

PART 1 - PUBLIC

Decision Maker: Executive and Resources PDS Committee

Date: 25th August 2010

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

Title: WORK PROGRAMME 2010/11

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 now has thirteen scheduled meetings during 2010/11, including two for policy development, the meeting on 30th June 2010 having been cancelled.

2. **RECOMMENDATION**

2.1 **The Committee is requested to consider -**

- (a) its work programme schedule for 2010/11 (paragraphs 3.1 – 3.3);**
- (b) the appointment of PDS Working Groups (paragraphs 3.4 – 3.6).**

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: £504,640 (controllable budget)
 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 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 2010/11 is attached at [Appendix 1](#). The timing of most meetings is tied to the need to pre-scrutinise Executive agendas, but two additional dates have also been included in the timetable for policy development meetings. A third date, 30th June 2010, was cancelled. Dates for question and answer sessions with the Leader, Resources Portfolio Holder and Chief Executive have now been added to the programme.

Working Groups

- 3.4 In [Appendix 2](#), PDS Working Groups are set out. This appendix is updated as the intentions of individual PDS Committees become clear. 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 This Committee at its last meeting established a Working Group to examine how new technology could be applied to Council services. At the same meeting, Councillor Peter Fookes raised the possibility of a Working Group to look at Total Place. He has since submitted some notes on this, which are attached for the Committee's attention at [Appendix 3](#).
- 3.6 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. At this Committee's meeting on 24th March 2010 one of the Working Groups from 2009/10, the Data Working Group, was asked to re-convene to monitor further progress in this area, and the Chairman of the Working Group will call a meeting at an appropriate time.

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

Executive and Resources PDS Committee- Meeting Schedule 2010/11

Meeting 1: Monday 24th May 2010

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

Meeting 2: Wednesday 9th June 2010

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

Liberata Contracts Monitoring

Update on Section 106 Working Group Recommendations

Update on Property Working Group Recommendations

Petition Scheme

(Wednesday 30th June 2010 (policy development) – CANCELLED)

Meeting 3: Wednesday 14th July 2010

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

Communications Review

HR Update

Meeting 4: Wednesday 25th August 2010

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

Section 106 Monitoring

Property Division Restructure

Meeting 5: Wednesday 22nd September 2010

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

Review of Council-owned shops

HR Update

The Chief Executive

Meeting 6: Wednesday 27th October 2010

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

Liberata Contracts Monitoring

The Leader

Meeting 7: Wednesday 16th November 2010 (policy development)

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

The Resources Portfolio Holder

Meeting 8: Wednesday 1st December 2010

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

Liberata Contracts Monitoring

Meeting 9: Wednesday 5th January 2011

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

Meeting 10: Wednesday 26th January 2011

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

The Leader

Meeting 11: Wednesday 23rd February 2011

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

Liberata Contracts Monitoring

Annual PDS Report

The Chief Executive

Meeting 12: Wednesday 30th March 2011

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

The Resources Portfolio Holder

Meeting 13: Wednesday 26th April 2011 (policy development)

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

PDS WORKING GROUPS 2010/11

SUBJECT	DURATION OF REVIEW	MEMBERSHIP
EXECUTIVE & RESOURCES PDS		
Data Quality	<i>(Reported 12th October 2009)</i> <i>(To be re-convened to monitor progress)</i>	Cllrs Ruth Bennett, Julian Grainger and Tony Owen (<i>membership in 2009/10</i>)
New Technology	September 2010 onwards	Cllrs Nicholas Bennett, Judi Ellis, Will Harmer and Kate Lymer
ADULT & COMMUNITY PDS		
Health Check	Ongoing	Cllrs Judi Ellis, Charles Rideout and Diane Smith
Accommodation and Care for Older People (formerly Care Homes Reference Group)	Ongoing	Cllrs Ruth Bennett, Charles Rideout, Diane Smith and Mrs Leslie Marks
CHILDREN AND YOUNG PEOPLE PDS		
Primary School Development Plan Working Party	September 2010 onwards	Cllr Robert Evans, Brian Humphrys, Stephen Wells (and additional members to be confirmed)
ENVIRONMENT PDS		
Waste Minimisation & Recycling	June 2009 onwards	Cllrs William Huntington-Thresher, Nicholas Bennett, Lydia Buttinger and Samaris Huntington-Thresher
Transport Statement	June to Autumn 2010	Cllrs William Huntington-Thresher, Nicholas Milner and Richard Scoates
Street Cleansing Services	July 2010 to Autumn 2010	Cllrs William Huntington-Thresher, Katherine Bance, Jane Beckley and Ian Payne
PUBLIC PROTECTION & SAFETY PDS		
RENEWAL & RECREATION PDS		
Libraries – the next steps	<i>To be confirmed</i>	Cllrs Sarah Phillips, Brian Humphrys, John Ince, Russell Jackson and Tom Papworth
Bromley North Village Improvement Plan	<i>To be confirmed</i>	Cllrs Sarah Phillips, William Huntington-Thresher, Ian Payne, Diana MacMull, David Hastings and Will Harmer

TOTAL PLACE IN BROMLEY (E and R Working Party?)

Total public sector expenditure in Bromley is around £1.7 Billion? Total Place is about looking at this figure and looking at how savings can be made with efficiency enhanced to provide better services for residents. Nationally, there was a pilot in 13 areas to look at what could be achieved. Results?

Some ideas

- 1) A merger with the local community health services. This is already being trialled in Blackburn and Herefordshire. Eventually, is there any reason why councils should not run hospitals as they themselves will be very different from what hospitals are today? Why should GP's control budgets in the health service – Should local councils not determine local priorities? What would a fully merged Bromley NHS/Bromley Council look like?
- 2) Is there scope for a merger of the emergency services – Police/Fire/Ambulance? Certainly need to work much closer together.
- 3) Ideas from other authorities and the IDEA. We have no need to re-invent the wheel on this but look at the successes of others? Is there anything to learn internationally?
- 4) How do we involve the public in this discussion?
- 5) Role of voluntary organisations?
- 6) Has this matter been discussed by the Bromley Local Strategic Partnership?
- 7) How do we overcome the problems of people giving up their empire whilst at the same time avoiding creating unemployment?
- 8) Schools also need to be working far more together. Future role of federations/Joint Heads? Role of individual learning/support for those pupils who need extra help.
- 9) Private Sector implications –eg, Utility companies working far more together to save resources.
- 10) Can we strengthen local communities through this, eg, schools/building having two caretakers so that community activities could take place throughout the day?
- 11) How does Total Place tap into the needs of older people and address their needs for the future in terms of care and re-enablement?
- 12) Creating some easy wins?
- 13) Role of transport operators – Should the council not have a bigger role?

I suggest that we set up a small working group to look at these themes and initially look at what has been done elsewhere so we can adapt it to the needs of our residents.

Have particular officers worked on this agenda, Bill Ford?

Peter Fookes