

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

**Date:** 5<sup>th</sup> February 2014

**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 summarises Sub-Committees and working groups from across all PDS Committees – 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: £367,636
  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 have been added to the programme throughout the year.
- 3.4 The Committee has previously requested a report on project management arrangements, which has been delayed. Further discussions are being held to ensure that a report is produced for the meeting on 27<sup>th</sup> March 2014.

#### 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). The Costs and Charges Working Group has now held two meetings (12<sup>th</sup> December 2013 and 23<sup>rd</sup> January 2014) and is ready to report its conclusions.

<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  
Scrutiny of the Resources Portfolio Holder

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

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

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

Standard items (Matters Arising/Forward Plan/Executive Agenda/PDS Updates/Work Programme)  
Bromley Youth Employment Project

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

Standard items (Matters Arising/Forward Plan/Executive Agenda/PDS Updates/Work Programme)  
Contracts Register (Resources and Corporate)  
Scrutiny of the Resources Portfolio Holder  
Housing Benefits Monitoring (including Discretionary Housing Payments)  
Revenues Monitoring  
Parking Shared Service

**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  
Report from the Costs and Charges Working Group  
Update on the Bromley Youth Employment Project

**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)  
Project Management  
Annual PDS Report 2013/14  
Scrutiny of the Leader

**2014/15**

Further Update on 2012/13 Winter Health Programme

**PDS SUB-COMMITTEES AND WORKING GROUPS**

SUBJECT	DURATION	MEMBERSHIP
<b>EXECUTIVE &amp; RESOURCES PDS</b>		
<b>New Technology Working Group</b>	Originally reported in May 2011. Reconvened January 2013 and last met on 26 <sup>th</sup> November 2013	Cllrs Will Harmer, Nicholas Bennett, Judi Ellis, Roxhannah Fawthrop, Kate Lymer and Russell Mellor.
<b>Council Costs and charges</b>	First meeting held on 12 <sup>th</sup> December 2013, second meeting on 23 <sup>rd</sup> January 2014.	Cllrs Nicholas Bennett, Eric Bosshard, Peter Dean, Julian Grainger, Russell Mellor, Tony Owen and Neil Reddin, with Cllrs Graham Arthur and Colin Smith
<b>CARE SERVICES PDS</b>		
<b>Health Scrutiny Sub-Committee</b>	Two meetings are scheduled a year – next meeting is due to be on 30 <sup>th</sup> January 2014.	All Care Services PDS Members.
<b>EDUCATION PDS</b>		
<b>Education Budget Sub-Committee</b>	Four meetings scheduled a year – last meeting was on 7 <sup>th</sup> January 2014	Cllrs Bance, Benington, Nicholas Bennett, Grainger, McBride and Reddin.
<b>School Places Working Group</b>	Last met on 25 <sup>th</sup> November 2013	Cllrs Nicholas Bennett, Fortune, Phillips and Reddin

<b>ENVIRONMENT PDS</b>		
<b>Local Implementation Plan (LIP) Working Group</b>	Met on 10 <sup>th</sup> September 2013	Cllrs William Huntington-Thresher, Judi Ellis, Julian Grainger and Milner.
<b>Parking Working Group</b>	Met on 9 <sup>th</sup> October 2013	Cllrs Samaris Huntington-Thresher and William Huntington-Thresher.
<b>Highways Assets Working Group</b>	No recent meetings	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>		
<b>Penge Town Centre Working Group</b>	Established at the meeting on 11 <sup>th</sup> June 2013 – awaiting advice on the viability of a potential BID.	Cllr Bance plus others to be appointed when due to commence.
<b>Bromley Town Centre Working Group</b>	Established at the meeting on 18 <sup>th</sup> September 2013.	Cllrs Benington, Turner and Dykes, Cllr Morgan and three members from Environment PDS Committee