

Scrutiny Committee – 12<sup>th</sup> February 2008

## 10. Scrutiny Work Programme

Lead Officer: *Emily McGuinness, Scrutiny Manager*  
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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)
February 2008	Housing Need	✓							The Portfolio Holder and Senior Officers will be attending the meeting to give members a presentation on this issue.	Improve the Health and Well-being of our citizens  Ensure safe, sustainable and cohesive communities.	David Stapleton – Corporate Director – Health and Well-being  Councillor Ric Pallister, Portfolio Holder – Environmental Health and Inclusion
February 2008	Budget Setting			✓					An opportunity for Scrutiny Committee members to consider the budget setting reports following District Executive and prior to Full Council.	A balanced budget supports the delivery of all aspects of the Corporate Plan.	Councillor Paull Robathan, Portfolio Holder – Finance, Revenues & Support Services  Donna Parham – Head of Service - Finance

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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	
March 2008	Role of Regulation Committee	✓							In line with the Council's Constitution, a non-executive Councillor has asked that the Scrutiny Committee considers the role of the Regulation Committee.		Emily McGuinness, Acting Democratic Services Manager
April 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 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

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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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Sept 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 – Head of Area Development  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

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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 - Head of Sport, Arts & Leisure  Sylvia Seal - Portfolio Holder
	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</b> (to be updated)	<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. The Climate Change Strategy will be reported to the Scrutiny Committee as part of the policy development process.
<b><i>Cycling Promotion</i></b>	Economic Vitality and Environment Commission members		March 2008 – date tbc			The County Council have recently appointed a new Cycling Officer and the initial meeting of this commission will be reconvened for March 2008.
<b><i>Member's IT Provision</i></b>	Tom Parsley (Chair) Andrew Turpin David Recardo Derek Yeomans Pat Martin		5 <sup>th</sup> February 2008 2.30 p.m.			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.



## 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.