

Decision Maker: EXECUTIVE AND RESOURCES
POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Date: 4th March 2015

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

Title: WORK PROGRAMME 2014/15

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 an opportunity to consider its work programme for the remainder of 2014/15, including scheduled meetings and PDS working groups. The Committee now has eight meetings scheduled during 2014/15 – the dates are set out in Appendix 1, with a draft list of the items to be considered. Dates for the 2015/16 Council year are due to be considered by General Purposes and Licensing Committee on 26th March 2015.
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2. **RECOMMENDATIONS**

- 2.1 The Committee is requested to consider its work programme and indicate any particular issues that it wishes to consider.

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: £373,410
 5. Source of funding: 2014/15 revenue budget
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Staff

1. Number of staff (current and additional): 10 posts (8.72fte)
 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 2014/15 is attached at [Appendix 1](#). The timing of meetings is tied to the need to pre-scrutinise Executive agendas. As in previous years, question sessions with the Leader, Resources Portfolio Holder and Chief Executive are included in the programme.

Sub-Committees and Working Groups

- 3.4 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 or the Costs and Charges Working Group). At the Committee’s first meeting it was agreed that the New Technology Working Group would be re-convened under the Chairmanship of Councillor Will Harmer, and that he would seek additional members to sit on the working group. At the September meeting the Chairman suggested a Member Working Group to look at overall strategy for the Council.
- 3.5 A schedule of Sub-Committees and Working Groups across all PDS Committees is attached as [Appendix 2](#) – this will be updated as more details become available.

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

COMMITTEE MEETING SCHEDULE 2014/15

Meeting 1: Thursday 5th June 2014

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

Meeting 2: Thursday 10th July 2014

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

Contracts Register (Resources and Corporate)

Monitoring Report: Section 106

Monitoring Report: Revenues Service

Monitoring Report: Benefits Service

Monitoring Report: Sundry Debtors and Accounts Payable

Monitoring Report: Customer Services

Meeting 3: Wednesday 3rd September 2014

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

Scrutiny of the Resources Portfolio Holder

Meeting 4: Wednesday 8th October 2014

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

Scrutiny of the Chief Executive

Meeting 5: Wednesday 19th November 2014

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

Bromley Youth Employment Project- Quarterly Monitoring

Monitoring Report: Section 106

Motion from Council – UK Corporation Tax

Scrutiny of the Leader

Meeting 6: Wednesday 7th January 2015

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

Contracts Register (Resources and Corporate)

Monitoring Report: Sundry Debtors and Accounts Payable

Monitoring Report: Customer Services

Unit Costs Report 2014/15

Further Update on Winter Health Programme

Scrutiny of the Resources Portfolio Holder

Meeting 7: Wednesday 4th February 2015

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

Monitoring Report: Revenues Service

Monitoring Report: Benefits Service

Meeting 8: Thursday 12th March 2015

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

Annual PDS Report 2014/15

Contracts and Invest to Save

IT Contract Monitoring

Bromley Youth Employment Project – Quarterly Monitoring

Scrutiny of the Leader and Chief Executive

For 2015/16

Invest to Save & Contracts: Year-end review

PDS SUB-COMMITTEES AND WORKING GROUPS 2014/15

SUBJECT	DURATION	MEMBERSHIP
EXECUTIVE AND RESOURCES PDS		
New Technology Working Group	Re-appointed 5 th June 2014	Cllrs Will Harmer, Nicholas Bennett, Judi Ellis, Kate Lymer & Russell Mellor
CARE SERVICES PDS		
Health Scrutiny Sub-Committee	Three meetings scheduled each year. Next meeting on 15 th April 2015	Cllrs Ruth Bennett, Mary Cooke, Ian Dunn, Judi Ellis, Hannah Gray, David Jefferys, Terence Nathan, Charles Rideout, Melanie Stevens, Pauline Tunncliffe and co-opted Members.
Care Services Budget Sub-Committee	Proposed at the meeting on 26 th June 2014 but in abeyance.	-
EDUCATION PDS		
Education Budget Sub-Committee	Five meetings scheduled each year. Met on 3 rd March 2015.	Cllrs Teresa Ball, Kathy Bance, Nicholas Bennett, Judi Ellis and Neil Reddin.
School Places Working Group	Re-appointed at the PDS meeting on 2 nd July 2014 – last met on 13 th November 2014.	Cllrs Judi Ellis, Kathy Bance and any 4 Conservative members of the PDS Committee
School Improvement Panel	Re-appointed at the PDS meeting on 2 nd July 2014	Cllrs Mary Cooke, Kathy Bance and any 3 Conservative members of the PDS Committee
Progress of Academy Status Panel	Appointed at the PDS meeting on 2 nd July 2014	Cllr Keith Onslow (or, in his absence, Cllr Alexa Michael), Cllrs Stephen Wells, Nicholas Bennett, Cllr Neil Reddin and 1 other Conservative member of the PDS Committee
Effectiveness of Children's Centres	Appointed at the PDS meeting on 4 th November 2014 - met on 1 st December 2014 and due to report back on 10 th March 2015.	Cllrs Nicholas Bennett JP, Alan Collins, Mary Cooke and Judi Ellis, Mrs Joan McConnell and Mr Tony Wright-Jones

ENVIRONMENT PDS		
Waste Working Group	Appointed at the PDS meeting on 1st July 2014 – met on 16 th December 2014.	Cllrs Kevin Brooks, Lydia Buttinger, Samaris Hyntington-Thresher & William Huntington-Thresher
Parking Working Group	Appointed at the PDS meeting on 1 st July 2014 – met on 18 th December 2014.	Cllrs William Huntington-Thresher, Angela Page, Catherine Rideout & Melanie Stevens
PUBLIC PROTECTION AND SAFETY PDS		
RENEWAL AND RECREATION PDS		
Beckenham Town Centre Working Group	Last met on 11 th December 2014.	Cllr Michael Tickner and Beckenham ward councillors