

Decision Maker: EXECUTIVE AND RESOURCES
POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Date: 14th May 2015

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

Title: WORK PROGRAMME 2015/16

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 2015/16, including scheduled meetings and PDS working groups. The Committee now has nine meetings scheduled during 2015/16 – the dates are set out in Appendix 1, with a draft list of the items to be considered.
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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: £326,980
 5. Source of funding: 2015/16 revenue budget
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Staff

1. Number of staff (current and additional): 8 posts (7.39fte)
 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 2015/16 is attached at Appendix 1, along with draft lists of reports. The timing of meetings is tied to the need to pre-scrutinise Executive agendas. As in previous years, it is intended that question sessions with the Leader, Resources Portfolio Holder and Chief Executive will be included in the programme, and suitable dates will be established in the next few weeks.

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).
- 3.5 A schedule of Sub-Committees and Working Groups across all PDS Committees is usually attached as Appendix 2 to this report. This will be reinstated for future meetings once this Committee and other PDS Committees have had an opportunity to consider which working groups are needed for 2015/16.

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

COMMITTEE MEETING SCHEDULE 2015/165

Meeting 1: Thursday 14th May 2015

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

Meeting 2: Wednesday 3rd June 2015

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

Meeting 3: Thursday 9th July 2015

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

Contracts Register (Resources and Corporate)

Bromley Youth Employment Project- Quarterly Monitoring

Monitoring Report: Section 106

Monitoring Report: Revenues Service

Monitoring Report: Benefits Service

Monitoring Report: Sundry Debtors and Accounts Payable

Monitoring Report: Customer Services

Meeting 4: Thursday 3rd September 2015

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

Bromley Youth Employment Project- Quarterly Monitoring

Meeting 5: Thursday 8th October 2015

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

Meeting 6: Thursday 26th November 2015

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

Bromley Youth Employment Project- Quarterly Monitoring

Meeting 7: Wednesday 6th January 2016

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

Contracts Register (Resources and Corporate)

Monitoring Report: Revenues Service

Monitoring Report: Benefits Service

Monitoring Report: Sundry Debtors and Accounts Payable

Monitoring Report: Customer Services

IT Contract Monitoring

Meeting 8: Wednesday 3rd February 2016

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

Meeting 9: Thursday 16th March 2016

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

Annual PDS Report 2015/16

Bromley Youth Employment Project – Quarterly Monitoring