

**OVERVIEW AND SCRUTINY PANEL (SERVICE DELIVERY) – STUDIES
(Report by the Head of Administration)**

1. INTRODUCTION

- 1.1 The purpose of this report is to review the Panel's programme of studies and to provide an opportunity for the Panel to plan its work programme for the forthcoming year.

2. WORK PROGRAMME

- 2.1 It has been established as best practice that a limited programme of studies should be devised at the start of each year. Ongoing studies for both Overview and Scrutiny Panels are as follows:

SERVICE DELIVERY

- Disability Access
- Grant Aid
- Adoption of Roads and Sewers
- Town Centre Cleaning

SERVICE SUPPORT

- The Council's Section 106 Agreements
- Heavy Goods Vehicle Parking in the District
- The Development of a Draft Parish Charter for the Council's Relationship With Town And Parish Councils in the District

- 2.2 Appendix A to this report contains details of progress against each of the Service Delivery Panel's studies. Members are invited to review the programme and to suggest new subjects for future study. It is worth noting that throughout the year Members can make their own suggestions and add to the list of studies.

a) Internal Studies

- 2.3 The Council's services are divided according to the portfolios of Executive Members. The allocation of the portfolios between the Service Delivery and Service Support Panels appears below:

Service Delivery

Environment
Housing & Public Health
Leisure
Transport
Operational and Countryside Services

Service Support

Finance
Customer Services
Planning Strategy
Resources and Policy
Information Technology

The areas of Council Services that fall within the Panel's remit are listed overleaf.

FINANCE AND ENVIRONMENT:
COUNCILLOR TERRY ROGERS

including –

Environment

(Head of Service, Dr Paul Jose)

Strategy Implementation
Home Energy Conservation

HOUSING & PUBLIC HEALTH:
COUNCILLOR DEBORAH REYNOLDS

including –

Community & Environmental Health

(Head of Service, Dr Susan Lammin)

Air quality/noise/pollution
Private sector housing
Caravan sites
Animal welfare/pest control
Commercial: health & safety promotion/food safety
Infectious diseases
Community Safety
Community Initiatives/development/grants, etc
Arts
Leisure Development
Smoke-free initiatives

Housing

(Head of Service, Mr Steve Plant)

Housing strategies/policies
Relations with housing providers/associations
Maintenance of housing register/nominations
Homelessness
Housing grants, including disabled facilities grants
Home Improvement Agency
Private sector housing

LEISURE:
COUNCILLOR DOUG DEW

Leisure Centres

(Head of Service, Mr Roy Reeves)

Huntingdon
Ramsey
Sawtry
St Ivo
St Neots

PLANNING STRATEGY AND TRANSPORT:
COUNCILLOR PETER BUCKNELL

including –

Planning Services

(Steve Ingram)

Transportation

Environmental & Technical Services

(Head of Service: Dr Paul Jose)

Sustainability

Environmental improvements Project/Contractual management Architectural/design work Land drainage Residual highway responsibilities/public utilities Street naming and property numbering Building Control/dangerous structures/disabled access Facilities Management
<p><u>OPERATIONAL AND COUNTRYSIDE SERVICES:</u> <u>COUNCILLOR COLIN HYAMS</u> including</p> <p><u>Operations (Head of Service, Mr Robert Ward)</u> Waste/refuse collection Recycling Streetscene/cleansing Car parks, public conveniences Grounds maintenance, grass cutting Vehicle fleet management Abandoned vehicles Waste Stream policy Emergency Planning/CCTV Parks, Open Spaces, Countryside Services Procurement (jointly with Cllr Rogers) – see “Finance and Environment”</p>

Members are requested to consider whether any studies or investigations of single issues within the Service Delivery Panel’s remit identified above might usefully be undertaken. These might be topical or contentious matters, for example, it could be an issue that has arisen in the course of a Member’s contact with constituents.

2.4 Performance data, which is regularly submitted to the Panel, and the Decision Digest, also can be used to identify study areas. The latest performance report appears elsewhere on the Agenda.

b) External Studies

2.5 The Council has a duty to promote the economic, social and environmental well-being of the District. This gives the Panel a wide remit to examine any issues that affect the District by conducting in-depth studies. A number of such studies have been completed in the past, such as the investigation into flooding in the District.

c) Study Methodology

2.6 Following an audit report last year a revised template to guide studies was adopted. The template is reproduced at Appendix B. It will be seen that there is considerable flexibility in the way studies may be conducted. It is also important to note that the Service Delivery and Service Support Panels each has a budget of approximately £6,000 with which to pursue their study aims, for example, by obtaining expert opinion on a particular issue.

- 2.7 A number of working groups already exist to undertake some of these studies. It is usual for the membership of working groups to continue to the completion of studies and it is suggested that this principle should continue. The Panel is requested to review the membership of its working groups and to appoint, if necessary, Member(s) to the existing working groups, in light of the recent changes to the Panel's membership.

WORKING GROUP	MEMBERS
Adoption of Roads and Sewers	Councillors J D Ablewhite, Mrs P A Jordan and P K Ursell. (previously Councillor D A Giles)
Grant Aid	Councillors Mrs M Banerjee, P G Mitchell and J S Watt. (previously Councillor D A Giles)

(d) Completed Studies

- 2.8 Since the establishment of Overview and Scrutiny Panels in June 2000, a number of studies have been completed. Details of all completed studies are listed below:

- Anti-Social Behaviour Orders
- Vandalism
- Cemetery Administration
- Arts Provision in Huntingdonshire and Major Events Promoted by the Council
- Registered Social Landlord Rent Levels
- Bus Stations/Bus Services
- Bus Shelters
- Bus Information/Publicity
- Flooding
- Post Office Network and Services
- Fly Posting
- Fly Tipping
- Trees and Hedgerows
- Emergency Planning
- Sun Beds in Leisure Centres
- The Council's Charging Policy
- Tourism
- Market Services
- St Ives (Environmental Improvements Schemes)
- County Council Highway Standards
- Consumption of Alcohol in Public Places
- Safer Routes to Schools
- Rent Levels at Paines Mill Foyer, St Neots
- West Huntingdon Rural Transport Study
- Benefit Fraud
- Service Provision for the Elderly
- Health and Safety Management
- Member Involvement and Consultation Procedures in the Local Plan Process
- Substance Misuse in Huntingdonshire
- Play Equipment
- Abandoned Vehicles
- Services for Young People
- The Big Gig
- Biodiversity

- Best Value Review on Access to Services
- Council's Budget and Expenditure
- Member Development
- Street Naming and Numbering
- Levels of Affordable Housing on Land Sold By The Council
- Procedural Arrangements for Development Control
- Local Procurement
- Town Centre Initiatives
- Cycling in Huntingdonshire
- District Council's Travel Plan
- Electronic Communication
- Youth Forum
- Council's Complaints Procedure
- The Budget and Medium Term Plan
- Rural Economy and Services
- District Council's Twinning Links
- Hear By Right
- Dentistry Services
- Promoting Better Health in Older People Through Physical Activity
- Small Scale Environmental Improvements
- State of the District Engagement Events

3. RECOMMENDATIONS


The Panel is

RECOMMENDED

- a. to review the existing programme of studies for the forthcoming year;
- b. to consider the addition of new subject areas to the programme of studies;
- c. to review the Membership of existing Working Groups and to appoint Member(s) (if necessary).

BACKGROUND PAPERS

Previous reports to the Overview and Scrutiny Panels.

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