

REVIEW OF OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME FOR 2016/17

Overview and Scrutiny Panel **13 December 2016**

Report Author	Senior Democratic Services Officer
Portfolio Holder	Councillor Crow-Brown, Cabinet Member for Corporate Governance
Status	For Decision
Classification:	Unrestricted
Key Decision	No
Reasons for Key	N/A
<i>Previously Considered by</i>	None
Ward:	Thanet Wide

Executive Summary:

The purpose of this report is to update Panel Members on the progress regarding the work of the Panel, most of which is undertaken through three working parties. This report reviews the work programme for 2016/17.

Recommendation(s):

Members are recommended to note the report.

CORPORATE IMPLICATIONS

Financial and Value for Money	There are no financial implications arising directly from this report.
Legal	There are no legal issues arising directly from this report.
Corporate	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.
Equalities Act 2010 & Public Sector Equality Duty	Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it. Protected characteristics: age, gender, disability, race, sexual orientation,

	gender reassignment, religion or belief and pregnancy & maternity. Only aim (i) of the Duty applies to Marriage & civil partnership.	
	Please indicate which aim is relevant to the report.	
	Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,	✓
	Advance equality of opportunity between people who share a protected characteristic and people who do not share it	
	Foster good relations between people who share a protected characteristic and people who do not share it.	✓
There no equity and equalities issues arising directly from this report 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. It should also be noted that a review to be conducted by one of the working parties focuses on protecting vulnerable individuals of the local community from violence.		

CORPORATE PRIORITIES (tick those relevant)✓	
A clean and welcoming Environment	
Promoting inward investment and job creation	
Supporting neighbourhoods	✓

CORPORATE VALUES (tick those relevant)✓	
Delivering value for money	✓
Supporting the Workforce	
Promoting open communications	✓

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 24 May 2016. The Panel reconstituted the Community Safety Partnership Working Party, Corporate Performance Review Working Party and Electoral Registration Process Review Working Party. This is an update of the work programme since the previous meeting held on 25 October 2016.
- 1.2 Brief progress comments for each sub group are in subsequent sections, including 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.

2.0 Community Safety Partnership Working Party

- 2.1 The working party will be meeting on 12 December and verbal updates on the activities of the sub group will be will have to be brought to the Panel meeting.

3.0 Corporate Performance Review Working Party

- 3.1 Members met on 22 November and received performance reports for the second quarter of the year.

4.0 Electoral Registration Process Review Working Party

- 4.1 The working party met on 17 October. Members agreed a work programme that included receiving an officer report on 'current process for increasing voter awareness, registration and participation in the electoral process.'

- 4.2 The Electoral Services Manager's report indicated that the response rate to canvassing was 70.3% as at 20 September 2016 and this was an increase on the previous year for the same period. Data available as at 17 October was 78.43%.
- 4.3 The Electoral Services Team had faced some challenges particularly considering that they had to make data entry changes to 9200 properties to date. Members of the Council were in the process of making improved changes to the Council's website, which will also see improvements to the web pages for information regarding voter registration. The referendum provided useful information that is now being used to improve the registration.
- 4.4 Council was now receiving citizenship ceremonies from Kent County Council, which could be used to update the register. The team receives service feedback from residents through Feedback and Twitter, which is used to improve the service. The team intends to use email correspondence to send out reminders to residents, where such information exists. It was hoped that all this would help improve the registration rate of electors in the district.
- 4.5 Members also suggested that TDC could try and employ different canvassing approaches for different wards, as some residents in some areas were less likely to register to vote; particularly in deprived areas. They also suggested that Council could combine the offer of services to residents to maximum uptake of voter registration. This would include setting up desks at the Gateway so that when residents walk in for help with say council tax, benefits claims, and debt support, the Elections Team could canvass at that point.
- 4.6 It is hoped that the working party will make formal recommendations to the Panel on the above suggestions in order for the Panel to consider and perhaps forward them to Cabinet for consideration.

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 2016/17. 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 2016/17.

Thanet Local Plan – Consultation

- 5.2 The Panel considered the report on the draft Local Plan ahead of a public consultation. One of the key comments that came out of the meeting on 21 November was that it had been difficult to review all the information in the draft Plan and related documents as they were very large given the timescales.
- 5.3 Members suggested that the Panel could hold further meetings to look at specific topics within the documentation in more depth. This would be with a view to formulating a formal response to the consultation from the panel and could be done as a whole panel or as a working party or task and finish group.
- 5.4 There are implications for setting up a sub group. Establishing a task & finish group would mean the Panel would need to re-prioritise its work programme, set aside work of one of its working parties in order to re-direct resources to review the draft Local Plan proposals.

5.5 Members would need to advise Democratic Services on their preferred course of action regarding this issue.

5.6 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 discussions.

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** – 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.

Table 1 – Current OSP Work Programme for 2016/17		
Overview & Scrutiny Panel Meeting Date	Indicative Agenda Items	Issue Source
13 December 2016	Cabinet Member Presentation	
	Dreamland Report	Financial Services
	Review of Thanet District Council Scrutiny Arrangements	Corporate Governance
	Review OSP Work Programme for 2016/17	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
26 January 2017	Budget and Medium Financial Plan 2017-2021	Financial Services item on the Forward Plan
	Review OSP Work Programme for 2016/17	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
14 February 2017	Cabinet Member Presentation	
	Review OSP Work Programme for 2016/17	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
25 April 2017	Cabinet Member Presentation	
	Review OSP Work Programme for 2016/17	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
23 May 2017	Review OSP Work Programme for 2016/17	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item

- c) **Watching briefs** – possible additions to the work programme dependent upon any changes in the status of these items.

Table 2 – Current Sub-Group Progress and Watching Briefs Updates for 2016/17				
Sub Group/Issue	Composition/ Members	Lead Officer	Comment on Progress	Status
Date of Establishment 01.10.09 Community Safety Partnership Working Party	Cllr Curran (Chairman) Cllr Campbell Cllr Dixon Cllr Falcon Cllr Hayton Cllr Martin Cllr M. Saunders	Penny Button; Jessica Bailey	The group met on 03 October 2016 and received a presentation on support service for victims of rape in Thanet' from Kent Police and will get a follow-up presentation from EK Rape Line and Victim Support on 12 December before Members decide on how to conclude the investigation which could lead to suggestions being made to the Police Crimes Panel on how to improve the service.	On going
Date of Establishment: 28.05.08 Corporate Performance Review Working Party	Cllr Campbell (Chairman) Cllr Connor Cllr Curran Cllr Dennis Cllr Dexter Cllr Jaye-Jones Vacant (Independent Group)*	Tim Willis	The working party met on 22 November 2016 and received Qtr.2 performance reports from TDC, EK Services (including EKHR) and EK Housing.	On going
Date of Establishment: 29.05.12 Electoral Registration Process Review Working Party	Cllr K. Gregory (Chairman) Cllr Campbell Cllr Connor Cllr Dawson Cllr Falcon Cllr Grove Cllr Jaye-Jones	Claire Hawken	The sub-group received reports regarding voter registration updates from the Electoral Services Manager on 17 October 2016.	On going
Presentations				
2015/16 Presentations by Portfolio Holders and Directors of Services	N/A	All Portfolio Holders and Directors		
Watching Brief Items				
05 December 2013: Full Council Referral of a Petition to OSP - QEQM Hospital A&E	OSP	Penny Button	OSP forwarded the response from the Chairman of the KCC Health Overview & Scrutiny Committee to	OSP keeping a watching brief on the issue

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Sub Group/Issue	Composition/ Members	Lead Officer	Comment on Progress	Status
			<p>Full Council on 15 October 2015 and Members noted the report.</p> <p>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.</p> <p>The cross-party QEQM Hospital Cabinet Advisory Group met for their first meeting on 21 April 2016 and agreed their terms of reference. They agreed to keep a watching brief until there were some developments at EKHUFT.</p> <p>The public consultation for a Health and Social Care Sustainability and Transformation Plan (STP) was launched by EKHUFT, social care and public partners in Kent and Medway on 13 October 2016 to run until 23 December.</p>	
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	OSP keeping a watching brief on the issue

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			agreements review being conducted by the Executive. Members may wish to note that an item on 'Asset Management Plan' is due to come to the Panel is coming to the Panel on 26 January 2017 and thereafter will be taken to Cabinet on 31 January 2017. A decision to adopt an Asset Management Plan will be taken at Cabinet.	

***NB:** The Independent Group has been unable to assign a member from their Group to the Corporate Performance Review Working Party.

Contact Officer:	Charles Hungwe, Senior Democratic Services Officer, Ext 7186
Reporting to:	Nick Hughes, Committee Services Manager, Ext: 7208

Annex List

None	N/A
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Background Papers

Title	Details of where to access copy
None	N/A

Corporate Consultation

Finance	Matt Sanham, Financial Services Manager
Legal	Ciara Feeney, Head of Legal Services & Deputy Monitoring Officer

Community Safety Partnership Working Party Terms of Reference

1. Reducing Re-offending;
2. Safeguarding our most vulnerable people;
3. Community Confidence and Agency Collaboration.

Corporate Performance Review Working Party Terms of Reference

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 maintain an overview of the major projects Council is involved in, using the project management tool kit;
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 Corporate Improvement Plan produced and monitored by the Strategic Development Group.

Electoral Registration Process Review Working Party Terms of Reference

1. To review the annual Canvass for 2015/16 in order to inform the electoral registration process for 2016/17;
2. Receive the findings of any internal post-election review of the arrangements and administration of the May 2016 Police & Crime Commissioner Elections and the EU Referendum;
3. 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.