

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

**1. INTRODUCTION**

- 1.1 Each year the Overview and Scrutiny Panels review their programmes of studies and plan their work for the forthcoming year. This report provides the Panel with an opportunity to complete this task and establish their work priorities for 2011/12.

**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. Following the Election of a new Executive Leader of the Council, changes have been made to Executive Councillors' responsibilities for the current Municipal Year. A breakdown of the allocation of Council services to the Panels appears at Appendix A.
- 2.2 Performance monitoring is one of the Panel's main roles. The remits in Appendix A specify that they are responsible for scrutinising the Council's performance against its corporate priorities as they appear in the Council Plan. A report monitoring progress against each of these priorities appears elsewhere on the Agenda. The detailed form that the Council's performance management system will take in the future is currently being reviewed. The Panels' role will be reconsidered once this work has been completed.

**(b) External Studies**

- 2.3 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 in Huntingdonshire. Consequently, the Panels have a wide remit to examine any issues that affect the District by conducting in-depth studies.

**(c) Study Methodology**

- 2.6 The Panels have adopted a study methodology through which they undertake studies. A template has been devised to ensure the Panels adhere to the methodology. The template appears at Appendix B. There is considerable flexibility in the way studies are conducted. It is 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.

**(d) Study Programme**

- 2.3 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. Appendix C contains a list of all the studies that have been completed.

- 2.4 Performance data, which is regularly submitted to the Panel, and the Decision Digest, also can be used to identify study areas. As has been said, the latest performance report appears elsewhere on the Panel's Agenda.
- 2.5 At each meeting the Panels discuss a progress report on their programme of studies. The Economic Well-Being Panel's current progress report is reproduced at Appendix D. A report on all the studies, which are being undertaken or are planned for future investigation, is submitted to each of the Panels' meetings. This gives Members the chance to join in studies by other Panels if they have an interest in the subject matter. This report is attached at Appendix E.

### **(e) Working Groups**

- 2.7 A number of working groups already exist to undertake some studies. These are listed below together with the Membership:

| <b>Working Group</b>   | <b>Current Membership</b>   |
|--|---|
| One Leisure Finance<br>(Joint Working Group with the Social Well-Being Panel). | Councillor J D Ablewhite<br>Councillor N J Guyatt<br>Councillor S Greenall<br>Mr R Hall               |
| Use of Consultants   | Councillor J Ablewhite<br>Councillor G S E Thorpe<br>Councillor D Tysoe<br>Mr R Hall<br>Mrs H Roberts |

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. However, some Members have either left the Council or are now part of the executive, in which case the Panels may wish to consider appointing replacements.

### **3. SCRUTINISING PARTNERSHIP WORKING**

- 3.1 The Local Government and Public Involvement in Health Act 2007 Act introduced a requirement for the Council to scrutinise the local strategic partnership. It is intended that the Overview and Scrutiny Panels will scrutinise the Strategic Partnership's thematic groups that fall within their remits. The Strategic Partnership itself is scrutinised by the full Council. The Strategic Partnership is in the process of reviewing the way it operates and the form its thematic groups will take. Once this has been completed, the Panel will be able to commence this work.
- 3.2 Finally, the Panels have the task of scrutinising countywide strategic partnership working in which the Council is involved and the Council's other partnership working. This is done when it is required.

### **3. RECOMMENDATIONS**

The Panel is

## RECOMMENDED

- a. to note the contents of the report;
- b. to review the existing programme of studies;
- c. to review the composition of the Working Groups, and
- d. to 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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**ALLOCATION OF OVERVIEW AND SCRUTINY PORTFOLIOS**  
**2011 – 2012**

**SOCIAL WELL-BEING**

Environmental and Community Health

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

Housing

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

One Leisure

Huntingdon  
Ramsey  
Sawtry  
St Ivo  
St Neots

Legal and Democratic Services

Democratic Services  
Elections/Electoral Registration  
Member Support

People, Performance & Partnerships

Safeguarding  
Diversity and Equalities

**Strategic Partnership thematic groups**

TBA

**The Council Plan**

- Help vulnerable and disadvantaged people to live independently
- Work in partnership to support strong communities
- Encourage new jobs, homes and facilities to meet the district's needs

## **ENVIRONMENTAL WELL-BEING**

### Operations

Streetscene  
Car parks, public conveniences  
Grounds maintenance, grass cutting  
Parks, Open Spaces, Countryside Services  
Emergency Planning/CCTV  
Waste/refuse collection  
Recycling  
Vehicle fleet management  
Abandoned vehicles  
Waste Stream policy  
Cleansing

### Environmental Management

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

Development control/planning applications  
Planning enforcement  
Development plans/policies  
Planning briefs/studies  
Conservation/listed buildings  
Trees and footpaths  
Transportation

## **Strategic Partnership thematic groups**

TBA

## **The Council Plan**

- Keep the district clean, provide recycling services and collect rubbish
- Prevent and deal with homelessness
- Encourage new homes and facilities to meet the district's needs
- Safeguard the environment and successfully manage the impacts of growth.

## **ECONOMIC WELL-BEING**

### **Information Management**

Website/Intranet  
Freedom of Information  
ICT Network & Systems  
ICT Help Desk  
Local Land & Property Gazetteer (LPG)  
Customer Relationship Management (CRM) system  
Geographic Information Systems (GIS)  
Business Analysis/Improvement

### **Financial Services**

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 Services**

Call Centre, St Ives  
Customer Service Centre  
Information Centres  
Local taxation  
Revenue collection  
Benefits assessments/payments/fraud  
National Non Domestic Rates

### **Legal and Democratic Services**

Land Charges  
Document Centre  
Licensing  
Legal advice  
Conveyancing  
Prosecutions and litigation  
Representation at Planning and other Inquiries  
Data Protection/Regulation of Investigatory Powers  
Contracts

### **People, Performance & Partnerships**

Recruitment/retention  
Health & Safety  
Training/development  
Personnel management/advice/contractual arrangements  
Payroll  
Communications and Marketing  
Consultation, Engagement and Research  
Economic Development  
Town Centre Management  
External Funding  
Performance Management  
Community Strategy/Huntingdonshire Strategic Partnership

Corporate Policy (The Council Plan)  
Estates/property management/acquisition/sales

**Strategic Partnership thematic groups**

TBA

**The Council Plan**

- Encourage new jobs

## OVERVIEW AND SCRUTINY STUDY TEMPLATE

| <b>AREA OF REVIEW</b>  | <b>DETAILS/COMMENTS</b> |
|--|-------------------------|
| <b>Title of Study</b><br>(name of Working Group)                                       |                         |
| <b>Appointing Panel</b>  |                         |
| <b>Members Assigned</b><br>(including date Working Group appointed)                    |                         |
| <b>Possible Co-Options to the Group</b>  |                         |
| <b>Interests Declared</b>  |                         |
| <b>Rapporteur</b>  |                         |
| <b>Officer Support</b>   |                         |
| <b>Purpose of Study / Objective</b><br>(specify exactly what the study should achieve) |                         |
| <b>Rationale</b><br>(key issues and/or reason for conducting a study)                  |                         |
| <b>Terms of Reference</b>  |                         |
| <b>Links to Council Policies/Strategies</b>  |                         |

|   |  |
|---|--|
|   |  |
| <b>Methodology / Approach</b><br>(what types of enquiries will be used to gather evidence)              |  |
| <b>External/Specialist Support</b>  |  |
| <b>Existing Documentation</b>   |  |
| <b>Evidence to be Obtained</b><br>(e.g. witnesses, documents, site visits, consultation, research, etc) |  |
| <b>Reference Sites</b>  |  |
| <b>Investigations</b>   |  |
| <b>Witnesses</b>  |  |



|  |  |
|--|--|
| <b>Site Visits (if necessary)</b><br>(where and when)                    |  |
| <b>Meetings of the Working Group</b>                                     |  |
| <b>Costs</b><br>(resource requirements,<br>additional expenditure, time) |  |
| <b>Possible Barriers to the Study</b><br>(potential weaknesses)          |  |
| <b>Projected Timescale</b><br>(Start and end times)                      |  |

### COMPLETED STUDIES

- 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
- 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
- Cleansing Services in Market Towns
- Anti-Social Behaviour at Hill Rise Park, St Ives
- 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 Activity
- Small Scale Environmental Improvements
- State of the District Engagement Events
- Grant Aid
- Leisure facilities for older people
- Development Management Processes
- Flooding
- Planning conservation
- The Use of Consultants