

TONBRIDGE & MALLING BOROUGH COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE

28 January 2014

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 Driven by the necessity for the Council to implement financial savings, work needs to be undertaken to investigate and evaluate potential savings and/or improvements across Council services. The completion of the previous reviews (Here & Now, Printing of Agenda Papers and the introduction of tablets, Concessionary Fees and Charges and Disabled Facilities Grants and Housing Assistance) have so far resulted in significant savings as well as improvements in the way services are delivered.

1.1.2 In order to maintain this momentum and continue to reduce our costs, the next two topics need to be endorsed. Management Team believe it is an appropriate time for the following two topics to be reviewed by Overview and Scrutiny Committee:

- Memberships / Subscriptions
- Postage / Courier Costs

1.1.3 For the Memberships / Subscriptions Review, the Audit Team will identify subscriptions to organisations for reference books and publications, information sites, those linked with memberships, qualifications, professional bodies, working groups etc. Any associated costs will be identified to allow consideration as to whether they are necessary and if the Council is tied into contracts or agreements.

1.1.4 For the Postage / Courier Costs Review, work will be undertaken to establish the Council's existing expenditure on postage, any possible alternatives to using Royal Mail, existing courier costs and investigate into what is being posted/ sent by courier and if it needs to be sent in this way or if there are any options to disseminate information more cost effectively.

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 will be chaired by the two Vice-Chairmen as has been done previously. Review group meetings will be arranged so that recommendations can be made to the next formal meeting of the Overview and Scrutiny Committee on 11 June 2014.

1.2.2 The suggested review group membership are as follows:

Memberships / Subscriptions: Cllrs Robins; Dalton; Bates; Holland; King; Allison; Brown; Kemp; Atkinson (co-opted Court; Thornewell)

Postage / Courier Costs: Cllrs Simpson; Moloney; Sayer; Cure; Elks; Atkins; Spence; Keeley; (co-opted Still; Drury)

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 and topics of the next two reviews, as set out in this report **BE ENDORSED**;

1.7.2 Informal review groups **BE ESTABLISHED** to investigate Memberships/Subscriptions and Postage/ Courier Costs.

Background papers:

contact: Gill Fox

Nil

Julie Beilby
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	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.