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## REVIEW OF OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME FOR 2015/16

To: **Overview and Scrutiny Panel – 20 October 2015**

Main Portfolio Area: **All Portfolios**

By: **Senior Democratic Services Officer**

Classification: **Unrestricted**

Ward: **All**

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Summary: **This report reviews the Overview and Scrutiny Panel work programme for 2015/16.**

### **For Decision**

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#### **1.0 Introduction and Background**

- 1.1 This report allows Members to review the Overview and Scrutiny Panel work programme agreed at the Annual Panel meeting on 18 August 2015. The report also presents a new format for reporting on the work programme by providing additional information on the indicative work programme for 2015/16 to enable Members to appreciate the work load for the Panel.
- 1.2 Since the last meeting of the Panel, all three working parties met during the period between 14 September 2015 and 8 October 2015. Brief progress comments for each sub group are included in Table 2 of the report. Chairmen and other Members of the working parties could provide additional comments during the debate of this item at the Panel meeting.
- 1.3 The Panel would need to appoint another member to the Community Safety Partnership Working Party and Electoral Registration Process Review Task & Finish Group membership to replace a Member who dropped out on each of the two sub-committees; due to changes in political make-up of the Council.

#### **Current Activities**

#### **2.0 Corporate Performance Review Working Party**

- 2.1 The working party met on 30 September to receive performance reports from the shared services arrangements that include EK Services, EK Human Resources and EK Housing. Members noted that the performance of all the shared services arrangements was generally satisfactory and that there were no major concerns. Members were advised that there were a number of key projects being undertaken to achieve further performance improvements in the delivery of shared services.
- 2.2 East Kent Services was conducting a review to ascertain the true cost of managing and delivering the service to the partner local authorities. East Kent Services were exploring other potential revenue sources that would bring in additional income to the shared services arrangements for the benefit of the partner local Councils.

- 2.3 EK Services were also working on a new single ICT system for all three partner Councils that would help improve the performance of the Revenue and Benefits department, particularly the telephony service. East Kent Human Resources were working on installing a new Human Resources system that would make it easier for staff to access their personal information, submit claims and apply for leave.
- 2.4 The system would also bring payroll in-house. East Kent Housing were also working on a new single ICT system to serve the four partner local Councils. This would replace the current four separate ICT systems.

### **3.0 Community Safety Partnership Working Party**

- 3.1 This sub-group then met on 14 September and received a report from the Kent Police on the 'Performance Report on tackling the drivers of Crime and Anti-Social Behaviour.' They also received an update on the performance of the rest of the Thanet Community Safety Plan for 2016-16.
- 3.2 These presentations were informative as Members engaged the Partnership representatives (Kent Police) and were able to seek clarifications on a number of community neighbourhood safety issues, such as the initiatives on early intervention to tackle anti-social behaviour and repeat offending.

### **4.0 Electoral Registration Process Review Task & Finish Group**

- 4.1 The sub-group met on 8 October 2015 and received a report on 'Increasing public awareness of registration under Individual Electoral Registration' and 'Review of printing and postal voter arrangements for the May 2015 Elections.' Members expressed their satisfaction at the measures that were being proposed in the Audit report to improve the management of postal vote arrangements for future elections.

### **5.0 Key Agenda Items for Future Overview & Scrutiny Panel Meetings**

- 5.1 Table 1 highlights some of the key agenda items for future Overview & Scrutiny Panel meetings for 2015/16. The items are sourced from the Forward Plan, whilst others are standing items or would have been requested by Panel or non-Panel Members. Table 2 reports on progress to date on the activities of all the sub groups set up by the Panel in 2015/16.
- 5.2 Terms of reference of each of the current sub groups are set out at the end of the report for ease of reference by Members during Panel debates.

### **6.0 The Sub Group Activities and Watching Briefs Report Updates Table 2**

- 6.1 The table is sub-divided in order to illustrate the suggested nature of the work involved:
- a) **Standing Working Party /Task & Finish Group** – a formal sub-committee which will report its findings back to the Panel for recommendation onto the executive.
  - b) **Presentations** – these are presentations to the Panel that will allow the Panel to consider whether any further work should be undertaken and a specific item included in the Panel's work programme.
  - c) **Watching briefs** – possible additions to the work programme. The Panel will need to decide whether to undertake work on them, and if so, how the work will be organised in the light of progress towards policy development of the issue by the decision make.



**Table 1 – Current OSP Work Programme for 2015/16**

<b>Overview &amp; Scrutiny Panel Meeting Date</b>	<b>Indicative Agenda Items</b>	<b>Issue Source</b>
<b>20 October 2015</b>	Cabinet Member Presentation	Standing Agenda Item
	Fees and Charges 2016/17	Budget & Policy Framework Forward Plan Item
	The Determination of the gambling policy statement for the next three years	Forward Plan Item
	Publication of pre-Submission draft Local Plan	Policy Framework Forward Plan Item
	Corporate Performance review progress report by sub-group	Terms of Reference of sub group
	Community Safety Partnership Plan (2015-16) implementation review progress report by sub group	Terms of Reference of sub group
	Electoral registration process review progress report by sub-group	Terms of Reference of sub group
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
<b>15 December 2015</b>	Cabinet Member Presentation	Standing Agenda Item
	Budget and Medium Financial Plan 2016-2020	Budget & Policy Framework Forward Plan Item
	Cabinet/Council Responses to OSP Recommendations	An as and when required item
	Corporate Performance review progress report by sub-group	Terms of Reference of sub group
	Community Safety Partnership Plan (2015-16) implementation review progress report by sub group	Terms of Reference of sub group
	Electoral registration process review progress report by sub-group	Terms of Reference of sub group
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
<b>09 February 2016</b>	Cabinet Member Presentation	Standing Agenda Item
	Council Tax 2016/17	Budget & Policy Framework Forward Plan Item
	Corporate Performance review progress report by sub-group	Terms of Reference of sub group
	Community Safety Partnership Plan (2015-16) implementation review progress report by sub group	Terms of Reference of sub group

	Electoral registration process review progress report by sub-group	Terms of Reference of sub group
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
<b>26 April 2016</b>	Cabinet Member Presentation	
	Corporate Performance review progress report by sub-group	Terms of Reference of sub group
	Community Safety Partnership Plan (2015-16) implementation review progress report by sub group	Terms of Reference of sub group
	Electoral registration process review progress report by sub-group	Terms of Reference of sub group
	OSP Annual Report to Council 2015-16	OSP terms of reference
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
<b>24 May 2016</b>	OSP Annual Meeting Agenda	
	Establishing 2016-17 OSP Work Programme	
	Agree Draft terms of reference of each of the newly established sub committees	
	Agreeing Membership for the sub committees	
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item

**Table 2 – Current Sub-Group Progress and Watching Briefs Updates for 2015/16**

<b>Sub Group/Issue</b>	<b>Composition/ Members</b>	<b>Lead Officer</b>	<b>Comment on Progress</b>	<b>Status</b>
<p><b>Date of Establishment</b>  <b>01.10.09</b>                      Community Safety Partnership Working Party</p>	<p>Cllr Elenor (Chairman)                      Cllr Bambridge                      Cllr Campbell                      Cllr Curran                      Cllr Dixon                      Cllr Falcon</p>	<p>Martyn Cassell;</p>	<p>After their first meeting for year on 2 July 2015, the working party met again on 14 September 2015 and elected Cllr Elenor who replaced Cllr Bambridge as the Chairman. Cllr Bambridge had resigned from the post. Members received officer reports from Kent Police and Martyn Cassell on the ‘Performance Report on Tackling the drivers of Crime and Anti-Social Behaviour’ and ‘Thanet Community Safety Plan Update for 2015/2016.’</p>	<p>On going</p>
<p><b>Date of Establishment:</b>  <b>28.05.08</b>                      Corporate Performance Review Working Party</p>	<p>Cllr G. Coleman-Cooke (Chairman)                      Cllr Bambridge                      Cllr Campbell                      Cllr Connor                      Cllr Curran                      Cllr Denis                      Cllr E. Hillman</p>	<p>Tim Willis;                      Nicola Walker</p>	<p>The working party met on 6 July 2015 and elected Cllr Glenn Coleman-Cooke as the Chairman. They also agreed amendments to the terms of reference as reported elsewhere in the report. The working party met again on 30 September 2015 as detailed in section 2.0 of the report.</p>	<p>On going</p>
<p><b>Date of Establishment:</b>  <b>29.05.12</b>                      Electoral Registration Process Review Task &amp; Finish Group</p>	<p>Cllr K. Gregory (Chairman)                      Cllr Campbell                      Cllr G. Coleman-Cooke                      Cllr Connor                      Cllr Falcon                      Cllr Game</p>	<p>Cliff Robinsons;                      Lyn Davey</p>	<p>The TFG met on 7 July 2015 and elected Cllr K. Gregory as the Chairman. They agreed amendments to the terms of reference which are attached to the report. The sub-group then</p>	<p>On going</p>

<b>Sub Group/Issue</b>	<b>Composition/ Members</b>	<b>Lead Officer</b>	<b>Comment on Progress</b>	<b>Status</b>
			met on 8 October 2015 and received an audit report as reported elsewhere in the report.	
<b>Presentations</b>				
2015/16 Presentations by Portfolio Holders and Directors of Services	N/A	All Portfolio Holders and Directors		
<b>Watching Brief Items</b>				
05 December 2013: Full Council Referral of a Petition to OSP - QEQM Hospital A&E	OSP	Penny Button	OSP made recommended that the response from the Chairman of the KCC Health Overview & Scrutiny Committee be forwarded to Full Council on 15 October 2015.  The Panel also agreed to keep a watchful brief to monitor the progress by EKHUFT towards developing the new clinical strategy for the region whilst maintaining a special interest on its implications for Thanet District.	OSP keeping a watching brief on the issue
Proposed review of the Winter Gardens as a major events venue	OSP	Head of Economic Development & Asset Management	On 18 August 2015, Panel Members agreed to maintain a watching brief on the issue and to await the completion of the current tenancy agreements review being conducted by the Executive.	OSP keeping a watching brief on the issue

## **7.0 Corporate Implications**

### **7.1 Financial**

7.1.1 There are no financial implications arising directly from this report.

## 7.2 Legal

7.2.1 There are no legal issues arising directly from this report.

## 7.3 Corporate

7.3.1 The work programme should help to deliver effective scrutiny. An active Scrutiny programme is part of good governance and will, ultimately, underpin the Council's use of resources assessment.

7.3.2 The Working Parties / Task and Finish Groups assist the work of scrutiny as they carry-out an in-depth study of any issue referred to the groups under their terms of reference.

## 7.4 Equalities

7.4.1 None directly but the Council needs to retain a strong focus and understanding on issues of diversity amongst the local community and ensure service delivery matches these.

## 8.0 Recommendations

8.1 Members are asked to note the report.

8.2 With reference to section 1.3 of the report; the Panel is asked to agree the membership nomination to the Community Safety Partnership Working Party and Electoral Registration Process Review Task & Finish Group.

## 9.0 Decision Making Process

9.1 Any decisions on the work programme can be taken by the Overview & Scrutiny Panel and where appropriate recommendations and report backs are made to other appropriate decision making bodies of Council.

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## Annex List

None	N/A
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## Background Papers

Title	Details of where to access copy
None	None

## Corporate Consultation Undertaken

Finance	n/a
Legal	n/a
Communications	n/a



## **Additional Notes: Terms of Reference of the OSP Sub Groups**

All sub groups are required to report back regularly to the Panel

### **Community Safety Partnership Working Party**

1. Safeguarding people vulnerable to committing or being a victim of crime;
2. Reducing Re-offending;
3. Tackling the drivers of crime and Anti-Social Behaviour;
4. Engaging with partners and the community.

### **Corporate Performance Review Working Party**

1. To monitor half-yearly, the performance of the shared services or outsourced arrangements against set targets and conduct annual review of agreements for these arrangements to ensure value for money and savings; and propose action points for improvement;
2. To monitor the performance of the Medium Term Financial Plan;
3. To evaluate major projects Council is involved in;
4. To review the 2015-19 Corporate Plan to determine progress;
5. To review the strategies of Council to overcome the impact of lack of income and other revenue shortfalls in forward budget, debt management strategies and provision of services to residents;
6. To review the Council's progress against the Peer Review Improvement Plan.

### **Electoral Registration Process Review Task & Finish Group**

1. To review the implementation of Individual Electoral Registration;
2. To review the annual Canvass for 2014/15 in order to inform the electoral registration process for 2015/16;
3. Receive the findings of the internal review regarding printing and postal votes arrangements for the May 2015 Elections;
4. To contribute ideas for consideration by the Council's Electoral Registration Officer (through the Overview & Scrutiny Panel) on options for increasing public awareness of, and participation in, voter registration.