

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

**Date:** 3<sup>rd</sup> January 2013

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

**Title:** WORK PROGRAMME

**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 for the current Council year, including scheduled meetings and all PDS Working Groups. This is the seventh of the Committee's nine scheduled meetings during 2012/13.
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2. **RECOMMENDATION(S)**

**The Committee is requested to consider -**

- (1) the current work programme schedule (appendix 1)**
- (2) the list of working groups and other sub-groups (appendix 2).**

## 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: £320,320 (controllable budget)
  5. Source of funding: Existing 2012/13 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 (i) Scrutiny and 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. Dates for question and answer sessions with the Leader, Resources Portfolio Holder and Chief Executive are included, although some may be 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 - at the last meeting the Committee received a progress review on the recommendations from the Communications Review. The Committee has reconvened the New Technology Working Group in response to the recommendations made by the Constitution Improvement Working Group which were considered by full Council on 12<sup>th</sup> November. A meeting for this Working Group will be set up in due course, which can include a review of the implementation of the original recommendations. The Committee’s Working Group on Local Government Finance last met on 18<sup>th</sup> December 2012.

<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)  
Contracts Register  
HR Update

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

Standard items (Matters Arising/Forward Plan/Contracts Register/PDS Updates/Work Programme)  
IT Contract Monitoring  
Annual PDS Report  
HR Issues – Follow Up

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

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

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

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

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

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

**Meeting 6: Wednesday 21<sup>st</sup> November 2012 (Joint with GP&L Committee)**

Standard items (Matters Arising/Forward Plan/Contracts Register/PDS Updates/Work Programme)  
Assets held for Sale  
Communications Working Group Update  
Scrutiny of the Resources Portfolio Holder

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

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

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

Standard items (Matters Arising/Forward Plan/Contracts Register/PDS Updates/Work Programme)  
Scrutiny of the Leader (to be confirmed)  
Social Media Guidelines  
Bromley Youth Employment Project

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

Standard items (Matters Arising/Forward Plan/Contracts Register/PDS Updates/Work Programme)  
Annual PDS Report  
Housing Benefits and Revenues Monitoring Reports  
Scrutiny of the Chief Executive (to be confirmed)

**PDS Working Groups/Sub-Groups**

<b>SUBJECT</b>	<b>DURATION</b>	<b>MEMBERSHIP</b>
<b>EXECUTIVE &amp; RESOURCES PDS</b>		
<b>Active Citizens (Big Society)</b>	Completed - Reported to the PDS Committee on 18 <sup>th</sup> July 2012 and Executive on 12 <sup>th</sup> September 2012.	Cllrs Ruth Bennett, Richard Scoates, Nicholas Bennett, Kathy Bance and Russell Mellor
<b>Changes to Local Government Finance</b>	Next meeting 18 <sup>th</sup> December 2012	Cllrs Eric Bosshard, John Getgood, Russell Mellor, Ernest Noad and William Huntington-Thresher
<b>New Technology Working Group</b>	Reconvened 18 <sup>th</sup> October 2012	Cllrs Will Harmer, Nicholas Bennett, Judi Ellis, Roxhannah Fawthrop and Kate Lymer
<b>CARE SERVICES PDS</b>		
<b>Health Scrutiny Sub-Committee</b>	Ongoing – meetings are scheduled twice a year (11 <sup>th</sup> July 2012 and February 2013 – to be confirmed)	All PDS Members
<b>Accommodation and Care for Older People</b> (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
<b>Housing</b> (with R&R PDS)	Most recent meeting on 11 <sup>th</sup> December 2012 – to report March 2013	Cllrs Judi Ellis, John Getgood and Catherine Rideout (Care Services PDS) Kathy Bance, Nicky Dykes & John Ince (Renewal & Recreation PDS).
<b>EDUCATION PDS</b>		
<b>Education Budget Sub-Committee</b>	First meeting on 31 <sup>st</sup> July 2012, next meeting on 8 <sup>th</sup> January 2013.	Cllrs Nicholas Bennett, Buttinger, Dykes, McBride and Reddin

<b>Primary School Development Plan Working Group</b>	Meets when needed	Cllrs Bance, Buttinger, Ellis, Humphrys, Reddin
<b>Behaviour Service Working Group</b>	Established by Education PDS Cttee on 11 <sup>th</sup> September 2012 – First meeting on 14 <sup>th</sup> November 2012	Cllrs Nicholas Bennett and Alexa Michael, Darren Jenkins, Joan McConnell and Head Teacher representatives
<b>ENVIRONMENT PDS</b>		
<b>Waste Minimisation</b>	On-going	Cllrs William Huntington-Thresher, Reg Adams, Lydia Buttinger & Samaris Huntington-Thresher
<b>Transport Priorities Working Group</b>	On-going – last meeting on 13 <sup>th</sup> November 2012	Cllrs William Huntington-Thresher, Nicholas Bennett, Ellie Harmer, David Jefferys and Nicholas Milner
<b>Street Cleaning Working Group</b>	On-going	Cllrs William Huntington-Thresher, Kathy Bance, Jane Beckley, Tom Papworth and Ian Payne
<b>Parking Working Group</b>	On-going	Cllrs Samaris Huntington-Thresher, William Huntington-Thresher, Sarah Phillips & Michael Turner
<b>PUBLIC PROTECTION &amp; SAFETY PDS</b> (No sub-groups appointed at present)		
<b>RENEWAL &amp; RECREATION PDS</b>		
<b>Beckenham &amp; West Wickham Town Centres Working Group</b>	On-going: holding monthly meetings in Beckenham and West Wickham – next meetings on 7 <sup>th</sup> February and 14 <sup>th</sup> March 2013.	Cllrs Michael Tickner, Julian Benington, Nicholas Bennett, Peter Fookes, Sarah Phillips and Stephen Wells