

**REMIT AND WORK PROGRAMME
(Report by the Head of Democratic and Central Services)**

1. INTRODUCTION

- 1.1 The arrangements for Overview and Scrutiny that were introduced following the comprehensive review of the Council's democratic structure have been in place for a year. However, minor changes have been made to Executive Councillors' responsibilities for the current Municipal Year. The Panel will be advised of these through this report. There also will be an opportunity for the Panel to review its current programme of studies and to devise a work programme for the forthcoming year.

2. WORK PROGRAMME

(a) Internal Scrutiny

- 2.1 Responsibility for the Council's services is divided between Executive Members. These, in turn, are distributed between the three Overview and Scrutiny Panels. A breakdown of the allocation of Council services to the Panels is attached at Appendix A.

(b) External Studies

- 2.2 The Council has a duty to promote the economic, social and environmental well-being of the District and this is reflected in the structure of overview and scrutiny. It 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 hospital car parking.

(c) Study Programme

- 2.3 At the first meeting in the Municipal calendar, it is usual for the Overview and Scrutiny Panels to give detailed consideration to a programme of studies that they intend to undertake in the course of the year. Members are requested to consider whether any studies or investigations of single issues within their remit 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.
- 2.5 At each meeting the Panel's discuss a progress report their programme of studies. The Environmental Well-Being Panel's current programme is reproduced at Appendix B.

(d) Study Methodology

- 2.6 The Panels have adopted a study methodology to guide their work. A report template giving details of the scope of this methodology appears at Appendix C. It will seem that there is considerable flexibility in the way studies may be conducted. It is also important to note that the Panels have a budget 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 has been the practice for the membership of working groups to continue to the completion of studies and it is suggested that this principle should continue.

(e) Completed Studies

- 2.8 Since the establishment of Overview and Scrutiny Panels in June 2000, a number of studies have been completed. These 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
- 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
- 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
- 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

- Town Centre Initiatives
- Cycling in Huntingdonshire
- District Council's Travel Plan
- Electronic Communication
- Youth Forum
- Social consequences of alcohol abuse
- Section 106 process
- The Provision of Play Facilities
- Activity
- Small Scale Environmental Improvements
- State of the District Engagement Events
- Grant Aid
- Leisure facilities for older people
- Development Management Processes

3. SCRUTINISING STRATEGIC / PARTNERSHIP WORK

3.1 The Local Government and Public Involvement in Health Act 2007 Act introduced a requirement for the Council to scrutinise the strategic partnership and other partnership working. The thematic groups under the Huntingdonshire Strategic Partnership have been aligned to the terms of reference of the scrutiny panels. The Environmental Well-Being Panel will be responsible for scrutinising the Environment and Growth and Infrastructure thematic groups of the Strategic Partnership. Training will be provided by the Centre for Public Scrutiny on this subject on 3rd June 2010, and this should enable the Panel to determine how to carry out this work.

3.2 The Panel's remit also contains reference to the Council's corporate priorities and goals as they appear in the Corporate Plan. Specifically, this means that the Panel will be responsible for scrutinising the Clean, Green and Attractive Place and Developing Communities Sustainably aims of the Council's corporate plan 'Growing Success'. As has been said, a report monitoring progress against each of these aims appears elsewhere on the Agenda. Finally, the Panel will have the task of scrutinising the Managing Growth and Environmental Sustainability priorities of the Countywide Sustainable Community Strategy (Cambridgeshire's Vision).

3. RECOMMENDATIONS

The Panel is

RECOMMENDED to

- a. note the contents of the report;
- b. review the existing programme of studies; and
- c. consider the addition of new subject areas to the programme of studies.

BACKGROUND PAPERS

Previous reports to the Overview and Scrutiny Panels.

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APPENDIX A.

SOCIAL WELL-BEING

Housing (A Hansard / S 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

Community (A Hansard / S Lammin)

Private sector housing
Caravan sites
Community Safety
Community Initiatives/development/grants, etc
Arts
Leisure Development

Leisure Centres (D Reynolds / S Bell)

Huntingdon
Ramsey
Sawtry
St Ivo
St Neots

Operations (C Hyams / R Ward)

Streetscene
Car parks, public conveniences
Grounds maintenance, grass cutting
Parks, Open Spaces, Countryside Services
Emergency Planning/CCTV

Democratic & Central Services (K Churchill / R Reeves)

Democratic Services
Elections/Electoral Registration
Member Support

People, Performance & Partnerships (K Churchill / C Garbett)

Safeguarding
Diversity and Equalities
Consultation, Engagement and Research

Strategic Partnership thematic groups

Children and Young People
Health and Well-Being
Inclusive, Safe and Cohesive Communities.

'Growing Success' - the Council's corporate plan

Housing that Meets Individuals' Needs
Safe, Vibrant and Inclusive Communities

Healthy Living.

Cambridgeshire's Vision - the Countywide Sustainable Community Strategy

Safer and Stronger Communities.

ENVIRONMENTAL WELL-BEING

Environmental & Technical Services (J Gray / P Jose)

Strategy Implementation

Home Energy Conservation

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

Travel Plan

Planning Services (D Dew / S Ingram)

Development control/planning applications

Planning enforcement

Development plans/policies

Planning briefs/studies

Conservation/listed buildings

Trees and footpaths

Transportation

Environmental Health (A Hansard / S Lammin)

Air quality/noise/pollution

Animal welfare/pest control

Commercial: health & safety promotion/food safety

Infectious diseases

Smoke-free initiatives

Operations (C Hyams / R Ward)

Waste/refuse collection

Recycling

Vehicle fleet management

Abandoned vehicles

Waste Stream policy

Cleansing

Strategic Partnership thematic groups

Environment

Growth and infrastructure

'Growing Success' - the Council's corporate plan

A clean, green and attractive place

Developing communities sustainably

Cambridgeshire's Vision - the Countywide Sustainable Community Strategy

Managing growth

Environmental sustainability

ECONOMIC WELL-BEING

Information Management (J Gray / C Hall)

Website
Freedom of Information
ICT network & systems
Intranet
ICT Help Desk
Local Land & Property Gazetteer (LPG)
Customer Relationship Management (CRM) system
Geographic Information Systems (GIS)
Customer First programme
Business analysis/improvement

Finance (T Rogers / S Couper)

Financial forecasting
Budget preparation and monitoring
Final accounts
Financial advice
Payment of Creditors
Audit
Risk management
Procurement
Treasury Management (Borrowing and Investments)
Debt Recovery

Customer Service and Call Centres (T Rogers / J Barber)

Call Centre, St Ives
Customer Service Centre, *currently located at Centenary House*
Information Centres at Ramsey, St Ives, St Neots and Yaxley

Revenues (T Rogers / J Barber)

Local taxation
Revenue collection
Benefits assessments/payments/fraud
NNDR

Democratic & Central Services (K Churchill / R Reeves)

Land Charges
Document Centre
Licensing

Law, Property & Governance (D Reynolds / C Meadowcroft)

Legal advice
Conveyancing
Prosecutions and litigation
Representation at Planning and other Inquiries
Estates/property management/acquisition/sales
Data Protection/Regulation of Investigatory Powers
Contracts

People, Performance & Partnerships (K Churchill / C Garbett)

Recruitment/retention
Health & Safety
Training/development

Personnel management/advice/contractual arrangements
Payroll
Communications and Marketing
Economic Development
Town Centre Management
External Funding
Performance Management
Comprehensive Area Assessment: Corporate Coordination across the organisation
Community Strategy/Huntingdonshire Strategic Partnership
Corporate Policy ("Growing Success")

Comprehensive Area Assessment: Corporate Coordination across the organisation (Head of Service, Corrine Garbett)

Democratic Structure Review: Implementation (Head of Service, Roy Reeves)

HQ/Accommodation: Deputy Leader Councillor Mike Simpson (Head Of Service, Mr Richard Preston)

Strategic Partnership thematic groups

Economic prosperity and skills.

'Growing Success' - the Council's corporate plan

**A strong local economy
Improving systems and practices
Learning and developing
Maintaining sound finances.**

Cambridgeshire's Vision - the Countywide Sustainable Community Strategy

**Economic prosperity
Equality and inclusion.**