

Decision Maker: Executive and Resources PDS Committee

Date: 6th September 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: 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 nine meetings scheduled during 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 appendix 1);
- (b) the progress of PDS Working Groups, including the terms of reference of the Local Government Finance Working Group (paragraphs 3.4 – 3.6 and appendix 2)

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: £320,320 (controllable budget)
 5. Source of funding: Existing 2012/13 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: 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 – (i) holding the Executive to account, (ii) policy development and review and (iii) 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 are included – some of these are subject to confirmation.

Working Groups

- 3.4 In [Appendix 2](#), 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, and the Committee at a previous meeting suggested monitoring progress with the recommendations from two previous reviews – Communications and New Technology.
- 3.6 The Local Government Finance Working Group held its first meeting on 31st July 2012, and it will meet once a month for the next few months. The terms of reference agreed by the Sub Committee have been expanded with a third section, as set out below -
- (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) To consider the wider impact of changes in local government finance and options to address the ongoing budget pressures.

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

COMMITTEE MEETING SCHEDULE 2012/13

Meeting 1: Thursday 17th May 2012

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

Meeting 2: Thursday 14th June 2012

Standard items (Matters Arising/Forward Plan/PDS Updates/Work Programme)
IT Contract Monitoring
Annual PDS Report 2011/12
HR Issues – follow up

Meeting 3: Wednesday 18th July 2012

Standard items (Matters Arising/Forward Plan/PDS Updates/Work Programme)
Housing Benefits and Revenues Monitoring Reports
Report of the Big Society Working Group
Scrutiny of the Resources Portfolio Holder

Meeting 4: Thursday 6th September 2012

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

Meeting 5: Thursday 18th October 2012

Standard items (Matters Arising/Forward Plan/PDS Updates/Work Programme)
Treasury Management
Communications Working Group – Update
New Technology Working Group – Update
Public Health – Update from the Resources Portfolio Holder
Scrutiny of the Chief Executive (to be confirmed)

Meeting 6: Wednesday 21st November 2012

Standard items (Matters Arising/Forward Plan/PDS Updates/Work Programme)
Scrutiny of the Resources Portfolio Holder

Meeting 7: Thursday 3rd January 2013

Standard items (Matters Arising/Forward Plan/PDS Updates/Work Programme)
Contracts Register (Resources and Corporate)
Bromley Youth Employment Project – Update

Meeting 8: Thursday 31st January 2013

Standard items (Matters Arising/Forward Plan/PDS Updates/Work Programme)
Housing Benefits and Revenues Monitoring Reports
Scrutiny of the Leader (to be confirmed)

Meeting 9: Wednesday 27th March 2013

Standard items (Matters Arising/Forward Plan/PDS Updates/Work Programme)
Annual PDS Report 2012/13
Scrutiny of the Chief Executive (to be confirmed)

May 2013

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

PDS SUB-GROUPS 2012/13

SUBJECT	DURATION	MEMBERSHIP
EXECUTIVE & RESOURCES PDS		
Big Society	Reported to the PDS Committee on 18 th July 2012.	Cllrs Ruth Bennett, Richard Scoates, Nicholas Bennett, Kathy Bance and Russell Mellor
Changes to Local Government Finance	First meeting 31 July 2012 – to complete by December 2012?	Cllrs Eric Bosshard, John Getgood, Russell Mellor, Ernest Noad and William Huntington-Thresher
CARE SERVICES PDS		
Health Scrutiny Sub-Committee	Ongoing – meetings are scheduled twice a year (11 th July 2012 and 31 st January 2013)	All PDS Members
Accommodation and Care for Older People (formerly Care Homes Reference Group)	Ongoing	Cllrs Ruth Bennett & Charles Rideout, plus Angela Clayton Turner, Leslie Marks, Ray Clay, Ken Keepen, Marion Purl & Barbara Campedelli
Housing (with R&R PDS)	To be considered at the meeting on 4 th September 2012 as a result of the motion approved by Council on 25 th June 2012	Cllrs Kathy Bance, Nicky Dykes & John Ince, plus representatives from Care Services PDS.
EDUCATION PDS		
Education Budget Sub-Committee	First meeting on 31 st July 2012	Cllrs Nicholas Bennett, Buttinger, Dykes, McBride and Reddin
Primary School Development Plan Working Group	Meets when needed	Cllrs Bance, Buttinger, Ellis, Humphrys, Reddin

ENVIRONMENT PDS		
Waste Minimisation	On-going	Cllrs William Huntington-Thresher, Reg Adams, Lydia Buttinger & Samaris Huntington-Thresher
Transport Priorities Working Group	On-going	Cllrs William Huntington-Thresher, Nicholas Bennett, Ellie Harmer, David Jefferys and Nicholas Milner
Street Cleaning Working Group	On-going	Cllrs William Huntington-Thresher, Kathy Bance, Jane Beckley, Tom Papworth and Ian Payne
Parking Working Group	On-going	Cllrs Samaris Huntington-Thresher, William Huntington-Thresher, Sarah Phillips & Michael Turner
PUBLIC PROTECTION & SAFETY PDS (No sub-groups appointed at present)		
RENEWAL & RECREATION PDS		
Beckenham & West Wickham Town Centres Working Group	On-going: holding monthly meetings.	Cllrs Michael Tickner, Julian Benington, Nicholas Bennett, Peter Fookes, Sarah Phillips and Stephen Wells
Housing (See Care Services)	-	-