

Scrutiny Committee – 11<sup>th</sup> December 2007

**9. Scrutiny Work Programme**

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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)
December 2007	CPA	✓							As part of the CPA inspection process, the Council will be submitting a Self Assessment Document in early December 2007 prior to an on-site inspection in January. The Chief Executive will be attending this meeting to discuss the self assessment document and the CPA process with Scrutiny members.	All	Emily McGuinness, Scrutiny Manager and Acting Democratic Services Manager
December 2007	Capital Programme			✓							

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8 <sup>th</sup> January 2008	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	Jason Toogood – Interim Customer Services Manger  Mike Lewis – Portfolio Holder.
8 <sup>th</sup> January 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

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8 <sup>th</sup> January 2008	Budget Reports	✓							Prior to consideration by District Executive and Full Council, the relevant budget setting reports will be submitted to the January meeting of the Scrutiny Committee.	To provide well-managed, cost effective services valued by our customers.	Donna Parham, Head of Financial Services  Paull Robathan, Portfolio Holder – Finance, revenues and support services.
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
March 2008	Economic Development Strategy	✓							The Committee will be considering this Strategy prior to consideration by District Executive and agreement of Full Council.	Increase Economic vitality	

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8 <sup>th</sup> April 2008	Quarter 3 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
July 2008	Quarter 4 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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September 2008	Review impact of Equality Strategy.	✓							In September 2007, members of the Scrutiny Committee agreed that a further update report should be submitted in 12 months to further update members on this important policy area.	Ensure safe, sustainable and cohesive communities.	Andrew Gillespie  Ric Pallister – Portfolio Holder  Anne Campbell – Theme Advisor
To be confirmed – depending on government guidance	Update on Local Government and Public Involvement in Health Bill – Implications for Scrutiny	✓							Members have requested that officers submit a report outlining the most significant elements of the Local Government and Public Involvement in Health Bill, in relation to the Scrutiny Function	Deliver Well managed, cost effective services valued by our customers.	Emily McGuinness, Scrutiny Manager
To be confirmed	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

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To be confirmed	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
Date to be agreed following member and officer workshops	Draft Carbon Reduction Strategy	✓									Vega Sturgess – Corporate Director - Environment

## 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](mailto:emily.McGuinness@southsomerset.gov.uk) for further details.

<b>Review Title and Background Information.</b>	<b>Members of Commission (to be updated)</b>	<b>Date Review Commissioned by Main Scrutiny Committee</b>	<b>Date of 1<sup>st</sup> Meeting</b>	<b>Anticipated Date of Final Report</b>	<b>Member Contact (Chair of Commission)</b>	<b>Update</b> (This section is to be updated by the Chair of the Commission after each meeting and report to the Main Scrutiny Committee as agreed)
<b><i>Housing Advice Centre</i></b>		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.
<b><i>Affordable Housing</i></b>						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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<b><i>Objective 19 Overview Commission</i></b>	Geoff Clarke	Review initially commissioned in October 2006		An interim report was submitted in April 2007	Emily McGuinness, Scrutiny Manager	The Commission submitted a set of interim recommendations in April 2007. These recommendations included applying to join the Carbon Trust's Local Authority Carbon Management Programme. We are now waiting to see the outcome of this application before progressing this review to the next stage.
<b><i>Members IT Provision</i></b>	To be agreed					There is a need to review the policy for providing elected members with IT equipment – this Commission will be involved in appraising the various options.
<b><i>Cycling Promotion</i></b>	Economic Vitality and Environment Commission members		24 <sup>th</sup> October 2007			In September, the Scrutiny Committee agreed that further work should be undertaken to scope a possible review of cycling promotion. After initial discussions with the County Council who have the strategic lead on this issue, it has been agreed that a meeting will be arranged in January 2008.



## WELL MANAGED SERVICES OVERVIEW COMMISSION

## ANNUAL WORK PROGRAMME 2007/08

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<b><i>Village shops and Post Offices</i></b>	To be agreed	November 2006	27 <sup>th</sup> March 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.
<b><i>Contact Centre</i></b>	Rupert Cox Derek Yeomans Tom Parsley Robin Munday Alan Smith	July 2007	14 <sup>th</sup> August 2007		Rupert Cox	This Commission is now working on a draft report which will be presented to the Scrutiny Committee in January 2008.
<b><i>Budget</i></b>	Tom Parsley Rupert Cox Ian Martin John Richardson John Calvert		2 <sup>nd</sup> November 2007		Rupert Cox	This Commission has been established to enhance the scrutiny role in all aspects of the budget setting process.
<b><i>Octagon Commission</i></b>						This is an ongoing review, with members of the commission meeting as required to act in a steering group capacity as part of the corporate feasibility study of the Octagon Theatre.