

Decision Maker: Executive and Resources
Policy Development & Scrutiny Committee

Date: 6th September 2012

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

Title: **MATTERS ARISING FROM PREVIOUS MEETINGS**

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 **Appendix 1** updates Members on matters arising from previous meetings which continue to be “live” – five matters are listed.

2. **RECOMMENDATION(S)**

2.1 **The Committee is invited to consider progress on matters outstanding from previous meetings.**

Corporate Policy

1. Policy Status: Existing Policy: Committees normally receive a report on matters outstanding at each meeting.
 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: £320,320 (2012/13)
 5. Source of funding: Existing revenue budgets
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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: Monitoring the Committee's matters arising takes a few hours per meeting.
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Legal

1. Legal Requirement: None:
 2. Call-in: Not Applicable: This 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 the 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

Non-Applicable Sections:	Policy/Financial/legal/Personnel
Background Documents: (Access via Contact Officer)	Minutes of this Committee's previous meetings.

Minute Number/ Title/Date	PDS Request	Update	Action By	Completion Date
130,143 & 183 Communicating the costs of Council Services (25 January, 4 April and 14 June 2012)	The Committee discussed how the cost of individual services could be communicated to the public.	Discussions have been held between senior members and officers.	Director of Environmental Services	December 2012
189 Exit Interviews (14 th June 2012)	Committee requested that a report be prepared for GP&L Committee on staff exit interviews	A report will be prepared for the next GP&L meeting on 26 th September 2012	Assistant Chief Executive (HR)	September 2012
193 Work Programme: Working Groups (14 th June 2012)	Committee requested updates on progress with implementing the recommendations of the Communications and New Technology Working Groups	Reports will be prepared for the Committee's October meeting. The Constitution Improvement Working Group is to consider aspects of the New Technology Working Group's report at its meeting on 6 th September 2012.	Democratic Services Manager	October 2012
210 Revenues Service Monitoring Report (18 th July 2012)	Members requested further details on whether any particular sectors, or larger or smaller organisations, were struggling to make payments on time.	Further details are being sought and will be circulated to Members.	Head of Revenues and Benefits	September 2012
210 Revenues Service Monitoring Report (18 th July 2012)	Members requested further historical data on rates for the use of direct debit to pay Council tax.	Further details are being sought and will be circulated to Members.	Head of Revenues and Benefits	September 2012