

Decision Maker: Executive and Resources PDS Committee

Date: 18th October 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.

2. **RECOMMENDATION**

2.1 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 (paragraphs 3.4 – 3.5 and appendix 2.)

2.2 The Committee is recommended to re-convene the New Technology Working Group to consider Members' IT issues in response to the Constitution Improvement Working Group's fourth report. (The original membership was Councillors Will Harmer (Chairman), Judi Ellis, Nicholas Bennett, Kate Lymer and Roxhannah Fawthrop.)

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. The Committee’s working group on Local Government Finance is next due to meet on 24th October 2012.
- 3.6 The latest report of the Constitution Improvement Working Group, due to be considered by the General Purposes and Licensing Committee on 23rd October, the Executive on 24th October and full Council on 12th November, contains recommendations about Member’s IT. It is proposed that this Committee re-convenes the New Technology Working Group to consider the detailed implementation of the recommendations, subject to decisions made by Council. The Working Group’s original membership was Councillors Will Harmer (Chairman), Judi Ellis, Nicholas Bennett, Kate Lymer and Roxhannah Fawthrop.

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
Scrutiny of the Chief Executive

Meeting 5: Thursday 18th October 2012

Standard items (Matters Arising/Forward Plan/PDS Updates/Work Programme)
Treasury Management
Public Health – Update from the Resources Portfolio Holder
Scrutiny of the Leader

Meeting 6: Wednesday 21st November 2012

Standard items (Matters Arising/Forward Plan/PDS Updates/Work Programme)
Assets held for Sale (reference from GP&L Cttee)
Communications Working Group – Update
New Technology Working Group – Update
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		
Active Citizens (Big Society)	Completed - Reported to the PDS Committee on 18 th July 2012. and Executive on 12 th September 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)	First meeting on 10 th October 2012	Cllrs Judi Ellis, John Getgood and Charles Rideout (Care Services PDS) Kathy Bance, Nicky Dykes & John Ince (Renewal & Recreation 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

Behaviour Service Working Group	Established by education PDS Cttee on 11 th September 2012	Cllrs Nicholas Bennett and Alexa Michael, Darren Jenkins, Joan McConnell and Head Teacher representatives
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 in Beckenham and West Wickham	Cllrs Michael Tickner, Julian Benington, Nicholas Bennett, Peter Fookes, Sarah Phillips and Stephen Wells
Housing (See Care Services)	-	-