

**Decision Maker:** Executive and Resources PDS Committee

**Date:** 17<sup>th</sup> May 2012

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

**Title:** WORK PROGRAMME 2012/13

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

**Ward:** N/A

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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 nine meetings scheduled for 2012/13.

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2. **RECOMMENDATION(S)**

**The Committee is requested to consider -**

**(1) the schedule of meetings for 2012/13; and**

**(2) the draft terms of reference for the proposed Local Government Finance Working Group and the membership of the Group.**

### Corporate Policy

1. Policy Status: Existing Policy
  2. BBB Priority: Excellent Council
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### Financial

1. Cost of proposal: No Cost
  2. Ongoing costs: Not Applicable
  3. Budget head/performance centre: Democratic Services
  4. Total current budget for this head: £344,054 (2011/12 controllable budget)
  5. Source of funding: Existing revenue budget.
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### Staff

1. Number of staff (current and additional): There are 8 posts (7.22 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 one hour per meeting.
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### Legal

1. Legal Requirement: None
  2. Call-in: 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 the benefit of members of this Committee.
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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 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 2012/13 is attached at [Appendix 1](#). 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. 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.

#### Working Groups

- 3.4 At the last meeting on 4<sup>th</sup> April 2012, the Chairman asked officers to prepare draft terms of reference for a Working Group to look at the Government's forthcoming changes to local government finance. The following is proposed -

##### **Local Government Finance Working Group: Draft Terms of Reference**

(1) To consider the impact for Bromley of the proposals arising from the Government's Local Government Resource Review which are to be implemented from 2013/14 onwards, in particular the three main strands -

- (i) Localisation of Business Rates;
- (ii) Localisation of Council Tax Benefit;
- (iii) Community Budgets.

(2) To bring forward proposals and recommendations for implementation in Bromley in response to the government proposals.

- 3.5 In [Appendix 2](#), PDS Working Groups and other sub-groups are set out, as at the end of 2011/12. 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.

<b>Non-Applicable Sections:</b>	Policy/Financial/legal/Personnel
Background Documents: (Access via Contact Officer)	Previous Work Programme Reports

**Meeting Schedule 2012/13**

**Meeting 1: Thursday 17<sup>th</sup> May 2012**

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

**Meeting 2: Thursday 14<sup>th</sup> June 2012**

Standard items (Matters Arising/Forward Plan/Contracts Register/PDS Updates/Work Programme)  
Annual PDS Report  
Section 106 Monitoring Report

**Meeting 3: Wednesday 18<sup>th</sup> July 2012**

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

**Meeting 4: Thursday 6<sup>th</sup> September 2012**

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

**Meeting 5: Thursday 18<sup>th</sup> October 2012**

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

**Meeting 6: Wednesday 21<sup>st</sup> November 2012**

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

**Meeting 7: Thursday 3<sup>rd</sup> January 2013**

Standard items (Matters Arising/Forward Plan/Contracts Register/PDS Updates/Work Programme)  
Section 106 Monitoring Report

**Meeting 8: Thursday 31<sup>st</sup> January 2013**

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

**Meeting 9: Wednesday 27<sup>th</sup> March 2013**

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

**To be Programmed:**

Housing Benefit, Revenues and IT Monitoring Reports  
Report from the Big Society Working Group  
Scrutiny of the Leader, Resources Portfolio Holder and Chief Executive

**PDS Working Groups/Sub-Groups**

<b>SUBJECT</b>	<b>DURATION</b>	<b>MEMBERSHIP</b>
<b>EXECUTIVE &amp; RESOURCES PDS</b>		
<b>Big Society</b>	First meeting held on 10 <sup>th</sup> January 2012.	Cllrs Ruth Bennett, Richard Scoates, Nicholas Bennett, Kathy Bance and Russell Mellor
<b>ADULT &amp; COMMUNITY PDS</b>		
<b>Health Scrutiny Sub-Committee</b>	Ongoing – meetings are scheduled twice a year.	All A&C PDS Members
<b>Accommodation and Care for Older People</b> (formerly Care Homes Reference Group)	Ongoing	Cllrs Ruth Bennett, Charles Rideout, Angela Clayton Turner, Leslie Marks, Ray Clay, Ken Keepen, Marion Purl & Barbara Campedelli
<b>CHILDREN AND YOUNG PEOPLE PDS</b>		
<b>Primary School Development Plan Working Group</b>	Re-convened 5 <sup>th</sup> January 2012	Cllrs Stephen Wells, Judi Ellis, Tom Papworth and Ian Payne
<b>Performance Data Working Group</b>	Re-convened in March 2012	Cllrs Stephen Wells, Judi Ellis, Tom Papworth and Ian Payne
<b>ENVIRONMENT PDS</b>		
<b>Waste Minimisation &amp; Recycling</b>	Re-appointed June 2011	Cllrs William Huntington-Thresher, Reg Adams, Lydia Buttinger & Samaris Huntington-Thresher
<b>Transport Statement Working Group</b>	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

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