

Decision Maker: EXECUTIVE AND RESOURCES
POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Date: 4th September 2013

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

Title: WORK PROGRAMME 2013/14

Contact Officer: Graham Walton, Democratic Services Manager
Tel: 0208 461 7743 E-mail: graham.walton@bromley.gov.uk

Chief Officer: Mark Bowen, Director of Corporate Services

Ward: N/A

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 summarises Sub-Committees and working groups from across all PDS Committees – these are listed at Appendix 2.
-

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:
-

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
-

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.
-

Legal

1. Legal Requirement: None:
 2. Call-in: Not Applicable: This report does not involve an executive decision
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): This report is intended primarily for the benefit of members of the Committee.
-

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 have been added to the programme throughout the year.

Sub-Committees and 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, this 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 (such as the work of the New Technology Working Group).
- 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. At the meeting on 5th June 2013 Councillor Peter Fookes suggested a number of issues for possible consideration by working groups, including welfare reform, housing and employment. The Chairman invited Members of the Committee to submit any ideas for Working Groups to him.

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

COMMITTEE MEETING SCHEDULE 2013/14

Meeting 1: Wednesday 12th June 2013

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

Meeting 2: Wednesday 18th 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 4th September 2013

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

Meeting 4: Thursday 10th October 2013

Standard items (Matters Arising/Forward Plan/ Executive Agenda/PDS Updates/Work Programme)
Scrutiny of the Leader
Project Management
Report from the New Technology Working Group

Meeting 5: Wednesday 13th November 2013

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

Meeting 6: Wednesday 8th January 2014

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

Meeting 7: Wednesday 5th February 2014

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

Meeting 8: Thursday 27th 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
Further Update on 2012/13 Winter Health Programme

PDS SUB-COMMITTEES AND WORKING GROUPS

SUBJECT	DURATION	MEMBERSHIP
EXECUTIVE & RESOURCES PDS		
New Technology Working Group	Originally reported in May 2011. Reconvened January 2013. Last met on 26 th June and will report again in October.	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 – next meeting is due to be on 14 th October 2013.	All PDS Members.
EDUCATION PDS		
Education Budget Sub-Committee	Four meetings scheduled a year –next meeting is on 2 nd October 2013.	Cllrs Bance, Benington, Nicholas Bennett, Grainger, McBride and Reddin.
Primary School Development Plan Working Group	Meeting on 2 nd September 2013	Cllrs Nicholas Bennett, Fortune, Phillips and Reddin
Behaviour Services Working Group	Last met on 2 nd April 2013 – due to meet 23 rd July 2013.	Cllrs Nicholas Bennett, Fortune and Phillips.
ENVIRONMENT PDS		
Local Implementation Plan (LIP) Working Group	Established at the meeting on 25 th June 2013.	Cllrs William Huntington-Thresher, Judi Ellis, Julian Grainger and Milner.

Parking Working Group	Due to meet autumn 2013	Cllrs Samaris Huntington-Thresher and William Huntington-Thresher.
Highways Assets Working Group	Not met in 2012/13	Cllrs William Huntington-Thresher, Reg Adams, Judi Ellis and Samaris Huntington-Thresher
PUBLIC PROTECTION & SAFETY PDS		
RENEWAL & RECREATION PDS		
Penge Town Centre Working Group	Established at the meeting on 11 th June 2013.	