

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

**Date:** 18<sup>th</sup> July 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 – these are listed at Appendix 2.

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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 Sub-Committees, Working Groups and other sub-groups are set out following the first PDS meetings of 2013/14 for 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. At a time of pressure on member and officer resources it is important that any additional work is carefully targeted at priority issues where improvements can be achieved. 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 and prioritise 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)  
Contracts Register (Resources and Corporate)  
Housing Benefits and Revenues Monitoring Reports  
Resources Portfolio Holder

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

Standard items (Matters Arising/Forward Plan/Executive Agenda/PDS Updates/Work Programme)  
Project Management  
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-COMMITTEES AND WORKING GROUPS**

<b>SUBJECT</b>	<b>DURATION</b>	<b>MEMBERSHIP</b>
<b>EXECUTIVE &amp; RESOURCES PDS</b>		
<b>New Technology Working Group</b>	Originally reported in May 2011. Reconvened January 2013. Met on 26 <sup>th</sup> June and will report again in the Autumn.	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 in September 2013.	All PDS Members.
<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 Bance, Benington, Nicholas Bennett, Grainger, 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 Fortune, Phillips and 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, Fortune and Phillips and Darren Jenkins, Joan McConnell and Head Teacher representatives.

<b>ENVIRONMENT PDS</b>		
<b>Local Implementation Plan (LIP) Working Group</b>	Established 25 <sup>th</sup> June 2013.	Cllrs William Huntington-Thresher, Judi Ellis, Julian Grainger and
<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, Reg Adams, Judi Ellis and Samaris Huntington-Thresher
<b>PUBLIC PROTECTION &amp; SAFETY PDS</b>		
<b>RENEWAL &amp; RECREATION PDS</b>		