

**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 Overview and Scrutiny working groups already exist to undertake studies. Details of the Working Group that the Environmental Panel has already established are in the table below:

Working Group	Current Membership
One Leisure Finance (Joint Working Group with the Social Well-Being Panel).	Councillor M G Baker Councillor Mrs M Banerjee Councillor J W Davies Councillor P M D Godfrey

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

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

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

Site Visits (if necessary) (where and when)	
Meetings of the Working Group	
Costs (resource requirements, additional expenditure, time)	
Possible Barriers to the Study (potential weaknesses)	
Projected Timescale (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