

**Decision Maker:** EXECUTIVE AND RESOURCES POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

**Date:** 5<sup>th</sup> June 2013

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

**Title:** WORK PROGRAMME 2013/14

**Contact Officer:** Graham Walton, Democratic Services Manager  
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**Chief Officer:** Mark Bowen, Director of Corporate Services

**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 2013/14, including scheduled meetings and all PDS working groups. The Committee now has eight meetings scheduled during 2013/14 – the dates are set out in Appendix 1, with a list of the items to be considered. The report also summarises PDS working groups.

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2. **RECOMMENDATIONS**

2.1 **The Committee is requested to consider its work programme for 2013/14 and the appointment of PDS Working Groups.**

### 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: £363,070
  5. Source of funding: 2013/14 revenue budget
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### Staff

1. Number of staff (current and additional): 10 posts (8.55fte)
  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 2013/14 is attached at [Appendix 1](#). The timing of meetings is tied to the need to pre-scrutinise Executive agendas. Question sessions with the Leader, Resources Portfolio Holder and Chief Executive are being added to the programme throughout the year.

#### Working Groups

- 3.4 In [Appendix 2](#), PDS Working Groups and other sub-groups are set out as at the end of 2012/13, 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. 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.
- 3.5 At the start of the Council year this is an opportunity for all PDS Committees to review which Working Groups are actually needed, and to consider their membership.

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

**COMMITTEE MEETING SCHEDULE 2013/14**

**Meeting 1: Wednesday 12<sup>th</sup> June 2013**

Standard items (Matters Arising/Forward Plan/Executive Agenda/PDS Updates/Work Programme)  
Section 106 Monitoring  
Membership of London Councils

**Meeting 2: Wednesday 18<sup>th</sup> July 2013**

Standard items (Matters Arising/Forward Plan/Executive Agenda/PDS Updates/Work Programme)  
Housing Benefits and Revenues Monitoring Reports  
Project Management  
Contracts Register (Resources and Corporate)  
Resources Portfolio Holder

**Meeting 3: Wednesday 4<sup>th</sup> September 2013**

Standard items (Matters Arising/Forward Plan/Executive Agenda/PDS Updates/Work Programme)  
Contracts Register (Resources and Corporate)  
Scrutiny of the Chief Executive

**Meeting 4: Thursday 10<sup>th</sup> October 2013**

Standard items (Matters Arising/Forward Plan/ Executive Agenda/PDS Updates/Work Programme)  
Scrutiny of the Leader

**Meeting 5: Wednesday 13<sup>th</sup> November 2013**

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

**Meeting 6: Wednesday 8<sup>th</sup> January 2014**

Standard items (Matters Arising/Forward Plan/Executive Agenda/PDS Updates/Work Programme)  
Resources Portfolio Holder

**Meeting 7: Wednesday 5<sup>th</sup> February 2014**

Standard items (Matters Arising/Forward Plan/Executive Agenda/PDS Updates/Work Programme)  
Scrutiny of the Chief Executive

**Meeting 8: Thursday 27<sup>th</sup> March 2014**

Standard items (Matters Arising/Forward Plan/Executive Agenda/PDS Updates/Work Programme)  
Contracts Register (Resources and Corporate)  
Annual PDS Report 2013/14  
Scrutiny of the Leader

**PDS SUB-GROUPS** (As at the end of 2012/13)

<b>SUBJECT</b>	<b>DURATION</b>	<b>MEMBERSHIP</b>
<b>EXECUTIVE &amp; RESOURCES PDS</b>		
<b>Active Citizens</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>	Completed. Reported to the PDS meeting on 27 <sup>th</sup> March 2013 and to the Executive on 22 <sup>nd</sup> May 2013.	Cllrs Eric Bosshard, John Getgood, Russell Mellor, Ernest Noad and William Huntington-Thresher.
<b>New Technology Working Group</b>	Originally reported in May 2011. Reconvened January 2013. Last meeting on 4 <sup>th</sup> April 2013.	Cllrs Will Harmer, Nicholas Bennett, Judi Ellis, Roxhannah Fawthrop and Kate Lymer.
<b>CARE SERVICES PDS</b>		
<b>Health Scrutiny Sub-Committee</b>	Two meetings are scheduled a year – next meeting is due to be 10 <sup>th</sup> July 2013.	All PDS Members.
<b>Accommodation and Care for Older People</b> (formerly Care Homes Reference Group)	Last met 20 <sup>th</sup> August 2012.	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)	Completed December 2012	Cllrs Judi Ellis, John Getgood and Charles Rideout (Care Services PDS) Kathy Bance, Nicky Dykes & John Ince (Renewal & Recreation PDS).
<b>EDUCATION PDS</b>		
<b>Education Budget Sub-Committee</b>	Four meetings scheduled a year –next meeting is on 23 <sup>rd</sup> July 2013.	Cllrs Nicholas Bennett, Buttinger, Dykes, McBride and Reddin.

<b>School Governance Working Group</b>	Met on 12 <sup>th</sup> March 2013.	Cllr Nicholas Bennett, Kathy Bance, Judi Ellis, David McBride, plus Darren Jenkins, Mrs Joan McConnell and Andrew Spears.
<b>Primary School Development Plan Working Group</b>	Meets when needed	Cllrs Bance, Buttinger, Ellis, Humphrys, Reddin
<b>Behaviour Service Working Group</b>	Last met on 2 <sup>nd</sup> April 2013 – due to meet 23 <sup>rd</sup> July 2013.	Cllrs Nicholas Bennett and Alexa Michael, Darren Jenkins, Joan McConnell and Head Teacher representatives
<b>ENVIRONMENT PDS</b>		
<b>Waste Minimisation</b>	Did not meet in 2012/13	Cllrs William Huntington-Thresher, Reg Adams, Lydia Buttinger & Samaris Huntington-Thresher
<b>Public Transport Investment Working Group</b>	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>	Did not meet in 2012/13	Cllrs William Huntington-Thresher, Kathy Bance, Jane Beckley, Tom Papworth and Ian Payne
<b>Parking Working Group</b>	Met on 20 <sup>th</sup> March 2013.	Cllrs Samaris Huntington-Thresher, William Huntington-Thresher, Sarah Phillips & Michael Turner
<b>Highways Assets Working Group</b>	Not met in 2012/13	Cllrs William Huntington-Thresher, Julian Grainger, David Hastings and Samaris Huntington-Thresher
<b>PUBLIC PROTECTION &amp; SAFETY PDS</b>		
<b>Savings, Income Generation and Invest to Save</b>	Established on 22 <sup>nd</sup> January 2013	Cllr Peter Fortune
<b>RENEWAL &amp; RECREATION PDS</b>		
<b>Beckenham &amp; West Wickham Town Centres Working Group</b>	Concluding meeting on 23 <sup>rd</sup> May 2013.	Cllrs Michael Tickner, Julian Benington, Nicholas Bennett, Peter Fookes, Sarah Phillips and Stephen Wells
<b>Housing</b> (See Care Services)	-	-