

PART 1 - PUBLIC

Decision Maker: Executive and Resources PDS Committee

Date: 4th April 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 scheduled during 2011/12, and nine in 2012/13 – the dates are set out in Appendix 1.
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2. **RECOMMENDATION**

The Committee is requested to consider -

- (a) its work programme schedule (paragraphs 3.1 – 3.3 and appendices 1 and 2);
- (b) the progress of PDS Working Groups (paragraphs 3.4 – 3.5 and appendix 3).

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, and at a time of limited staff and financial resources, 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 Schedules of the Committee's meetings in 2011/12 and 2012/13 are attached at [Appendix 1](#) and [Appendix 2](#). The timing of meetings is tied to the need to pre-scrutinise Executive agendas. Provisional dates for question and answer sessions with the Leader, Resources Portfolio Holder and Chief Executive will be included in the 2012/13 programme by the next meeting.

Working Groups

- 3.4 In [Appendix 3](#), PDS Working Groups and other sub-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/Forward Plan /PDS Updates/Work Programme)
Chief Executive
Disaster Recovery
Annual PDS Report

Meeting 1: Thursday 17th May 2012

Standard items (Matters Arising/Forward Plan/PDS Updates/Work Programme)
HR Update

Meeting 2: Thursday 14th June 2012

Standard items (Matters Arising/Forward Plan/PDS Updates/Work Programme)
Contracts Register

Meeting 3: Wednesday 18th July 2012

Standard items (Matters Arising/Forward Plan/PDS Updates/Work Programme)

Meeting 4: Thursday 6th September 2012

Standard items (Matters Arising/Forward Plan/PDS Updates/Work Programme)

Meeting 5: Thursday 18th October 2012

Standard items (Matters Arising/Forward Plan/PDS Updates/Work Programme)
Contracts Register

Meeting 6: Wednesday 21st November 2012

Standard items (Matters Arising/Forward Plan/PDS Updates/Work Programme)

Meeting 7: Thursday 3rd January 2013

Standard items (Matters Arising/Forward Plan/PDS Updates/Work Programme)
Contracts Register

Meeting 8: Thursday 31st January 2013

Standard items (Matters Arising/Forward Plan/PDS Updates/Work Programme)

Meeting 9: Wednesday 27th March 2013

Standard items (Matters Arising/Forward Plan/PDS Updates/Work Programme)
Contracts Register
Annual PDS Report

To be Programmed:

Housing Benefit, Revenues and It Monitoring Reports
Section 106 Monitoring Report
HR Update
Report from the Big Society Working Group
Scrutiny of the Leader, Resources Portfolio Holder and Chief Executive

PDS WORKING GROUPS 2011/12

SUBJECT	DURATION	MEMBERSHIP
EXECUTIVE & RESOURCES PDS		
Big Society	First meeting held on 10 th January 2012.	Cllrs Ruth Bennett, Richard Scoates, Nicholas Bennett, Kathy Bance and Russell Mellor
ADULT & COMMUNITY PDS		
Health Scrutiny Sub-Committee	Ongoing – meetings are scheduled twice a year.	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 Purl & Barbara Campedelli
CHILDREN AND YOUNG PEOPLE PDS		
Primary School Development Plan Working Group	Re-convened 5 th January 2012	Cllrs Stephen Wells, Judi Ellis, Tom Papworth and Ian Payne
Performance Data Working Group	Re-convened in March 2012	Cllrs Stephen Wells, Judi Ellis, Tom Papworth and Ian Payne
ENVIRONMENT PDS		
Waste Minimisation & Recycling	Re-appointed June 2011	Cllrs William Huntington-Thresher, Reg Adams, Lydia Buttinger & Samaris Huntington-Thresher
Transport Statement Working Group	Met in July 2011 to consider the Local Improvement Plan: now reconvened to consider rail links.	Cllrs William Huntington-Thresher, Nicholas Bennett, Ellie Harmer, David Jefferys and Nicholas Milner

Highway Assets Working Group	Appointed June 2011	Cllrs William Huntington-Thresher, Samaris Huntington-Thresher, Julian Grainger and David Hastings
Parking Working Group	Re-convened in January 2012 to consider a new parking strategy.	Cllrs Samaris Huntington-Thresher, William Huntington-Thresher, Sarah Phillips and Michael Turner
PUBLIC PROTECTION & SAFETY PDS - none at present		
RENEWAL & RECREATION PDS		
Beckenham & West Wickham Town Centres Working Group	Re-convened January 2012 – holding monthly meetings. Interim report to R&R PDS Committee on 27 th March 2012.	Cllrs Michael Tickner, Nicholas Bennett, Peter Fookes, Sarah Phillips and Stephen Wells