

TONBRIDGE & MALLING BOROUGH COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE

11 September 2012

Report of the Chief Executive

Part 1- Public

Delegated

1 SCRUTINY REVIEWS – WORK PROGRAMME

To set out proposals for the development of a future work programme of topics to be reviewed by the Overview and Scrutiny Committee.

1.1 Background

1.1.1 Part of the work of the Overview and Scrutiny Committee is to identify areas of concern that could be the subject of more detailed review. The purpose of this report is to set out a process for the development of a work programme for the Committee and to decide how the current issues for review, as reported elsewhere on this agenda, should now be progressed.

1.2 Current Reviews

1.2.1 As reported elsewhere on this agenda, the Committee has a review to undertake concerning Parking Management and Enforcement. The intention will be to complete this review in time for final report to be made to your next programmed Committee meeting on 29 January 2013.

1.2.2 In addition to this review, your Management Team has suggested that there is merit in linking the wider review work of the Overview and Scrutiny Committee to the reviews being undertaken by the Council's Internal Audit section. The current focus of that team is exploring a number of value for money studies and are initially focusing on:

- External printing undertaken by the Council
- Staff mileage rates
- Discounts offered for services eg to benefit claimants

1.2.3 A review process needs to be agreed that will enable the parking review and the value for money studies to be progressed in parallel.

1.3 Suggested Review Process

1.3.1 Over the past few years, the former Scrutiny Committee has found it beneficial to progress two or more reviews at the same time by splitting the Committee into informal review groups. These groups meet outside of the normal Committee process to hear evidence and receive reports etc and then make agree final recommendations to be reported back to the main Committee. It is suggested that the Overview and Scrutiny Committee adopts a similar approach with regard to the reviews now being taken forward.

1.3.2 On this basis, it is proposed that two review groups be established as follows:

- A review group to undertake the parking management and enforcement review
- A review group to investigate value for money issues.

1.3.3 It is suggested that each review group is chaired by one of the Committee's Vice-Chairmen. Members of the Committee, including co-opted members, will then be invited to join one of the two review groups although given the need to have a balance in numbers with each group having 11 members, it might not always be possible to accommodate individual preferences. If this approach is agreed, it is anticipated that initial meetings of both groups could be arranged for early October. Further meetings would be arranged as required by the work being undertaken.

1.4 Review Work Programme – 2013

1.4.1 At the request of the Chairman, all Members of the Council have been asked to suggest possible additional topics for review by the Overview and Scrutiny Committee. A number of suggestions have been received and an up to date list of these will be tabled at the meeting.

1.4.2 As set out in the consultation letter, the following factors need to be taken into account when deciding which topics are most suitable for review:

- Reviews undertaken should be focus on key issues of concern to the local community to explore the scope to improve that service or activity;
- Issues that are being addressed by other means, for example, by the relevant Advisory Board, should be avoided to prevent duplication;
- Any issues which fall within the remit of another authority or organisation can be considered for review but the prior agreement of that body to the review will be required.

1.4.3 It is proposed that the Chairman and Vice Chairmen will now meet to review the list having regard to the above criteria and taking into account any additional

advice from the Council's Management Team. The aim will be to identify five or six topics to be taken forward next year and a report on the programme will be made to your meeting in January 2013.

1.5 Legal Implications

1.5.1 None

1.6 Financial and Value for Money Considerations

1.6.1 These would be matters to be addressed as part of individual reviews.

1.7 Risk Assessment

1.7.1 N/A

1.8 Equality Impact Assessment

1.8.1 See 'Screening for equality impacts' table at end of report

1.9 Recommendations

1.9.1 That the approach to forthcoming scrutiny reviews and the development of a longer term work programme, as set out in this report, **BE ENDORSED**.

Background papers:

contact: Mark Raymond

Nil

David Hughes
Chief Executive

Screening for equality impacts:		
Question	Answer	Explanation of impacts
a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?	No	The report focuses on work programming matters only. Issues concerning equality impacts will be addressed, as appropriate, as part of individual reviews.

Screening for equality impacts:		
Question	Answer	Explanation of impacts
b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	N/A	As above
c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?		-

In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above.