

# REGENERATION, COMMUNITY AND CULTURE OVERVIEW AND SCRUTINY COMMITTEE

13 DECEMBER 2012

## WORK PROGRAMME

Report from: Neil Davies, Chief Executive

Author: Caroline Salisbury, Democratic Services Officer

### Summary

This item advises Members of the current work programme and allows them to adjust it in the light of latest priorities, issues and circumstances. It gives Members the opportunity to shape and direct the Committee's activities over the year.

### 1. Budget and Policy Framework

1.1 Under Chapter 4 – Rules, paragraph 22.1 (v) General terms of reference, each overview and scrutiny committee has the responsibility for setting its own work programme.

### 2. Background

2.1. Appendix 1 to this report sets out the existing work programme for this committee.

### 3. Agenda planning meeting

3.1 Members will be aware that Overview and Scrutiny Committees hold agenda planning meetings on a regular basis. These give officers guidance on information Members wish them to provide when scrutinising an issue. An agenda planning meeting was held on 26 November 2012.

3.2 The Chairman was updated on the committee's current work programme and advised on the reports to be submitted to this meeting. Since the planning meeting, officers have advised the Chairman that a report on the Housing Revenue Account (HRA) Business Plan due to be submitted to the next meeting would now be deferred until the following meeting in April 2013.

#### **4. Future work programme**

##### **4.1 Forward Plan**

The current Cabinet Forward Plan was published on 19 November 2012. The new items within the remit of this committee are:

*Community Infrastructure Levy – 12 February 2013*

This report will seek approval to consult on a preliminary draft charging schedule.

*Options for a Facilities Management Solution for Medway Council – 12 February 2012*

This report will set out the outcome of due diligence discussions with Norse Commercial Services Limited regarding the provision of facilities management services as agreed by Cabinet on 30 October 2012.

##### **4.2 'Street clutter' task group**

As the Supported Accommodation task group draws to a close, officers are seeking agreement to appoint the membership of the forthcoming task group on street clutter, which was agreed at Business Support on 20 September 2011.

The task group would normally be convened with five Members on the basis of 3 Conservatives, 1 Labour and 1 Liberal Democrat Membership, although the committee might wish to consider the size of this task group and advise officers accordingly.

#### **5. Future in-depth scrutiny reviews for 2013/2014**

5.1 In June 2011 the Business Support Overview and Scrutiny Committee agreed to exercise a more pro-active role than previously in prioritising the programme of in-depth scrutiny review work in light of a Council decision that a maximum of three reviews or themed meetings can be undertaken annually across all four Overview and Scrutiny Committees. In line with best practice the Committee also decided to adopt a more systematic process for the selection of topics. All four Overview and Scrutiny Committees contributed suggestions for in depth review topics and the current programme of reviews was agreed in September 2011 as follows:

Overview and Scrutiny Committee	Topic	Indicative timetable
Children and Young People	Effective challenge to address under performance in schools	November 2011 - March 2012. (Reported March 2012).
Business Support	Fair Access to Credit Task Group – added to programme by Full Council in January 2012	March - June 2012 (Reported September 2012)
Regeneration, Community and Culture	Supported Accommodation	Late September to December 2012
Regeneration, Community and Culture	De-cluttering of town centres and main roads in Medway	January - March 2013
Health and Adult Social Care	Mental Health	April - June 2013

5.2 The programming of reviews for the eighteen- month period starting in July 2013 needs to commence early in 2013 to allow time for Overview and Scrutiny members to contribute suggestions for the Business Support Overview and Scrutiny Committee to consider and prioritise. It is therefore proposed to proceed as follows with a view to the proposed programme being submitted to that Committee on 3 April 2013 for approval.

- (i) **6 December 2012 to 28 February 2013** - Each Overview and Scrutiny Committee to be notified of the timetable and process for determination of the next round of in-depth reviews and invited to agree that members should submit suggestions for topics to Chairmen and Opposition Spokespersons by no later than 28 February taking into account the criteria adopted for the selection of reviews – as set out in the template attached at Appendix 2.
- (ii) **March 2013** – All Overview and Scrutiny Committee Chairmen and Opposition Spokespersons to meet informally with Officer support to consider and prioritise the list of topics for referral back to Business Support Overview and Scrutiny Committee
- (iii) **3 April 2013:** The Business Support Overview and Scrutiny Committee to consider and agree a programme of in depth reviews for the period July 2013 to December 2014.

## 7. Financial and legal implications

7.1. There are no financial or legal implications arising from this report.

## **8. Recommendations**

8.1 The Committee is asked to:

- (a) note the current work programme and identify items for inclusion in the work programme, including possible items from the Cabinet Forward Plan;
- (b) agree the formation of a five Member short-life task group on the basis of 3:1:1 on street clutter, to commence in January 2013;
- (c) note the proposed timetable and process for determination of the next round of in depth reviews and to agree all members of the Committee should send ideas for topics within the remit of this Committee to the Chairman and Opposition Spokespersons (with a copy to the Head of Democratic Services) by no later than 28 February 2013 having regard to the criteria previously adopted for selection of topics as set out at Appendix 2.

### **Background papers**

None.

### **Lead officer contact**

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**Work Programme**  
**Regeneration, Community and Culture Overview and Scrutiny Committee**

**Policy framework documents: Community Safety Plan, Local Transport Plan and plans and other strategies which together comprise the Development Plan**

<b>Item</b>	<b>Work type</b>	<b>Responsible officer</b>	<b>Objectives</b>	<b>Timescale</b>
Council Plan monitoring 2012/2013 – quarter 2	Scrutiny of performance/budget	Anna-Marie Lawrence-Lovell, Performance Manager	To consider the quarter two Council Plan monitoring report for 2012/2013	13 December 2012
Housing Strategy	Policy development	Matt Gough, Housing Strategy Manager	To consider an update of this strategy document	13 December 2012
Housing Capital programme	Service information	Marc Blowers, Head of Housing Management and Nick Anthony, Head of Property Services	Housing services have been transferred to the remit of this committee from 01 April 2012. This report is outstanding from the previous committee's work programme as a request for the 'breakdown of planned maintenance programme for housing services'.	13 December 2012
Portfolio Holder for Housing and Community Services	Holding to account		To question the portfolio holder on performance against council targets in his portfolio as they relate to this Committee.	13 December 2012
Proposed revenue and capital budgets 2013/2014	Scrutiny of performance/budget	Mick Hayward, Chief Finance Officer	To consider and scrutinise the proposed revenue and capital budgets for 2013/2014	13 December 2012
Petition – Hartington Street, Chatham			To report back on the public meeting held at All Saints regarding problems in that area	13 December 2012
Planning Policy – urban development	Policy development	Brian McCutcheon, Planning Policy and Design Manager	The committee requested a report on 4 October 2012 setting out the options available to the Council to strengthen its Planning Policy for urban development	31 January 2013

Item	Work type	Responsible officer	Objectives	Timescale
Portfolio Holder for Community Safety and Customer Contact	Holding to account		To question the portfolio holder on performance against council targets in his portfolio as they relate to this Committee.	31 January 2013
Annual review of waste contracts: Year 2	Scrutiny of performance/budget	Sarah Dagwell, Head of Waste Services	To review the second year's performance for each of the waste contracts	31 January 2013
Cultural activities programme	Service information	Richard Hicks, Assistant Director, Customer First, Leisure, Culture, Democracy and Governance	To consider a report on the cultural programme, including the marketing and promotion of these events	31 January 2013
Housing Allocations Policy	Pre-decision scrutiny	Matt Gough, Housing Strategy Manager	To consider a report on the revised housing allocations policy prior to decision by the Cabinet in February 2013	31 January 2013
Council Plan monitoring 2012/2013 – quarter 3	Scrutiny of performance/budget	Anna-Marie Lawrence-Lovell, Performance Manager	To consider the quarter three Council Plan monitoring report for 2012/2013	11 April 2013
Annual review from the Housing Scrutiny Panel	Holding to account	Marc Blowers, Head of Housing Management	The Chairman of the panel is invited to attend to provide a review of the panel's work during the past year	11 April 2013
Cllr Rodney Chambers in attendance	Holding the executive to account		To question Councillor Rodney Chambers on performance against council targets in his portfolio as they relate to this Committee.	11 April 2013
Community Safety Plan 2013/2014	Policy development	Andy McGrath, Assistant Director, Front Line Services	To consider the annual refresh of the Community Safety Plan	11 April 2013

Item	Work type	Responsible officer	Objectives	Timescale
HRA Business Plan	Policy development	Marc Blowers, Head of Housing Management and Matt Gough, Housing Strategy Manager	Housing services have been transferred to the remit of this committee from 1 April 2012. This report is outstanding from the previous committee's work programme. To include review of Housing Asset Management Strategy.	11 April 2013
Six month review of Fair Access to Credit task group report	Policy development	Gavin Stedman, Commercial Services Manager	To consider a six month update of the recommendations from the task group review	11 April 2013

(Annual reports and reviews considered by this committee are the Community Safety Plan, Scrutiny of the Community Safety Partnership, Annual Review of the Waste Contracts and annual review of the Housing Scrutiny Panel. The annual South Thames Gateway Building Control Partnership Business Plan is circulated via a Briefing Note prior to consideration by the Cabinet).

#### Future meeting dates:

2012: 13 December

2013: 31 January and 11 April 2013

#### Work completed in 2012/13:

##### 28 June 2012

- Annual scrutiny of the Community Safety Partnership
- DCLG weekly collection support fund
- Council Plan - end of year performance report 2011/2012
- Using the River Medway to its full potential
- Petitions

##### 16 August 2012

- Council Plan monitoring 2012/2013 – quarter 1
- Member's Item: Chatham Alcohol Control Zone
- Portfolio Holder for Front Line Services
- Report from the in-depth task group on "fair access to credit"
- Water supply in Medway

##### 4 October 2012

- Developer Contributions Guide
- Portfolio Holder for Strategic Development and Economic Growth
- Road and pavement maintenance funding
- Petition referral – installation of CCTV camera
- Update on the South Thames Gateway Building Control Partnership





**PROPOSED TOPICS FOR IN-DEPTH REVIEW AND THEMED MEETING**

**Business Support Overview and Scrutiny Committee**

	<p><b>Reason for Review</b></p> <p><b>National/local context</b></p> <p><b>Performance indicators (where relevant)</b></p> <p><b>Public feedback/interest in issue (where known)</b></p>
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**PROPOSED TOPICS FOR IN-DEPTH REVIEW AND THEMED MEETING**

**Children and Young People Overview and Scrutiny Committee**

	<p><b>Reason for Review</b></p> <p><b>National/local context</b></p> <p><b>Performance indicators (where relevant)</b></p> <p><b>Public feedback/interest in issue (where known)</b></p>
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**PROPOSED TOPICS FOR IN-DEPTH REVIEW AND THEMED MEETINGS**

**Health and Adult Social Care Overview and Scrutiny Committee**

	<p><b>Reason for Review</b></p> <p><b>National/local context</b></p> <p><b>Performance indicators (where relevant)</b></p> <p><b>Public feedback/interest in issue (where known)</b></p>
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**PROPOSED TOPICS FOR IN-DEPTH REVIEW AND THEMED MEETINGS**

**Regeneration, Culture and Community Care Overview and Scrutiny Committee**

	<p><b>Reason for Review</b></p> <p><b>National/local context</b></p> <p><b>Performance indicators (where relevant)</b></p> <p><b>Public feedback/interest in issue (where known)</b></p>
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