

BABERGH DISTRICT COUNCIL

FROM: Director of Corporate Services

REPORT NUMBER: **K224**

TO: OVERVIEW AND SCRUTINY
(COMMUNITY SERVICES) COMMITTEE

DATE OF MEETING: 29 March 2011

**ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY (COMMUNITY SERVICES)
COMMITTEE**

1. **PURPOSE OF REPORT**

- 1.1 This paper provides a basis for the Committee's annual report to Council.
- 1.2 In accordance with the Constitution, the Committee must report annually to Council on its work during the last year and make recommendations for future work programmes and if appropriate, amended working methods.

2. **RECOMMENDATION**

- 2.1 That the Director of Corporate Services, in consultation with the Committee Chairman, complete the Committee's Annual Report for submission to the next meeting of Council based upon this report and the Committee's views.

The Committee is able to resolve this matter.

3. **FINANCIAL IMPLICATIONS**

- 3.1 There have been no financial implications to date other than the costs of officer time and normal allowances for Members that are included in the budget.
- 3.2 Any development of the work of in-depth scrutiny, including items such as the payment of out of pocket expenses for expert and other witnesses, can be accommodated within existing budgets for 2011/12. The position for future years will be addressed through the Strategic Financial Planning Process, if that is necessary.

4. **RISK MANAGEMENT**

This report is an update on work completed during 2010/11, together with a draft programme for 2011/12. Risk management considerations for individual topics will be included in reports to the Committee as the year progresses.

5. **CONSULTATIONS**

- 5.1 Officers and Members were invited to identify any topics for consideration during 2011/12

6. **EQUALITY AND DIVERSITY IMPACT**

- 6.1 There are no equality and diversity implications with this report. That is to say, the contents of the report will have no impact on persons covered by the protected characteristics – age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation. However, any engagement with citizens and other stakeholders will need to pay particular attention to equality and diversity implications.

7. **SHARED SERVICE/PARTNERSHIP IMPLICATIONS**

- 7.1 A Joint Scrutiny Committee has been established to keep the overall implementation plan under review.

8. **KEY INFORMATION**

8.1 WORK IN 2010/11

Appendix 1 outlines the Committee's main areas of work in 2010/11. The following is a brief summary of the Committee's main achievements during the year:

- The Committee agreed a basket of key performance indicators to be scrutinised.
- The Committee has considered the annual review of the Babergh Community Safety Partnership. The Chairman of the CSP, the Community Safety and Leisure Manager and Inspector Crick answered detailed questions from Members on various issues including customer confidence statistics, SNT's and the impact of the economic downturn on crime figures.
- A considerable amount of work has been undertaken by the Strategic Financial Planning (SFP) Task Group and the Overview and Scrutiny Committees to identify savings, efficiencies and additional income generation. A joint meeting of the two Overview and Scrutiny Committees was held to scrutinise the draft budget proposals for 2011/12.
- The Committee has considered the annual report of the Development Committee for 2009/10.
- The Housing Panel's 2009/10 Housing Review has been considered by the Committee.
- A report on the action being taken to increase the number of long term empty properties being brought back into use was considered.
- The Committee has considered a report on performance in respect of Waste Collection. The areas where improvements could be made without capital investment were noted.
- The Committee carried out a review of the Discretionary Community Grants Scheme. This included a presentation by representatives of the Sudbury and District Citizens Advice Bureau and consideration of a theatre consultants report on funding options for the Quay Theatre.

- The Committee considered a report providing an update on the performance and development of a key and operational partnership between Babergh and South Suffolk Leisure. This included a presentation by the Chief Executive of SSL.
- The Committee has received an update on the work of the Babergh District Council Emergency Preparedness Forum and associated Emergency Planning and Response action plan. A further report on the work carried out by the Council in discharging its duties under the Civil Contingencies Act 2004 was also considered.
- The Committee has scrutinised the draft Revenue Budget for 2010/11 and draft 3-year Capital Programme for Council Housing.
- The Committee considered the annual report by the Council's representative on the Haven Gateway Partnership.
- The Committee considered a report by the Chairman of the Babergh East LSP.
- The Committee considered a report on the possible variation to the existing refuse collection arrangements. This was as a result of a notice of motion submitted by Mr A C Bavington.
- A presentation by the Scrutiny Team Manager at Suffolk County Council on the work of the Health Scrutiny Committee was considered. It was agreed that the situation be monitored and a further report be submitted.
- It was noted that the Flood and Water Management Act 2010 had received royal assent and that a further report would be submitted in due course.
- A report on the first year of operation of the scores on the doors to publicise food safety compliance ratings for food businesses was submitted.
- A report on changing the eligibility criteria for the expenditure of Section 106 monies was recommended for approval by Strategy Committee.

8.2 WORK PLAN FOR 2011/12

Appendix 1 sets out a list of items of work that Members and Officers have identified for consideration by the Committee during 2011/12. It is recommended that Members should identify which, if not all, of the matters they consider should be addressed by the Committee in 2011/12 and importantly, what other areas they think should be considered for inclusion in the work programme. If any such areas are identified, an assessment sheet will need to be completed, a copy of which is attached at Appendix 2. In doing so, Members are asked to consider the principles of PICK analysis which have been approved by the Committee. A summary is attached at Appendix 3. Further guidance on the selection of issues for inclusion in the annual work programme can be found in the Overview and Scrutiny Handbook.

9. **APPENDICES**

Title	Location
Appendix 1 – Overview and Scrutiny (Community Services) Committee: Proposed Work Plan for 2011/12	Attached
Appendix 2 – Planning Assessment Sheet	Attached
Appendix 3 – PICK Analysis	Attached

10. **BACKGROUND PAPERS REFERRED TO**

None.

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BABERGH DISTRICT COUNCIL**FROM:** Director of Corporate Services**REPORT NUMBER:****TO:** OVERVIEW AND SCRUTINY
(COMMUNITY SERVICES) COMMITTEE**DATE OF MEETING:****DRAFT WORK PLAN FOR 2011/12****5 DATE OF COMMITTEE – 21 JUNE 2011**

Topic	Purpose	Decision or Recommendation to Strategy/Council	Lead Officer
Community Safety Partnership	To consider work of CSP in 2010/11	Decision	Paul Little
Car Parking Charges	To review first six months of operation of long stay charges	Decision	Ryan Jones
District Emergency Preparedness Forum	Review of work plan performance and capability assessment	Decision	Andrew Hunkin
Suffolk Local Flood Risk Assessment	To review Babergh element of this assessment	Decision	Andrew Hunkin
Local Scrutiny arrangements for Health Related Matters	To report on the current position following SCC's consideration of the developing local arrangements	To be determined	Andrew Hunkin

6 DATE OF COMMITTEE – 19 JULY 2011

Topic	Purpose	Decision or Recommendation to Strategy/Council	Lead Officer
Review of Community Grants	To scrutinise community grants scheme	Decision	Sara Jackson
Annual report of Development Committee	To consider annual report	Decision	Nick Ward

DATE OF COMMITTEE – 6 SEPTEMBER 2011

Topic	Purpose	Decision or Recommendation to Strategy/Council	Lead Officer
South Suffolk Leisure Trust	To review performance of SSL in 2010/11	Decision	Paul Little
Haven Gateway Partnership	Annual Report	Decision	Mike Hammond
Local Strategic Partnerships	To consider 6 monthly reports on East and Western LSP's	Decision	Mike Hammond

DATE OF COMMITTEE – 18 OCTOBER 2011

Topic	Purpose	Decision or Recommendation to Strategy/Council	Lead Officer
Housing Services	To consider future strategic direction for Housing Services including sheltered housing	Recommendation to Strategy Committee	Chris Foti
District Emergency Preparedness Forum	Half year review of work plan performance	Decision	Andrew Hunkin

DATE OF COMMITTEE – 6 DECEMBER 2011
JOINT MEETING WITH OVERVIEW AND SCRUTINY
(STEWARDSHIP) COMMITTEE (IF REQUIRED)

Topic	Purpose	Decision or Recommendation to Strategy/Council	Lead Officer
Report of the Strategic Financial Planning Task Group	To consider the Group's recommendations	To be determined	Barry Hunter

DATE OF COMMITTEE – 31 JANUARY 2012

Topic	Purpose	Decision or Recommendation to Strategy/Council	Lead Officer
HRA Budget Proposal	To consider proposals for HRA Budget	<i>Recommendation to Strategy Committee and Council</i>	Barry Hunter

DATE OF COMMITTEE – 27 MARCH 2012

Topic	Purpose	Decision or Recommendation to Strategy/Council	Lead Officer
Annual Report	To consider draft Annual Report for 2011/12	<i>Recommendation to Council</i>	Steve Ellwood

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OVERVIEW AND SCRUTINY () COMMITTEE

PLANNING ASSESSMENT SHEET FOR REVIEWS

What is to be reviewed?	
Why?	
What benefits are expected?	
<u>What needs to be examined and asked?</u>	
7 <u>Documents/evidence/research</u> <i>What?</i> <i>Why?</i>	8 <u>Questions to be asked</u>
9 <u>Site visits</u> <i>Where?</i> <i>Why?</i>	10 <u>Questions to be asked</u>
11 <u>Consultation</u> <i>Who/what?</i> <i>Why?</i>	12 <u>Questions to be asked</u>
13 <u>Witnesses</u> <i>Who?</i> <i>Why?</i>	14 <u>Questions to be asked</u>
What resources will be needed for the review?	
Over what period should it be carried out?	Start Complete
Who will be the lead officer?	

PICK ANALYSIS

In developing its annual work programme, Overview and Scrutiny Committees should be clear about the reasons for selecting particular issues and what they are seeking to achieve.

The list of topics and issues for the work programme can be a very long one if not careful. Some councils use an idea called PICK to prioritise the types of issues to choose. PICK stands for:

- P Public Interest
- I Impact
- C Council Performance
- K Keep it Context

P for Public Interest

Councillors are the eyes and ears of the public, ensuring that the policies, practices and services delivered by both Babergh District Council and external organizations, are meeting local needs and to an acceptable standard. The concerns of local people should therefore influence the issues chosen for scrutiny.

I for Impact

Scrutiny is about making a difference to the social, economic and environmental well-being of the area. Not all issues of concern will have equal impact on the well-being of the community. This should be considered when deciding the work programme and priority be given to those issues that have more impact.

C for Council Performance

Scrutiny is about improving performance and ensuring the people of Babergh are served well. Councillors will need good quality information to identify areas of poor performance both within the Council and externally. There are no shortage of Performance Indicators available in the public service arena, both national and local, although the quality and relevance will vary. There is a need to select the most relevant performance indicators and to seek an interpretation of results.

K for Keep it in Context

To avoid duplication or wasted effort priorities should take account of what else is happening in the areas being considered. Is there a Best Value Review happening or planned? Is the service about to be inspected by an external body? Are there major legislative or policy initiatives already resulting in change? If these circumstances exist councillors may decide to link up with other processes (e.g. Best Value Review) or defer a decision until the outcomes are known or conclude that the other processes will address the issues.

PICK CHECKLIST

More “ticks” across all four categories indicates that the topic is more suitable for in depth review.

<p>Public Interest</p> <ul style="list-style-type: none"><input type="checkbox"/> There is evidence of significant public interest in this topic<input type="checkbox"/> It is a “high profile” topic for specific local communities or communities of interest<input type="checkbox"/> This is an area where we received a lot of complaints and / or bad press<input type="checkbox"/> The review will need to include participatory events and opportunities for local people and / or organizations to have their say<input type="checkbox"/> Substantial survey or research work is required
<p>Impact</p> <ul style="list-style-type: none"><input type="checkbox"/> This review will have a significant impact on the “well being” of Babergh<input type="checkbox"/> A local community or community of interest have much to gain or lose<input type="checkbox"/> Work is needed to develop the routes to influencing change (e.g. with partners)<input type="checkbox"/> This could make a big difference to the way services are delivered<input type="checkbox"/> This could make a big difference to the way resources are used
<p>Council Performance</p> <ul style="list-style-type: none"><input type="checkbox"/> The Council and / or other organizations are not performing well in this area<input type="checkbox"/> We do not understand why our performance differs from others<input type="checkbox"/> We are performing well but spending too much money in this area<input type="checkbox"/> There are few local or national performance measures / targets for this service<input type="checkbox"/> This service is fundamental to the achievement of Council objective(s)
<p>Keep in Context</p> <ul style="list-style-type: none"><input type="checkbox"/> This service will not be part of a BV Review or external inspection in the next 2 years<input type="checkbox"/> This service will be reviewed or inspected soon but Scrutiny can make a positive contribution by focusing on key areas of interest and making recommendations<input type="checkbox"/> This service has not been recently reviewed or inspected<input type="checkbox"/> There are no current major changes to service that reduce or pre-empt the value of review<input type="checkbox"/> Service changes are planned and Scrutiny can positively influence change

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