

BABERGH DISTRICT COUNCIL

FROM: Director of Corporate Services

REPORT NUMBER: J209

**TO: OVERVIEW AND SCRUTINY
(COMMUNITY SERVICES) COMMITTEE**

DATE OF MEETING: 30 March 2010

**ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY (COMMUNITY SERVICES)
COMMITTEE**

1. PURPOSE OF REPORT

- 1.1 This paper provides a basis for the Committee's annual report to Council.
- 1.2 In accordance with the Constitution, the Committee must report annually to Council on its work during the last year and make recommendations for future work programmes and if appropriate, amended working methods.

2. RECOMMENDATION

- 2.1 That the Director of Corporate Services, in consultation with the Committee Chairman, complete the Committee's Annual Report for submission to the next meeting of Council based upon this report and the Committee's views.

3. FINANCIAL IMPLICATIONS

- 3.1 There have been no financial implications to date other than the costs of officer time and normal allowances for Members that are included in the budget.
- 3.2 Any development of the work of in-depth scrutiny, including items such as the payment of out of pocket expenses for expert and other witnesses, can be accommodated within existing budgets for 2010/11. The position for future years will be addressed through the Strategic Financial Planning Process, if that is necessary.

4. RISK MANAGEMENT

This report is an update on work completed during 2009/10, together with a draft programme for 2010/11. Risk management considerations for individual topics will be included in reports to the Committee as the year progresses.

5. KEY INFORMATION

5.1 WORK IN 2009/10

Appendix 1 outlines the Committee's main areas of work in 2009/10. The following is a brief summary of the Committee's main achievements during the year:

- The Committee has considered the annual review of the Babergh Community Safety Partnership.
- The Committee recommended the adoption of a process and protocol for dealing with a Councillor Call for Action (CCfA).

- A considerable amount of work has been undertaken by the Strategic and Financial Planning (SFP) Task Group and the Overview and Scrutiny Committees to identify savings, efficiencies and additional income generation. A joint meeting of the two Overview and Scrutiny Committees was held to consider the key aspects of the proposed Medium-Term Financial Strategy and the two Committees then scrutinised the draft budget proposals for 2010/11.
- The Committee noted the action being taken to maintain Benefits performance.
- The Committee has considered the annual report of the Development Committee for 2008/09.
- The Committee carried out a review of Discretionary Grants for 2008/09.
- The Housing Panel's 2009 Housing Review has been considered by the Committee.
- The Committee considered the Ipswich Hospital NHS Trust's application for foundation trust status.
- Presentations by representatives of Choose Suffolk (Suffolk Development Agency Ltd) have been considered by the Committee.
- The Committee considered a report detailing how the collection of rent is being managed in 2009/10.
- The Committee has considered a report on performance in respect of Non-Domestic Rate Collection.
- The Committee considered a report providing an update on the performance and development of a key and operational partnership between Babergh and South Suffolk Leisure.
- The Committee has considered a report providing an update on implementation of actions resulting from the Pitt Review.
- The Committee has considered a report regarding significant partnerships that have been identified through the Council's Partnership Strategy.
- The Committee has received an update on the work of the Babergh District Resilience Forum and associated Emergency Planning and Response action plan.
- The Committee has scrutinised the draft Revenue Budget for 2010/11 and draft 3-year Capital Programme for Council Housing.
- The recommended basket of key performance indicators for 2010/11 will be considered at this meeting.

5.2 WORK PLAN FOR 2010/11

Appendix 2 sets out a list of items of work that Members and Officers have identified for consideration by the Committee during 2010/11. It is recommended that the Committee should identify which, if not all, of the matters it considers should be addressed by the Committee in 2010/11 and importantly, what other areas it thinks should be considered for inclusion in the work programme. If any such areas are identified, an assessment sheet will need to be completed, a copy of which is attached at Appendix 3. In considering the future work plan, Members are asked to bear in mind the principles of PICK analysis which have been approved by the Committee. A summary is attached at Appendix 4. Further guidance on the selection of issues for inclusion in the annual work programme can be found in the Overview and Scrutiny Handbook.

6. APPENDICES

- Appendix 1 Overview and Scrutiny (Community Services) Committee:
Resume of Work in 2009/10
- Appendix 2 Overview and Scrutiny (Community Services) Committee:
Proposed Work Plan for 2010/11
- Appendix 3 Planning Assessment Sheet
- Appendix 4 PICK Analysis

7. BACKGROUND PAPERS REFERRED TO

None.

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OVERVIEW AND SCRUTINY (COMMUNITY SERVICES) COMMITTEE

RESUME OF WORK 2009/10

1.1 Financial Strategy and Draft Budget for 2010/11

At the joint meeting on 19 January 2010 Members scrutinised the report of the Strategic and Financial Planning (SFP) Task Group which had been considered by Strategy Committee on 14 January 2010. The report highlighted key aspects of the proposed Medium-Term Financial Strategy for the period 2011/12 to 2013/14 and outlined draft Budget proposals for 2010/11.

Members acknowledged the considerable efforts which the SFP Task Group had made to identify the savings, efficiencies and additional income generation as set out in the report, together with the Group's on-going work to produce further proposals to meet the remaining shortfall. As a result of its scrutiny, the Joint Meeting voted in favour of accepting the recommendations, including a proposal for a Council Tax increase of 3%.

At its meeting on 2 February 2010 the Committee scrutinised the draft Revenue Budget for 2010/11 and draft 3-year Capital Programme for Council Housing.

1.2 Performance Monitoring

At its meeting on 26 May 2009 the Committee considered a report detailing how the time taken to process benefit claims is being managed.

At its meeting on 6 October 2009 the Committee considered reports on performance in respect of Housing Rent and Non-Domestic Rate Collection.

At its meeting on 30 March 2010 the Committee will consider the recommended basket of key Performance Indicators for 2010/11.

1.3 Babergh Community Safety Partnership Annual Review

At its meeting on 26 May 2009 the Committee considered the progress and work of the Babergh Community Safety Partnership for 2008/09.

It was requested that relevant key partners be invited to attend future meetings

1.4 Councillor Call for Action (CCfA)

At its meeting on 26 May 2009 the Committee considered a process and protocol for dealing with a Councillor Call for Action (CCfA) and noted that the Overview and Scrutiny (Stewardship) had recommended it for approval by full Council.

1.5 Annual Report of the Development Committee

At its meeting on 30 June 2009 the Committee adopted the annual report of the Development Committee for 2008/09.

1.6 Review of Discretionary Grants 2008/09

At its meeting on 30 June 2009 the Committee considered a report detailing the activity funded in the first completed year of operation of the Council's new Discretionary Grants Policy.

Representatives from organisations which have received funding were present at the meeting and spoke about their individual projects.

1.7 The Housing Panel's 2009 Housing Review

At its meeting on 18 August 2009 the Committee scrutinised the key issues dealt with by the Housing Panel in 2008/09 including the Affordable Housing Programme, Tackling Homelessness in Babergh, the Housing Revenue Account (HRA) Business Plan, the Tenant Satisfaction Survey and Rent Charges for 2009/10.

1.8 Ipswich Hospital NHS Trust – Consultation on Governance Arrangements

At its meeting on 18 August 2009 the Committee considered a presentation by Mr Andrew Reed, Chief Executive of the Ipswich Hospital NHS Trust detailing the purpose behind the Trust's application to achieve foundation trust status.

1.9 Choose Suffolk (Suffolk Development Agency Ltd)

At its meeting on 18 August 2009 the Committee considered a presentation by representatives from Choose Suffolk on the work undertaken by this organisation.

1.10 Babergh and South Suffolk Leisure – Partnership Development

At its meeting on 6 October 2009 the Committee noted a report providing an update on the performance and development of a key strategic and operational partnership between the District Council and South Suffolk Leisure.

1.11 Pitt Review

At its meeting on 6 October 2009 the Committee considered a presentation from Alan Points, Pitt Review Project Manager of the Suffolk Joint Emergency Planning Unit relating to the Pitt Review Implementation Project.

1.12 Review of Significant Partnerships

At its meeting on 24 November 2009 the Committee considered a report detailing the significant partnerships that have been identified through the Council's Partnership Strategy and of the outcome of a self assessment of the Babergh East Local Strategic Partnership.

1.13 Babergh District Council Resilience Forum

At its meeting on 24 November 2009 the Committee considered a report detailing the work of the Babergh District Resilience Forum and the associated Emergency Planning and Response action plan.

BABERGH DISTRICT COUNCIL**FROM:** Director of Corporate Services**REPORT NUMBER:****TO:** OVERVIEW AND SCRUTINY
(COMMUNITY SERVICES)
COMMITTEE**DATE OF MEETING:****DRAFT WORK PLAN FOR 2010/11****DATE OF COMMITTEE – 25 MAY 2010**

Topic	Purpose	Decision or Recommendation to Strategy/Council	Lead Officer
The Housing Panel's 2010 Housing Review	To scrutinise the strategic housing elements of the Medium Term Plans, to review the HRA Business Plan, to consider proposals for a Stock Option Appraisal and approve the revised Affordable Housing Programme	Decision and Recommendation	Chris Foti
Reports from Representatives on outside bodies	To report on the Haven Gateway Partnership and the two LSPs	Decision	Mike Hammond
Review of the Babergh Community Safety Partnership	To scrutinise the work of the Partnership over the past year	Decision	Paul Little

DATE OF COMMITTEE – 29 JUNE 2010

Topic	Purpose	Decision or Recommendation to Strategy/Council	Lead Officer
Annual report of Development Committee	To consider report	Decision	Nick Ward
Review of partnership with South Suffolk Leisure	To scrutinise the work delivered for Babergh by South Suffolk Leisure over the past year	Decision	Paul Little

DATE OF COMMITTEE – 17 AUGUST 2010

Topic	Purpose	Decision or Recommendation to Strategy/Council	Lead Officer
Review of Babergh's Community Grants Scheme	To review current policy and procedures	Decision	Chris Foti

DATE OF COMMITTEE – 5 OCTOBER 2010

Topic	Purpose	Decision or Recommendation to Strategy/Council	Lead Officer
Flooding Action Plan	An update on implementing the Flooding Action Plan	Decision	Peter Quirk

DATE OF COMMITTEE – 23 NOVEMBER 2010

Topic	Purpose	Decision or Recommendation to Strategy/Council	Lead Officer
Resilience Forum	An update on the work being carried out by the Council's Resilience Forum	Decision	Peter Quirk

**DATE OF COMMITTEE – 7 DECEMBER 2010
JOINT MEETING WITH OVERVIEW AND SCRUTINY
(STEWARDSHIP) COMMITTEE (IF REQUIRED)**

Topic	Purpose	Decision or Recommendation to Strategy/Council	Lead Officer
Report of the Strategic and Financial Planning Task Group	To consider the Group's recommendations	To be determined	Barry Hunter

NOTE – this meeting may be re-scheduled for January subject to the position on the SFP process

DATE OF COMMITTEE – 1 FEBRUARY 2011

Topic	Purpose	Decision or Recommendation to Strategy/Council	Lead Officer
Revenue Budget and Capital Programme	To scrutinise the draft HRA Budget	Decision	Barry Hunter

DATE OF COMMITTEE – 29 MARCH 2011

Topic	Purpose	Decision or Recommendation to Strategy/Council	Lead Officer
O&S(CS) Committee Annual Report	To consider draft Annual Report for 2010/11	Recommendation to Council	Steve Ellwood

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OVERVIEW AND SCRUTINY () COMMITTEE

PLANNING ASSESSMENT SHEET FOR REVIEWS

What is to be reviewed?	
Why?	
What benefits are expected?	
What needs to be examined and asked?	
Documents/evidence/research <i>What?</i> <i>Why?</i>	Questions to be asked
Site visits <i>Where?</i> <i>Why?</i>	Questions to be asked
Consultation <i>Who/what?</i> <i>Why?</i>	Questions to be asked
Witnesses <i>Who?</i> <i>Why?</i>	Questions to be asked
What resources will be needed for the review?	
Over what period should it be carried out?	Start Complete
Who will be the lead officer?	

PICK ANALYSIS

In developing its annual work programme, Overview and Scrutiny Committees should be clear about the reasons for selecting particular issues and what they are seeking to achieve.

The list of topics and issues for the work programme can be a very long one if not careful. Some councils use an idea called PICK to prioritise the types of issues to choose. PICK stands for:

- P Public Interest
- I Impact
- C Council Performance
- K Keep it Context

P for Public Interest

Councillors are the eyes and ears of the public, ensuring that the policies, practices and services delivered by both Babergh District Council and external organizations, are meeting local needs and to an acceptable standard. The concerns of local people should therefore influence the issues chosen for scrutiny.

I for Impact

Scrutiny is about making a difference to the social, economic and environmental well-being of the area. Not all issues of concern will have equal impact on the well-being of the community. This should be considered when deciding the work programme and priority be given to those issues that have more impact.

C for Council Performance

Scrutiny is about improving performance and ensuring the people of Babergh are served well. Councillors will need good quality information to identify areas of poor performance both within the Council and externally. There are no shortage of Performance Indicators available in the public service arena, both national and local, although the quality and relevance will vary. There is a need to select the most relevant performance indicators and to seek an interpretation of results.

K for Keep it in Context

To avoid duplication or wasted effort priorities should take account of what else is happening in the areas being considered. Is there a Best Value Review happening or planned? Is the service about to be inspected by an external body? Are there major legislative or policy initiatives already resulting in change? If these circumstances exist councillors may decide to link up with other processes (e.g. Best Value Review) or defer a decision until the outcomes are known or conclude that the other processes will address the issues.

PICK CHECKLIST

More “ticks” across all four categories indicates that the topic is more suitable for in depth review.

<p>Public Interest</p> <ul style="list-style-type: none"> <input type="checkbox"/> There is evidence of significant public interest in this topic <input type="checkbox"/> It is a “high profile” topic for specific local communities or communities of interest <input type="checkbox"/> This is an area where we received a lot of complaints and / or bad press <input type="checkbox"/> The review will need to include participatory events and opportunities for local people and / or organizations to have their say <input type="checkbox"/> Substantial survey or research work is required
<p>Impact</p> <ul style="list-style-type: none"> <input type="checkbox"/> This review will have a significant impact on the “well being” of Babergh <input type="checkbox"/> A local community or community of interest have much to gain or lose <input type="checkbox"/> Work is needed to develop the routes to influencing change (e.g. with partners) <input type="checkbox"/> This could make a big difference to the way services are delivered <input type="checkbox"/> This could make a big difference to the way resources are used
<p>Council Performance</p> <ul style="list-style-type: none"> <input type="checkbox"/> The Council and / or other organizations are not performing well in this area <input type="checkbox"/> We do not understand why our performance differs from others <input type="checkbox"/> We are performing well but spending too much money in this area <input type="checkbox"/> There are few local or national performance measures / targets for this service <input type="checkbox"/> This service is fundamental to the achievement of Council objective(s)
<p>Keep in Context</p> <ul style="list-style-type: none"> <input type="checkbox"/> This service will not be part of a BV Review or external inspection in the next 2 years <input type="checkbox"/> This service will be reviewed or inspected soon but Scrutiny can make a positive contribution by focusing on key areas of interest and making recommendations <input type="checkbox"/> This service has not been recently reviewed or inspected <input type="checkbox"/> There are no current major changes to service that reduce or pre-empt the value of review <input type="checkbox"/> Service changes are planned and Scrutiny can positively influence change