

Decision Maker: EXECUTIVE AND RESOURCES POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Date: Wednesday 27 March 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: 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, of which this is the ninth and last – the dates are set out in Appendix 1, with a list of the items considered.

2. RECOMMENDATIONS

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.)

Corporate Policy

1. Policy Status: Existing Policy: All PDS Committee receive a report on their work programmes.
 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
 5. Source of funding: 2012/13 revenue budget
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Staff

1. Number of staff (current and additional): 8 posts (7.22fte)
 2. If from existing staff resources, number of staff hours: Maintaining the work programme takes less than an hour between meetings.
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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? Not Applicable
2. Summary of Ward Councillors comments: Not Applicable

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.

Working Groups

- 3.4 In [Appendix 2](#), PDS Working Groups and other sub-groups are set out, both for this Committee and other PDS Committees. 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.

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 (Joint with GP&L Committee)

Standard items (Matters Arising/Forward Plan/PDS Updates/Work Programme)
Assets held for Sale (reference from GP&L Cttee)
Communications 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)

Meeting 8: Thursday 31st January 2013

Standard items (Matters Arising/Forward Plan/PDS Updates/Work Programme)
New Technology Working Group Update
Bromley Youth Employment Project
Scrutiny of the Leader

Meeting 9: Wednesday 27th March 2013

Standard items (Matters Arising/Forward Plan/PDS Updates/Work Programme)
Contracts Register (Resources and Corporate)
Annual PDS Report 2012/13
Report of the Finance Working Group
Scrutiny of the Chief Executive
Communications Policy

May 2013

Standard items (Matters Arising/Forward Plan/PDS Updates/Work Programme)
Membership of London Councils
Housing Benefits and Revenues Monitoring Reports

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	Reporting to the meeting on 27 th March 2013.	Cllrs Eric Bosshard, John Getgood, Russell Mellor, Ernest Noad and William Huntington- Thresher.
New Technology Working Group	Next meeting on 4 th April 2013.	Cllrs Will Harmer, Nicholas Bennett, Judi Ellis, Roxhannah Fawthrop and Kate Lymer.
CARE SERVICES PDS		
Health Scrutiny Sub-Committee	Two meetings are scheduled a year – last meeting was on 14 th February 2013.	All PDS Members.
Accommodation and Care for Older People (formerly Care Homes Reference Group)	Last met 20 th August 2012.	Cllrs Ruth Bennett & Charles Rideout, plus Angela Clayton Turner, Leslie Marks, Ray Clay, Ken Keepen, Marion Purl & Barbara Campedelli.
Housing (with R&R PDS)	Most recent meeting on 13 th November 2012. To complete spring 2013.	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	Four meetings scheduled a year – last meeting was on 13 th February 2013.	Cllrs Nicholas Bennett, Buttinger, Dykes, McBride and Reddin.

School Governance Working Group	Met on 12 th March 2013.	Cllr Nicholas Bennett, Kathy Bance, Judi Ellis, David McBride, plus Darren Jenkins, Mrs Joan McConnell and Andrew Spears.
Primary School Development Plan Working Group	Meets when needed	Cllrs Bance, Buttinger, Ellis, Humphrys, Reddin
Behaviour Service Working Group	Last met on 13 th February 2013.	Cllrs Nicholas Bennett and Alexa Michael, Darren Jenkins, Joan McConnell and Head Teacher representatives
ENVIRONMENT PDS		
Waste Minimisation	Not met in 2012/13	Cllrs William Huntington-Thresher, Reg Adams, Lydia Buttinger & Samaris Huntington-Thresher
Transport Priorities Working Group	Last meeting on 13 th November 2012	Cllrs William Huntington-Thresher, Nicholas Bennett, Ellie Harmer, David Jefferys and Nicholas Milner
Street Cleaning Working Group	Not met in 2012/13	Cllrs William Huntington-Thresher, Kathy Bance, Jane Beckley, Tom Papworth and Ian Payne
Parking Working Group	Meeting on 20 th March 2013.	Cllrs Samaris Huntington-Thresher, William Huntington-Thresher, Sarah Phillips & Michael Turner
Highways Assets Working Group	Not met in 2012/13	Cllrs William Huntington-Thresher, Julian Grainger, David Hastings and Samaris Huntington-Thresher
PUBLIC PROTECTION & SAFETY PDS		
Savings, Income Generation and Invest to Save	Established on 22 nd January 2013	Cllr Peter Fortune
RENEWAL & RECREATION PDS		
Beckenham & West Wickham Town Centres Working Group	Concluding meeting on 23 rd May 2013.	Cllrs Michael Tickner, Julian Benington, Nicholas Bennett, Peter Fookes, Sarah Phillips and Stephen Wells
Housing (See Care Services)	-	-