

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

**Date:** 7<sup>th</sup> July 2016

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

**Title:** WORK PROGRAMME 2016/17

**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 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**

**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: £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 Sub-committee held its first meeting on 22<sup>nd</sup> June 2016.
- 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.

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

**COMMITTEE MEETING SCHEDULE 2016/17**

**Meeting 1: Thursday 12<sup>th</sup> 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 8<sup>th</sup> June 2016**

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

**Meeting 3: Thursday 7<sup>th</sup> July 2016**

Standard items (Matters Arising/Forward Plan/Executive Agenda/Work Programme)  
Scrutiny of the Resources Portfolio Holder  
Monitoring Report: Customer Services  
Monitoring Report: Revenues Service  
Monitoring Report: Benefits Service  
Monitoring Report: Exchequer Services  
Section 106 Monitoring  
Mobile Phone Contract and Annual IT Support Contracts

**Meeting 4: Wednesday 31<sup>st</sup> August 2016**

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

**Meeting 5: Wednesday 5<sup>th</sup> October 2016**

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

**Meeting 6: Wednesday 23<sup>rd</sup> November 2016**

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

**Meeting 7: Wednesday 4<sup>th</sup> January 2017**

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

**Meeting 8: Wednesday 1<sup>st</sup> February 2017**

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

**Meeting 9: Wednesday 15<sup>th</sup> 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**

| <b>SUBJECT</b>   | <b>DURATION</b>  | <b>MEMBERSHIP</b>  |
|--|--|--|
| <b>EXECUTIVE AND RESOURCES PDS</b>   |  |  |
| Contracts Sub-Committee  | Approved by Council on 11 <sup>th</sup> April 2016. First meeting on 22 <sup>nd</sup> June 2016  | Cllrs Stephen Wells (Ch), Simon Fawthrop, William Huntington-Thresher, Russell Mellor, Keith Onslow, Chris Pierce and Angela Wilkins                                 |
| <b>CARE SERVICES PDS</b>   |  |  |
| Health Scrutiny Sub-Committee  | Met on 8 <sup>th</sup> June 2016; next due to meet on 2 <sup>nd</sup> November 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 <sup>st</sup> February 2016, 26 <sup>th</sup> April 2016 and 17 <sup>th</sup> May 2016. | Cllrs Judi Ellis and Hannah Gray (subject to consideration at Care Services PDS Committee on 28 <sup>th</sup> June)  |
| <b>EDUCATION SELECT COMMITTEE</b>  |  |  |
| Education Budget Sub-Committee   | Next due to meet on 27 <sup>th</sup> September 2016  | Cllrs Kathy Bance, Julian Benington, Nicholas Bennett, Alan Collins, Judi Ellis & Neil Reddin  |
| <b>ENVIRONMENT PDS</b>   |  |  |
| Streetscene Working Group  | Appointed by Environment PDS Committee on 7 <sup>th</sup> June 2016                              | To be confirmed at the mnext PDS meeting.  |
| Highways and Footways Working Group  | Appointed by Environment PDS Committee on 7 <sup>th</sup> June 2016                              | To be confirmed at the mnext PDS meeting.  |
| Congestion Working Group   | Appointed by Environment PDS Committee on 7 <sup>th</sup> June 2016                              | To be confirmed at the mnext PDS meeting.  |
| <b>PUBLIC PROTECTION AND SAFETY PDS</b>  |  |  |
|  |  |  |
| <b>RENEWAL AND RECREATION PDS</b>  |  |  |
| Beckenham Working Group  |  | Cllr Michael Tickner (Ch) and ward councillors.  |