

West Devon Overview and Scrutiny (External) Committee



West Devon
Borough
Council

Title:	Agenda										
Date:	Tuesday, 7th July, 2015										
Time:	2.00 pm										
Venue:	Chamber - Kilworthy Park										
Full Members:	<p style="text-align: center;">Chairman Cllr Ridgers Vice Chairman Cllr Cloke</p> <p><i>Members:</i></p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>Cllr Ball</td> <td>Cllr Roberts</td> </tr> <tr> <td>Cllr Cheadle</td> <td>Cllr Sheldon</td> </tr> <tr> <td>Cllr Jory</td> <td>Cllr Stephens</td> </tr> <tr> <td>Cllr Leech</td> <td>Cllr Watts</td> </tr> <tr> <td>Cllr Pearce</td> <td></td> </tr> </table>	Cllr Ball	Cllr Roberts	Cllr Cheadle	Cllr Sheldon	Cllr Jory	Cllr Stephens	Cllr Leech	Cllr Watts	Cllr Pearce	
Cllr Ball	Cllr Roberts										
Cllr Cheadle	Cllr Sheldon										
Cllr Jory	Cllr Stephens										
Cllr Leech	Cllr Watts										
Cllr Pearce											
Interests – Declaration and Restriction on Participation:	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.										
Committee administrator:											

1. Apologies for Absence

2. Declarations of Interest

Members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have in any items to be considered at this meeting.

If Councillors have any questions relating to predetermination, bias or interests in items on this Agenda, then please contact the Monitoring Officer in advance of the meeting.

3. Items Requiring Urgent Attention

To consider those items which, in the opinion of the Chairman, should be considered by the Meeting as matters of urgency

4. Committee Terms of Reference **1 - 4**

5. Public Forum **5 - 6**

A period of up to 15 minutes is available to deal with issues raised by the public.

6. Hub Committee Forward Plan **7 - 12**

If any Member seeks further clarity, or wishes to raise issues regarding any future Hub Committee agenda item, please contact Member Services before **5.00 pm on Thursday, 2 July 2015** to ensure that the lead officer(s) are aware of this request in advance of the meeting.

(Please note: a request has already been received for an update at this meeting to be given on the Leisure Services Procurement agenda item that is scheduled for consideration at the Hub Committee meeting on 14 July 2015).

7. Members Proposal Form for Potential Agenda Items **13 - 14**

8. Draft Work Programme 2015/16 **15 - 16**

An opportunity for Members to suggest potential agenda items for the forthcoming Municipal Year

Overview and Scrutiny Committees: Terms of Reference

Please refer to the Overview & Scrutiny Procedure Rules in Part 4 of the Constitution for details on composition, membership, eligibility, powers and duties.

1. General Role

1.1. The Council will appoint two Overview & Scrutiny Committees with the following functions. Each Overview & Scrutiny Committee will:

- 1.1.1. review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions;
- 1.1.2. make reports and/or evidence based recommendations to the Council and any committee or joint committee in connection with the discharge of any functions;
- 1.1.3. consider any matter affecting the area or its inhabitants;
- 1.1.4. make reports and/or evidence based recommendations to the Council and/or its Committees and/or any joint committee on matters which affect the Council's area or the inhabitants of that area; and
- 1.1.5. exercise the right to call-in, for reconsideration, decisions made but not yet implemented by the Hub Committee.

2. Specific functions

Each Overview and Scrutiny Committee may (within its own thematic area):

2.1. Policy development and review

- (i) review existing policy and recommend changes to such policy or the creation of new policy;
- (ii) assist the Council in the development of its **Budget and Policy Framework** by in-depth analysis of policy issues;
- (iii) conduct research, involve the community and carry out other consultation in the analysis of policy issues and possible options;
- (iv) consider and implement ways to encourage and enhance community participation in the development of policy options;

- (v) question members of committees and senior officers about their views on issues and proposals affecting the area; and
- (vi) liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

In so doing, Overview and Scrutiny Committees will be able to:

- (a) Select significant issues to investigate, which are both strategic and linked to the Council's Corporate Priorities;
- (b) Undertake pre-investigation project planning: drawing up terms of reference, plan for research methods to be used, timescales, officer support and reporting mechanisms;
- (c) Involve partners, the public and outside experts: this can take the form of presenting orally or in writing evidence around the topic under investigation;
- (d) Report findings and make evidence based recommendations to the appropriate Committee;
- (e) Follow up on action agreed to ensure that Overview and Scrutiny Committee decisions have been implemented.

The focus of a policy development and review exercise could be on:

- Whether the intended policy outcomes have been achieved;
- Whether services have been taken up by the intended client group;
- Processes used in service delivery;
- Assessing whether service provision is addressing the needs of the community;
- How satisfied customers are with current service provision;
- Whether resources are allocated effectively for the service.

The policy development and review function could be discharged in a number of ways including:

- Meetings of the relevant whole Overview and Scrutiny Committee;
- Task and Finish Review Groups comprised of a selection of Overview and Scrutiny Committee Members, as well as potentially other co-opted Member (e.g. external experts), members of the community and the relevant lead Hub Committee Member.

2.2. Scrutiny

- (i) hold the Hub Committee Members to account;
- (ii) review and scrutinise the performance of committees and Council officers and decisions made both in relation to individual decisions and over time;
- (ii) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
- (iii) question members of committees and senior officers about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects when necessary;
- (iv) exercise the right to call-in, for re-consideration, decisions made but not yet implemented by any committee, where appropriate;
- (v) make evidence based recommendations to the appropriate committee and/or Council arising from the outcome of the scrutiny process;
- (vi) review and scrutinise, with or without others, the performance and activities of other public bodies in the area on any relevant, general or specific issue;
- (vii) question and gather evidence from any person (with their consent) when necessary; and
- (viii) exercise overall responsibility for the work programme of the officers employed to support their work.

2.3. Partnership arrangements

The Overview and Scrutiny Committees shall be responsible for the monitoring of partnership arrangements in accordance with the Council's Partnership Policy.

2.4. Joint Working

Subject to the agreement of both respective Chairmen, the Overview and Scrutiny Committees shall have the ability to establish joint task and finish groups with South Hams District Council Members to consider (any) cross-cutting issues that are of significant interest or concern to both councils.

2.5. Finance

The Overview and Scrutiny Committees shall exercise overall responsibility for the finances made available to them.

2.6. Annual report

The Overview and Scrutiny Committees shall report annually to Council on its workings and make evidence based recommendations for future work programmes and amended working methods if appropriate.

3. Broad Thematic Area of each Overview & Scrutiny Committee

Overview & Scrutiny Committee	Thematic Area:
Internal	To consider and scrutinise how the Council is performing as an organisation (e.g. performance, culture, internal policies and organisation strategies (including T18)).
External	To consider and focus on the impact the Council and its partners are making on our customers and communities (e.g. the Health and Wellbeing agenda and Community Safety).

Proceedings of Overview and Scrutiny Committees

The Overview and Scrutiny Committees will conduct their proceedings in accordance with the [Overview and Scrutiny Procedure Rules](#) set out in Part 4 of this Constitution.

PUBLIC FORUM PROCEDURES

(a) General

Members of the public may raise issues and ask questions at meetings of the Overview and Scrutiny Committee. This session will last for up to fifteen minutes at the beginning of each meeting.

(b) Notice of Questions

An issue or question may only be raised by a member of the public provided that they have given written notice (which may be by electronic mail) to Darryl White (darryl.white@swdevon.gov.uk) by 5.00pm on the Thursday, prior to the relevant meeting.

(c) Scope of Questions

An issue may be rejected by the Monitoring Officer if:

- it relates to a matter within the functions of the Planning and Licensing Committee;
- it is not about a matter for which the local authority has a responsibility or which affects the district;
- it is offensive, frivolous or defamatory;
- it is substantially the same as a question which has previously been put in the past six months; or
- it requires the disclosure of confidential or exempt information.

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WEST DEVON BOROUGH COUNCIL: HUB COMMITTEE FORWARD PLAN

This is the provisional forward plan for the six months starting 14 July 2015. It provides an indicative date for matters to be considered by the Hub Committee. Where possible, the Hub Committee will keep to the dates shown in the plan. However, it may be necessary for some items to be rescheduled and other items added.

The forward plan is published to publicise consultation dates and enable dialogue between the Hub Committee and all councillors, the public and other stakeholders. It will also assist the Council's Overview and Scrutiny Committees in planning their contribution to policy development and holding the Hub Committee to account.

The Plan is published in hard copy and on the Council's website (www.westdevon.gov.uk)

Members of the public are welcome to attend all meetings of the Hub Committee, which are normally held at Kilworthy Park, Tavistock, and normally start at 2.00 pm.

If advance notice has been given, questions can be put to the Hub Committee at the beginning of the meeting.

The Hub Committee consists of nine Councillors. Each has responsibility for a particular area of the Council's work.

Cllr Sanders – Leader

Cllr Baldwin – Deputy Leader

Cllr Sampson – Lead Member for Commercial Services and Contracts

Cllr Moody – Lead Member for Customer First

Cllr Oxborough – Lead Member for Economy

Cllr Benson – Lead Member for Environment

Cllr Samuel – Lead Member for Health and Wellbeing

Cllr Cann OBE - Lead Member for Resources and Performance

Cllr Parker – Lead Member for Planning and Strategic Housing

Further information on the workings of the Hub Committee, including latest information on agenda items, can be obtained by contacting the Member Services Section on 01822 813662 or by e-mail to member.services@westdevon.gov.uk

All items listed in this Forward Plan will be discussed in public at the relevant meeting, unless otherwise indicated for the reasons shown

DECISIONS TO BE TAKEN BY THE HUB COMMITTEE

Service	Title of Report and summary	Lead Officer and Member	Decision maker	Anticipated date of decision
Commercial Services	Council Tax Discretionary Discount and Reduction Policy	IB/Cllr Samuel	Council	14 July 2015
Support Services	Write Off Report (Q1 2015/16) - to update Members on write offs for all revenue streams within the Revenue and Benefits service	LB/Cllr Samuel	Hub Committee	14 July 2015
Support Services	Data Protection Policy – to recommend a new Joint Data Protection Policy	CBowen/Cllr Cann OBE	Council	14 July 2015
SLT	T18 Budget Monitoring – to update Members on the financial position of the T18 Programme	LB/Cllr Sanders	Hub Committee	14 July 2015
Customer First	Leisure Service Procurement – to update Members on tender evaluation and award criteria	CB/Cllr Sampson	Hub Committee	14 July 2015
				4 August 2015
Support Services	Medium Term Financial Strategy 2016/17 onwards – to update the Medium Term Financial forecast with a view to setting a direction of travel for the next four years	LB/Cllr Sanders		22 Sept 2015
Commercial Services	Waste Contract Procurement -	JS/Cllr Sampson		22 Sept 2015
Customer First	Devon Home Choice & Local Allocations Policy Review	IB/Cllr Samuel	Council	22 Sept 2015
Customer First	Health and Safety – to consider a report that updates the Health and Safety policy and statement	HF/Cllr Cann OBE	Council	22 Sept 2015
Customer First	Council Tax Reduction Scheme – to update on the Council Tax Reduction Scheme	IB/Cllr Samuel	Council	22 Sept 2015
Support Services	Revenue Budget Monitoring - to update Members on the latest revenue budget position	LB/Cllr Sanders	Hub Committee	27 October 2015
Support Services	Capital Programme Monitoring – to update Members on the financial position of capital projects	LB/Cllr Sanders	Hub Committee	27 October 2015
SLT	T18 Budget Monitoring - to update Members on the financial position of the T18 Programme	LB/Cllr Sanders	Hub Committee	1 Dec 2015
Support Services	Write Off Report (Q2 2015/16) - to update Members on write offs for	LB/Cllr Samuel	Hub Committee	1 Dec 2015

	all revenue streams within the Revenue and Benefits service			
Support Services	Draft Budget Proposals for 2016/17 -	LB/Cllr Sanders	Council	1 Dec 2015
Support Services	Draft Capital Programme Proposals for 2016/17 -	LB/Cllr Sanders	Council	1 Dec 2015
Support Services	Revenue Budget Proposals for 2016/17 -	LB/Cllr Sanders	Council	26 January 2016
Support Services	Capital Programme Proposals for 2016/17 -	LB/Cllr Sanders	Council	26 January 2016
Support Services	Council Tax Resolution 2016/17 –	LB/Cllr Sanders	Hub Committee	25 February 2016
Support Services	Revenue Budget Monitoring - to update Members on the latest revenue budget position	LB/Cllr Sanders		25 February 2016
Support Services	Capital Programme Monitoring – to update Members on the financial position of capital projects	LB/Cllr Sanders	Hub Committee	25 February 2016
SLT	T18 Budget Monitoring - to update Members on the financial position of the T18 Programme	LB/Cllr Sanders	Hub Committee	25 February 2016
SLT	Review of Roles and Responsibilities for Hub Committee Members (as requested June 2015)	SJ/Cllr Sanders	Hub Committee	25 February 2016
Support Services	Write Off Report (Q3 2015/16) - to update Members on write offs for all revenue streams within the Revenue and Benefits service	LB/Cllr Samuel	Hub Committee	25 February 2016
Customer First	Homeless Strategy -	IB/Cllr Samuel	Council	22 March 2016
Support Services	Revenue Budget Monitoring - to update Members on the latest revenue budget position	LB/Cllr Sanders	Hub Committee	May 2016
Support Services	Capital Programme Monitoring – to update Members on the financial position of capital projects	LB/Cllr Sanders	Hub Committee	May 2016
SLT	T18 Budget Monitoring - to update Members on the financial position of the T18 Programme	LB/Cllr Sanders	Hub Committee	May 2016
Support Services	Write Off Report (Q4 2015/16) - to update Members on write offs for all revenue streams within the Revenue and Benefits service	LB/Cllr Samuel	Hub Committee	May 2016

* Exempt Item (This means information contained in the report is not available to members of the public)

SJ – Steve Jorden – Executive Director Strategy and Commissioning and Head of Paid Service

SH – Sophie Hosking – Executive Director Service Delivery and Commercial Development

LB – Lisa Buckle – Finance COP Lead and s151 Officer

HD – Helen Dobby – Group Manager Commercial Services

SM – Steve Mullineaux – Group Manager Support Services

CB – Chris Brooks – COP Lead Assets

IB – Isabel Blake – COP Lead Housing, Revenues and Benefits

JS – Jane Savage – Lead Specialist Waste Strategy

CBowen – Catherine Bowen – Monitoring Officer

TB – Tracey Beeck – Group Manager Customer First

SLT – Senior Leadership Team



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Agenda Item 7

Scrutiny Proposal Form

(This form should be completed by sponsoring Member(s), Officers and / or members of the public when proposing an item for Scrutiny).

Note: The matters detailed below have not yet received any detailed consideration. Both Overview and Scrutiny Committees reserve the right to reject suggestions for scrutiny that fall outside the Borough Council's remit.

Proposer's name and designation		Date of referral	
Proposed topic title			
What needs to be scrutinised and why and by which of the two Committees?			
Link to national, regional and local priorities and targets			
Key Objectives Please keep to SMART objectives (Specific, Measurable, Achievable, Relevant and Timely)			
How long do you think is needed to complete this exercise? (Where possible please estimate the number of weeks, months and meetings required)			
Is the matter one of concern to residents/local businesses?	YES / NO		
Can Scrutiny influence and change things?	YES / NO		

(If yes, please state how you think Scrutiny can influence or change things).	
Does the matter relate to an underperforming service or area?	YES / NO
Does the matter affect a large number of residents or a large geographical area of the County (If yes, please give an indication of the size of the affected group or area).	YES / NO
To your knowledge, is anyone else looking at this matter? (If yes, please say who is looking at it).	
Where can relevant evidence and/or data be found?	

Please return this form to: Darryl White, Democratic Services, West Devon Borough Council, Kilworthy Park, Drake Road, Tavistock, PL19 0BZ
Email: darryl.white@swdevon.gov.uk

OVERVIEW AND SCRUTINY (EXTERNAL) COMMITTEE

DRAFT ANNUAL WORK PROGRAMME – 2015-16

Date of Meeting	Report	Lead Officer
29 September 2015	Hub Committee Forward Plan	
	Task and Finish Group Updates	
	Crime and Disorder Safety Partnership	
17 November 2015	Hub Committee Forward Plan	
	Task and Finish Group Updates	
15 January 2016	Joint O+S Draft Budget 2016/17 Consultation	
15 March 2016	Hub Committee Forward Plan	
	Task and Finish Group Updates	
	Draft O+S Annual Report	

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