15: Thursday 11th March 2010 (policy development)

Standard items (Matters Arising /PDS Updates/Work Programme)
Scrutiny of Emergency Planning
Annual PDS Report
Update on Data Working Group Recommendations
Update on Property Working Group Recommendations
Update on Section 106 Working Group Recommendations
SEN Transport Contract - Update
Member Induction

Meeting 16: Wednesday 24th March 2010 *(changed from Thursday 25th March)*

Standard items (Matters Arising/Contracts Register/PDS Updates/Work Programme)
Holding to account & pre-decision scrutiny

Meeting dates for 2010/11

Meeting 1: Monday 24th May 2010

Meeting 2: Wednesday 9th June 2010

Meeting 3: Wednesday 30th June 2010 (Policy)

Meeting 4: Wednesday 14th July 2010

Meeting 5: Wednesday 25th August 2010

Meeting 6: Wednesday 22nd September 2010

Meeting 7: Wednesday 27th October 2010

Meeting 8: Wednesday 16th November 2010 (Policy)

Meeting 9: Wednesday 1st December 2010

Meeting 10: Wednesday 5th January 2011

Meeting 11: Wednesday 26th January 2011

Meeting 12: Wednesday 23rd February 2011

Meeting 13: Wednesday 30th March 2011

Meeting 14: Wednesday 26th April 2011 (Policy)

PDS WORKING GROUPS 2009/10

SUBJECT	DURATION OF REVIEW	MEMBERSHIP
EXECUTIVE & RESOURCES PDS		
Data	May 2008 to September 2009 <i>(Reported 12th October 2009)</i>	Cllrs Ruth Bennett, Julian Grainger and Tony Owen
Property	July 2008 to September 2009 <i>(Reported 12th October 2009)</i>	Cllrs Nicholas Bennett, Peter Morgan and Tom Papworth
Section 106 Agreements	February to October 2009 <i>(Reported 3rd December 2009)</i>	Cllrs Peter Morgan, William Huntington-Thresher and David McBride
Communications	May to October 2009 <i>(Reported 10th February 2010)</i>	Cllrs Nicholas Bennett, Peter Morgan, George Taylor and Stephen Wells
ADULT & COMMUNITY PDS		
The NHS Health Check	September 2009 to April 2010 (To report on 14 th April 2010)	Cllrs Judi Ellis, Carole Hubbard, Charles Rideout and Brenda Thompson
Care Homes Reference Group	November 2007 onwards	Cllrs Ruth Bennett, Carole Hubbard, Charles Rideout and Mrs Leslie Marks
Transport Reference Group	September 2009 onwards	Cllrs Ellis and Charsley. Mrs Leslie Marks and Mrs Maureen Falloon.

CHILDREN AND YOUNG PEOPLE PDS		
Strategy for School Improvement	March to October 2009	Cllrs Martin Curry, Robert Evans, Peter Hobbins and Stephen Wells; Revd Canon John Smith
Primary School Development Plan	July to October 2009 <i>(Reported 14th October 2009)</i>	Cllrs Michael Turner, Robert Evans and Martin Curry; Cllr Brian Humphrys also attending meetings as a special adviser
ENVIRONMENT PDS		
Waste Minimisation & Recycling	June 2009 onwards	Cllrs Nicholas Bennett, Samaris Huntington-Thresher, William Huntington-Thresher and Sarah Phillips
Energy Management and Carbon Reduction	June 2009 onwards	Cllrs Julian Grainger, Samaris Huntington-Thresher and William Huntington-Thresher
Parking	November 2008 to May 2009 <i>(Reported 1st June 2009)</i>	Cllrs Samaris Huntington-Thresher, William Huntington-Thresher, Sarah Phillips, Brian Toms and Michael Turner
PUBLIC PROTECTION & SAFETY PDS		
Supporting Neighbourhood Watch	September 2008 – June 2009 <i>(Reported 6th July 2009)</i>	Cllrs Douglas Auld, John Canvin, David Hastings, Tim Stevens and Harry Stranger; Mr Terry Belcher.
Budget Priorities	July 2009 onwards	<i>To be confirmed</i>
RENEWAL & RECREATION PDS		
Recreation	November 2008 – June 2009 <i>(Reported 8th July 2009)</i>	Cllrs Chris Phillips and Pauline Tunnicliffe
Beckenham and West Wickham Town Centres	April 2009 – September 2009 <i>(Reported 24th November 2009)</i>	Cllrs Michael Tickner, Nicholas Bennett, Peter Fookes and Stephen Wells