

Decision Maker: EXECUTIVE AND RESOURCES
POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Date: 8th June 2016

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

Title: WORK PROGRAMME 2016/17

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 an opportunity to consider its work programme for 2016/17, including scheduled meetings and PDS working groups. The Committee has nine meetings scheduled during 2016/17 – the dates are set out in Appendix 1, with a draft list of the items to be considered.
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2. **RECOMMENDATIONS**

- (1) **The Committee is requested to consider its work programme and indicate any particular issues that it wishes to consider.**
- (2) **The Committee is requested to consider the proposal from Cllr Stephen Wells that Cllr Russell Mellor be appointed as a member of the Contracts Sub-Committee.**

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: £335,590
 5. Source of funding: 201617 revenue budget
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Staff

1. Number of staff (current and additional): 8 posts (7.27fte)
 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 2016/17 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, question sessions with the Leader, Resources Portfolio Holder and Chief Executive are being arranged.

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.
- 3.5 In 2015/16 the Committee established a Contracts Working Group which met seven times under the chairmanship of Councillor Stephen Wells. Following the Constitution Improvement Working Group's fifth report, Council approved the establishment of a Contracts Sub-Committee, as a Sub-Committee of this Committee. The following Members were appointed to the Sub-Committee on 11th May 2016 – Councillors Stephen Wells (Chairman), Chris Pierce (Vice-Chairman), Simon Fawthrop, William Huntington-Thresher, Keith Onslow and Angela Wilkins. Councillor Wells has subsequently requested that Councillor Russell Mellor be added to the Sub-Committee. This can be achieved without harming the political balance requirements. The following terms of reference were proposed for the Sub-Committee following the discussions at the last meeting –
- To undertake the policy development and scrutiny role in respect of the Council's commissioning and contracts functions (whilst respecting the responsibilities of service PDS Committees) and report to Executive and Resources PDS Committee as appropriate.
- 3.6 A schedule of Sub-Committees and Working Groups across all PDS Committees is attached as [Appendix 2](#) to this report. This will be updated for future meetings as other PDS Committees meet and confirm which Working Groups to appoint.

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

COMMITTEE MEETING SCHEDULE 2016/17

Meeting 1: Thursday 12th May 2016

Standard items (Matters Arising/Forward Plan/Executive Agenda/PDS Updates/Work Programme)
Corporate Contracts Register
Bromley Youth Employment Project - Monitoring

Meeting 2: Wednesday 8th June 2016

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

Meeting 3: Thursday 7th July 2016

Standard items (Matters Arising/Forward Plan/Executive Agenda/Work Programme)
Monitoring Report: Revenues Service
Monitoring Report: Benefits Service
Monitoring Report: Exchequer Services
Monitoring Report: Customer Services
Scrutiny of the Resources Portfolio Holder
Mobile Phone Contract and Annual IT Support Contracts

Meeting 4: Wednesday 31st August 2016

Standard items (Matters Arising/Forward Plan/Executive Agenda/Work Programme)
Corporate Contracts Register
Scrutiny of the Chief Executive
Council Internship Scheme
IT Support Contract

Meeting 5: Wednesday 5th October 2016

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

Meeting 6: Wednesday 23rd November 2016

Standard items (Matters Arising/Forward Plan/Executive Agenda/Work Programme)
Scrutiny of the Resources Portfolio Holder

Meeting 7: Wednesday 4th January 2017

Standard items (Matters Arising/Forward Plan/Executive Agenda/Work Programme)
Monitoring Report: Revenues Service
Monitoring Report: Benefits Service
Monitoring Report: Exchequer Services
Monitoring Report: Customer Services

Meeting 8: Wednesday 1st February 2017

Standard items (Matters Arising/Forward Plan/Executive Agenda/Work Programme)
Corporate Contracts Register
Scrutiny of the Chief Executive

Meeting 9: Wednesday 15th March 2017

Standard items (Matters Arising/Forward Plan/Executive Agenda/Work Programme)
Scrutiny of the Leader
Annual PDS Report for 2016/17

PDS SUB-COMMITTEES AND WORKING GROUPS 2016/17

SUBJECT	DURATION	MEMBERSHIP
EXECUTIVE AND RESOURCES PDS		
Contracts Sub-Committee	Approved by Council on 11 th April 2016. Due to meet mid or late June 2016	Cllrs Stephen Wells (Ch), Simon Fawthrop, William Huntington-Thresher, Keith Onslow, Chris Pierce and Angela Wilkins
CARE SERVICES PDS		
Health Scrutiny Sub-Committee	Next due to meet on 8 th June 2016	Cllrs Judi Ellis (Ch), Ruth Bennett, Kevin Brooks, Mary Cooke, Hannah Gray, David Jefferys, Terence Nathan, Catherine Rideout, Charles Rideout & Pauline Tunnicliffe
Our Healthier South East London Joint Health Overview and Scrutiny Committee (with Bexley, Greenwich, Lambeth, Lewisham & Southwark)	Met on 1 st February 2016, 26 th April 2016 and 17 th May 2016.	Cllrs Judi Ellis and Hannah Gray (subject to consideration at Care Services PDS Committee on 28 th June)
EDUCATION SELECT COMMITTEE		
Education Budget Sub-Committee	Next due to meet on 27 th September 2016	Cllrs Kathy Bance, Julian Benington, Nicholas Bennett, Alan Collins, Judi Ellis & Neil Reddin
ENVIRONMENT PDS		
PUBLIC PROTECTION AND SAFETY PDS		
RENEWAL AND RECREATION PDS		