

**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 Economic 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 be seen 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 Economic Well-Being Panel will be responsible for scrutinising the Economic Prosperity and Skills thematic group 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 Strong Local Economy, Improving Systems and Practices, Learning and Developing and Maintaining Sound Finances 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 Economic prosperity and the Equality and inclusion 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.**