

# TONBRIDGE & MALLING BOROUGH COUNCIL

## OVERVIEW AND SCRUTINY COMMITTEE

10 September 2013

### Report of the Chief Executive

#### Part 1- Public

#### Delegated

### 1 FUTURE SCRUTINY REVIEW WORK PROGRAMME

To set out and endorse a new review programme.

#### 1.1 Background

- 1.1.1 The Overview and Scrutiny Committee has been asked to play a key role in the evaluation of a range of value for money reviews. These will be tackled by informal review groups drawn from the membership of Overview and Scrutiny Committee.
- 1.1.2 The first two review group meetings have now taken place: Council Agendas, Printing and the Increased Use of I.T. held on 29 July 2013 and Media and Communications – Here & Now review group meeting was held on 7 August 2013. Findings and recommendations from each of these reviews are now reported to this meeting of the Overview and Scrutiny Committee for formal endorsement and for recommendation to Cabinet.
- 1.1.3 A list of the topics for future reviews was submitted at the last Overview and Scrutiny Committee, as follows:
- Personnel and Payroll review
  - Policies for Concessionary fees and charges
  - Data management and charging
  - Local Agenda 21 activities
- 1.1.4 Management Team would like the Committee to focus on: Policies for Concessionary Fees and Charges (from the list above) and one new issue: Housing Investment (Capital Plan item)..
- 1.1.5 Initial reports setting out specific issues for each topic will be prepared by the Management Team using information prepared by staff within the Audit team. We

will then aim to begin the review group meetings in October/November, to allow for findings and recommendations to be reported to the next meeting of Overview and Scrutiny in January 2014.

## **1.2 The Scrutiny Process**

1.2.1 Once again it is suggested that these two issues are tackled by informal review groups drawn from the membership of the Overview and Scrutiny Committee. The review groups would be chaired by the two Vice-Chairmen as has been done previously.

1.2.2 The suggested review group membership are as follows:

Policies for Concessionary Fees and Charges: Cllrs Robins; Moloney; Bates; Cure; King; Atkins; Brown; Keeley; Atkinson (co-opted Drury; Thornewell)

Housing Investment: Cllrs Simpson; Dalton; Sayer; Holland; Elks; Allison; Spence; Evans; Kemp (co-opted: Court; Still).

## **1.3 Legal Implications**

1.3.1 To be considered as part of each review.

## **1.4 Financial and Value for Money Considerations**

1.4.1 As above

## **1.5 Risk Assessment**

1.5.1 N/A

## **1.6 Equality Impact Assessment**

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

## **1.7 Recommendations**

1.7.1 That the approach adopted to future scrutiny reviews, as set out in this report, **BE ENDORSED**;

1.7.2 Informal review groups **BE ESTABLISHED** to investigate Concessionary Fees and Charges and Housing Assistance.

Background papers:

contact: Gill Fox

Nil

Julie Beilby  
Chief Executive

<b>Screening for equality impacts:</b>		
<b>Question</b>	<b>Answer</b>	<b>Explanation of impacts</b>
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	To be addressed as part of individual reviews.
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.*