

Decision Maker: EXECUTIVE AND RESOURCES
POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Date: 27th March 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

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.
- 1.2 As agreed at the last meeting, the Committee is also requested to appoint Members to the Working Group overseeing work on the objectives of the Bromley Youth Employment Project.
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2. **RECOMMENDATIONS**

- 2.1 **The Committee is requested to consider its work programme for 2013/14.**
- 2.2 **The Committee is requested to confirm membership of the Youth Employment Working Group (see paragraph 3.5.)**

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 (8.75fte)
 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.

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 (12th December 2013 and 23rd January 2014) and is ready to report its conclusions.

Youth Employment Working Group

- 3.5 At its last meeting the Committee agreed that a Working Group would be set up to provide oversight to the task and finish group undertaking an options appraisal for use of the outstanding money allocated to the Bromley Youth Employment Project. The task and finish group is working to a very tight programme with the aim of reporting with proposals for the Resources Portfolio Holder to this Committee’s meeting on 5th June 2014. The task and finish group is currently gathering evidence from sector representatives – findings will be analysed and draft options scoped by mid April so that the Member Working Group can meet on 29th or 30th April to examine the draft proposals. Councillor William Huntington-Thresher has expressed an interest in joining the Working Group, and the Committee is asked to appoint additional Members.

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
Scrutiny of the 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
Contracts Register (Resources and Corporate)

Meeting 5: Wednesday 13th November 2013

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

Meeting 6: Wednesday 8th 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 5th 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 27th March 2014

Standard items (Matters Arising/Forward Plan/Executive Agenda/PDS Updates/Work Programme)
Project Management
Annual PDS Report 2013/14
Scrutiny of the Leader

2014/15

Further Update on 2012/13 Winter Health Programme
Orpington Foodbank (reference from full Council)
Contracts Register (Resources and Corporate)

PDS SUB-COMMITTEES AND WORKING GROUPS

SUBJECT	DURATION	MEMBERSHIP
EXECUTIVE & RESOURCES PDS		
New Technology Working Group	Originally reported in May 2011. Reconvened January 2013 and last met on 26 th November 2013	Cllrs Will Harmer, Nicholas Bennett, Judi Ellis, Roxhannah Fawthrop, Kate Lymer and Russell Mellor.
Council Costs and Charges	Reported on 5 th February 2014 – recommendations supported by the Executive on 12 th February 2014.	Cllrs Nicholas Bennett, Eric Bosshard, Peter Dean, Julian Grainger, Russell Mellor, Tony Owen and Neil Reddin, with Cllrs Graham Arthur and Colin Smith
Youth Employment Working Group	To meet on 29 th or 30 th April 2014	Cllr William Huntington-Thresher
CARE SERVICES PDS		
Health Scrutiny Sub-Committee	Two meetings are scheduled a year. Last meeting was on 30 th January 2014 – an additional meeting is to be held on 9 th April 2014	All Care Services PDS Members.
EDUCATION PDS		
Education Budget Sub-Committee	Four meetings scheduled a year – last meeting was on 7 th January 2014, next meeting is on 8 th April 2014.	Cllrs Bance, Benington, Nicholas Bennett, Grainger, McBride and Reddin.
School Places Working Group	Last met on 25 th November 2013	Cllrs Nicholas Bennett, Fortune, Phillips and Reddin

School Governance Working Group	Last met on 11 th March 2014	Cllrs Nicholas Bennett, Bance, Fortune, Grainger, Reddin, Darren Jenkins, Joan McConnell
ENVIRONMENT PDS		
Local Implementation Plan (LIP) Working Group	Met on 10 th September 2013	Cllrs William Huntington-Thresher, Judi Ellis, Julian Grainger and Milner.
Parking Working Group	Met on 9 th October 2013	Cllrs Samaris Huntington-Thresher and William Huntington-Thresher.
Highways Assets Working Group	No recent meetings	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 – awaiting advice on the viability of a potential BID.	Cllr Bance plus others to be appointed when due to commence.
Bromley Town Centre Working Group	Established at the meeting on 18 th September 2013.	Cllrs Benington, Turner and Dykes, Cllr Morgan and three members from Environment PDS Committee
Beckenham Town Centre	Re-established on 28 th January 2014 to monitor the Beckenham town centre improvements. Met on 27 th February 2014 - next meeting on 3 rd April.	Cllrs Tickner, Mellor, Wells, Adams, Milner, Phillips, Dean, Lynch and Diane Smith