

10. Scrutiny Work Programme 2007/08

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Meeting Date	Agenda Item	Issue for Main Scrutiny Committee only (no Commission involved)	Performance Management	Budget	Other	Issue for Scoring and possible establishing an Overview Commission	Commission Progress report	Final Commission report	Background / Description	Corporate Aim	Lead Officer (Lead Member)
August 2007	LSP Annual report to Scrutiny Committee	✓							An update report on behalf of the LSP is submitted to the Scrutiny Committee on an annual basis. The report will cover the issues raised as part of the Scoping exercise carried out by members at their July meeting.	An effective LSP underpins the successful delivery of all elements of the Corporate Plan.	Helen Rutter, Head of Area Development – East.
August 2007	Consider a request from Councillor Richardson to establish an Overview Commission to review the provision of cycle paths					✓			In line with our Scrutiny arrangements, Cllr Richardson will present his proposal to establish an Overview Commission to review the provision of cycle paths in the District.		Emily McGuinness

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September 11 th 2007	Review impact of Equality Strategy.	✓							The draft Equalities strategy was considered by the Scrutiny Committee in 2006 and it was agreed that 9 months after implementation an update report would be submitted	Ensure safe, sustainable and cohesive communities.	Andrew Gillespie
September 2007	Update on work of Post Offices / Village Shops Overview Commission						✓		A progress report from the Well Managed Services Overview Commission looking in to the impact of Post Office closures on rural communities	Increase economic vitality and prosperity	Emily McGuinness Scrutiny Manager Charlotte Jones, Head of Area Development – North
September 2007	Update report from Contact Centre Overview Commission						✓		In March 2007 it was agreed that an Overview Commission would be established to look at the issues surrounding the performance of Customers Services as identified through the quarterly performance reports. It was agreed that the Commission would meet during August and report to Scrutiny in September.	Effective Customer Services underpins the successful delivery of all aspects of the Corporate Plan	Eleanor Wilson, Head of Customer Services Mike Lewis – Portfolio Holder.

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October 2007	Update on progress made towards implementing the Corporate Procurement Strategy.	✓									
October 9 2007	Quarter 1 Corporate Performance Report		✓						Scrutiny has an important role to play in the managing the authority's management. A quarterly report is submitted to District Executive and then submitted to the Scrutiny Committee the following month to provide Scrutiny Members with the opportunity to comment on the Executive response.	Deliver well managed, cost effective services valued by our customers.	Tony Johnson, Performance Officer

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January 8 2008	Quarter 2 Corporate Performance Report		✓						Scrutiny has an important role to play in the managing the authority's management. A quarterly report is submitted to District Executive and then submitted to the Scrutiny Committee the following month to provide Scrutiny Members with the opportunity to comment on the Executive response.	Deliver well managed, cost effective services valued by our customers.	Tony Johnson, Performance Officer
January 2008	Annual Audit Management Letter	✓							The Audit Commission produces an Annual Inspection letter which covers all aspects of the Council's performance.	Well managed, cost effective services, valued by our customers.	Donna Parham – Head of Financial Services

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April 2008	Quarter Corporate Performance Report 3		✓						Scrutiny has an important role to play in the managing the authority's management. A quarterly report is submitted to District Executive and then submitted to the Scrutiny Committee the following month to provide Scrutiny Members with the opportunity to comment on the Executive response.	Deliver well managed, cost effective services valued by our customers.	Tony Johnson, Performance Officer
July 2008	Quarter Corporate Performance Report 4		✓						Scrutiny has an important role to play in the managing the authority's management. A quarterly report is submitted to District Executive and then submitted to the Scrutiny Committee the following month to provide Scrutiny Members with the opportunity to comment on the Executive response.	Deliver well managed, cost effective services valued by our customers.	Tony Johnson, Performance Officer

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	Review of Octagon Theatre						✓		A well managed services commission is looking at the Octagon Theatre and will be submitting a progress report.	Well managed, cost effective services, valued by our customers.	Steve Joel Sylvia Seal

COMMUNITY WELL BEING

ANNUAL WORK PROGRAMME 2007/08

More detailed information about all planned reviews is contained within the Review Project Plan, please contact emily.McGuinness@southsomerset.gov.uk for further details.

Review Title and Background Information.	Members of Commission	Date Review Commissioned by Main Scrutiny Committee	Date of 1st Meeting	Anticipated Date of Final Report	Member Contact (Chair of Commission)	Update (This section is to be updated by the Chair of the Commission after each meeting and report to the Main Scrutiny Committee as agreed)
<i>Housing Advice Centre</i>		November 2006				This matter was referred by the Portfolio Holder for consideration by the Scrutiny Committee – progress prior to the election was limited and now needs to be taken forward.
Affordable Housing						It was agreed in April 2007 to establish a Commission to look at the Council's approach to providing Affordable Housing. No timescale was agreed at that time but this will be discussed with the Chair of the Commission and the relevant Director, Heads of Service and Portfolio Holders.

ECONOMIC VITALITY AND THE ENVIRONMENT OVERVIEW COMMISSION

ANNUAL WORK PROGRAMME 2007/08

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Corporate Objective 19 To have SSDC as one of the top exemplar councils in the country in reducing CO2 emissions by 2012.	Andrew Turpin Geoff Clarke Jayne Jones Jean Smith Martin Rawstorne Martin Wale Paull Robathan Peter Davies Peter Roake Peter Seib Ruth Kendall	October 2006	19 th December 2006	June 2007	Martin Wale	This Commission will be submitting an interim report to the Scrutiny Committee in June 2007, outlining the findings to date, interim recommendations to the Executive and a future plan.
Advertising Protocol	Marin Wale (Chair) Peter Davies Roy Mills Ian Martin Keith Ronaldson Mike Lweis	14 th November 2006	22 January 2006 2.00 p.m.	April 2007	Martin Wale	Completed

WELL MANAGED SERVICES OVERVIEW COMMISSION

ANNUAL WORK PROGRAMME 2007/08

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Capital Strategy	Rupert Cox Ian Martin Tony Lock Nigel Mermagen Mike Lewis	Initially September 2006. The work on the new Capital Strategy has been completed and a further meeting has now been arranged to look at inescapable bids that have been submitted.	4 th December 2006 10.00 a.m.	Work of Commission will be incorporated into District Executive Report and fed back to the Scrutiny Committee in December 2006.	Rupert Cox	Completed
Village shops and Post Offices	To be agreed	November 2006	March 27 th 2007	July	Rupert Cox	Together with Area North, it has been agreed to Commission a consultant to expand on existing work carried out looking at the economic impact of village shops and post offices and the role of the council in supporting them. The research findings were reported to a meeting of members, post masters and representatives from Post Office Ltd. We are now working to identify the current and potential support and advice available from within SSDC.
Contact Centre	To be agreed	July 2007	14 th August 2007		Rupert Cox	The scope for this review was agreed in July and the first meeting of the Commission will be in August.