

FAREHAM

BOROUGH COUNCIL

Report to Council

27 APRIL 2017

Subject: **COMMITTEE WORK PROGRAMMES 2017/18**

Report of: **Head of Democratic Services**

SUMMARY

This report sets out the proposed Work Programmes for the Council's Committee Meetings for 2017/18.

RECOMMENDATION

That the Council receives and endorses the proposed Work Programmes for all Committee meetings for the next municipal year, as set out in Appendix A.

INTRODUCTION

1. Each Committee, at its March meeting, prepares and agrees a programme of work for the following municipal year.
2. Previously these work programmes would have been appended to the minutes of each March Committee meeting for the Council to review and endorse at its April meeting.
3. Amendments to the Committee procedure now mean that all Policy Development and Review Panel minutes are presented to the Scrutiny Board for noting, and not Council.
4. It is still the responsibility of the Council to endorse all Committee work programmes for the new municipal year, and these have been incorporated into one report, as set out in Appendix A, for the Council to review and endorse.

RISK ASSESSMENT

5. There are no significant risk considerations in relation to this report.

CONCLUSION

6. The Council is asked to receive and endorse the proposed Work Programmes for all Committee meetings for the next municipal year, as set out in Appendix A.

Appendix A: Committee Work Programmes 2017/18

Background Papers: None

Reference Papers: None

Contact: For further information please contact Leigh Usher (Ext: 4553)

**AUDIT & GOVERNANCE COMMITTEE
PROPOSED WORK PROGRAMME FOR 2017/18**

Committee Function and Report Subject		Frequency	Last Covered	July 2017	September 2017	November 2017	March 2018
COMMITTEE WORKING ARRANGEMENTS							
Review of Work Programme and training plan		Quarterly	2016-17	YES	YES	YES	YES and Annual Report
Review of the Functions of the Committee		3 yearly	2016-17				
Review of the Constitution		As needed	2016-17				
ETHICAL FRAMEWORK AND STANDARDS							
Standards of Conduct	Review of Code of Conduct for Members	As needed	2015-16				
	Review of member / officer protocol	As needed	2008-09				
	Overview of Complaints against the Council	Annual	2016-17		YES		
Member Training and Development	Review of Members Training and Development Programme	As needed	2015-16				
GOVERNANCE FRAMEWORK							
Framework	Local Code of Corporate Governance	As needed	2016-17				
	Annual Governance Statement	Annual	2016-17	YES			
Key Policy	Review of Financial Regulations	3 yearly	2016-17			YES – FR15	
	Review of Contract Procedure Rules	3 yearly	2013-14			YES	
	Treasury Management Policy and Strategy	Annual	2016-17			YES	YES- Policy and indicators
Risk Management	Policy	As needed	2016-17				
	Risk Management Monitoring Reports	6 monthly	2014-15		YES		YES
	Business Continuity	3 yearly	2014-15				
	Specific Risk Management topics	As needed	None				
Counter Fraud	Counter Fraud Policy and Strategy	3 yearly	2016-17				
	Anti-Bribery Policy	As needed	2011-12				
	Sanctions and Redress Policy	As needed	2016-17				

Committee Function and Report Subject		Frequency	Last Covered	July 2017	September 2017	November 2017	March 2018
	Counter Fraud Progress	Annually	2016-17	YES			
INTERNAL AUDIT ASSURANCE							
	Internal Audit Strategy	3 yearly	2014-15				
	Internal Audit Annual Plan	Annual	2015-16				YES
	Quarterly Audit Reports	Quarterly	2016-17	YES	YES	YES	YES
	Head of Audit's Annual Opinion	Annual	2016-17	YES			
EXTERNAL ASSURANCE							
	Update on Arrangements for Appointment of External Auditors	As needed	None		YES		
	Annual Plan and Fee	Annual	2016-17				YES
	External Audit Progress Update	Annual	New	YES			
	Annual Audit Letter	Annual	2016-17			YES	
	Annual Certification Report	Annual	2016-17				YES
	Specific reports from inspection agencies	As needed	2014-15 (RIPA)				
STATEMENT OF ACCOUNTS							
	Statement of Accounts	Annual	2016-17	YES			
	External Audit – Audit Results Report	Annual	2016-17		YES		
OTHER							
	Updates on legal issues	As needed	2014-15				
	Issues referred from the Chief Executive Officer, Directors and Other Council Bodies	As needed	None				
Number of Items				7	6	6	7

**HEALTH & HOUSING POLICY DEVELOPMENT AND REVIEW PANEL -
PROPOSED WORK PROGRAMME FOR 2017/18**

MEETING DATES FOR 2017/18	
25 May 2017	<ul style="list-style-type: none"> • Review of Work Programme 2017/18 • Health Update • Introduction to the Panel, achievements, priorities & challenges • Annual review of Discretionary Housing Payments
20 July 2017	<ul style="list-style-type: none"> • Review of Work Programme 2017/18 • Health Update • Council Housing Repairs and Maintenance Report
21 September 2017	<ul style="list-style-type: none"> • Review of Work Programme 2017/18 • Health Update • Tenancy Management Report
16 November 2017	<ul style="list-style-type: none"> • Review of Work Programme 2017/18 • Health Update
18 January 2018	<ul style="list-style-type: none"> • Preliminary Review of Work Programme 2017/18 and Draft 2018/19 • Health Update • Review of Farelets • Council Housing Repairs and Maintenance Report
08 March 2018	<ul style="list-style-type: none"> • Final Review of Work Programme 2017/18 and 2018/19 • Health Update • Tenancy Management Report

UNALLOCATED ITEMS –

New Allocations Policy (draft);
 New Allocations Policy – consultation results;
 New Homelessness & Housing Options Strategy (draft).

LEISURE & COMMUNITY POLICY DEVELOPMENT AND REVIEW PANEL

PROPOSED WORK PROGRAMME FOR 2017/18

MEETING DATES FOR 2017/18	
31 May 2017	<ul style="list-style-type: none">• Review of the work programme 2017/18• Overview of the Leisure and Community Portfolio
26 July 2017	<ul style="list-style-type: none">• Review of the work programme 2017/18• Citizen Advice Bureau Presentation• Westbury Manor Museum Remodelling update
06 September 2017	<ul style="list-style-type: none">• Review of the work programme 2017/18• Members Tour - Leisure and Community Facilities• Community Grants Update
08 November 2017	<ul style="list-style-type: none">• Review of the Work Programme 2017/18• Leisure Events Update• Solent Relate Presentation• Play Area Improvement Programme
17 January 2018	<ul style="list-style-type: none">• Preliminary overall review of work programme for 2017/18 and draft 2018/19• One Community Presentation• Y-Service Review - Presentation
07 March 2018	<ul style="list-style-type: none">• Final review of work programme for 2017/18 and draft 2018/19• Fareham and Holly Hill Leisure Centre Performance Review• Annual presentation from Hampshire Cultural Trust

**LICENSING AND REGULATORY AFFAIRS COMMITTEE
PROPOSED WORK PROGRAMME FOR 2017/18**

DATE	SUBJECT	TRAINING SESSION/WORKSHOP
13 June 2017	Presentation on the Responsibilities of the Licensing and Regulatory Affairs Committee Review of Work Programme 2017/18 Update on Taxis and Wheelchair Accessibility	
11 July 2017	Review of Work Programme 2017/18	
19 September 2017	Setting of Taxi Tariff Review of Work Programme 2017/18 Police Update – Jason Pearce Actual Revenue Expenditure 2016/17 Boundary Commission for England Review	
28 November 2017	Review of Work Programme 2017/18	
23 January 2018	Preliminary Review of Work Programme 2017/18 and Draft Work Programme 2018/19 Spending Plans 2018/19 Fees and Charges 2018/19	
27 March 2018	Update on Fareham & Gosport Environmental Health Partnership – Presentation Final Review of Work Programme 2017/18 and Draft Work Programme 2018/19	

Unallocated Item-

Schedule of Delegation to Officers.

**PLANNING AND DEVELOPMENT POLICY DEVELOPMENT AND
REVIEW PANEL**

PROPOSED WORK PROGRAMME FOR 2017/18

MEETING DATES FOR 2017/18	ITEMS
16 May 2017	<ul style="list-style-type: none">• Review of the Work Programme 2017/18• Implications of Housing White Paper
18 July 2017	<ul style="list-style-type: none">• Review of the Work Programme 2017/18• South Hampshire Road Transport Model and the planning process
05 September 2017	<ul style="list-style-type: none">• Review of the Work Programme 2017/18
07 November 2017	<ul style="list-style-type: none">• Review of the Work Programme 2017/18• Annual Monitoring Report
09 January 2018	<ul style="list-style-type: none">• Preliminary Review of the Work Programme 2017/18 and Draft Work Programme 2018/19• Performance Review: Building Control Partnership
13 March 2018	<ul style="list-style-type: none">• Final Review of Work Programme 2017/18 and Draft Work Programme 2018/19• Performance Review: Coastal Management Partnership

PUBLIC PROTECTION POLICY DEVELOPMENT AND REVIEW PANEL

PROPOSED WORK PROGRAMME FOR 2017/18

Date	Subject
30 May 2017	Police Crime Panel Update
	Annual Update on Fareham & Gosport Environmental Health Partnership
	Review of Work Programme 2017/18
25 July 2017	Police Crime Panel Update
	Annual Report on Fareham Parking Enforcement Service
	Biennial Review of Fareham's Parking Enforcement Policy
	Review of Work Programme 2017/18
12 September 2017	Police Crime Panel Update
	Review of Work Programme 2017/18
14 November 2017	Presentation by Hampshire Police
	Police Crime Panel Update
	Annual Health & Safety Performance 2016/17
	Review of Work Programme 2017/18
16 January 2018	Police Crime Panel Update
	Emergency Planning Update
	Preliminary review of Work Programme for 2017/18 and preliminary draft Work Programme for 2018/19
06 March 2018	Police Crime Panel
	Annual Update on Fareham Community Safety Partnership & Police Crime Panel
	Annual Update on Fareham Air Quality Action Plan
	Final Review of Work Programme for 2017/18 and draft Work Programme for 2018/19

**SCRUTINY BOARD
PROPOSED WORK PROGRAMME FOR 2017/18**

DATE	SCRUTINY BOARD ITEM
18 May 2017	<ul style="list-style-type: none"> • Review of Work Programme 2017/18 • Receive Minutes of Meetings of Policy Development and Review Panels
29 June 2017	<ul style="list-style-type: none"> • Review of Work Programme 2017/18 • Presentation by, and questioning of, the Executive Member for Policy and Resources • Receive Minutes of Meetings of Policy Development and Review Panels
14 September 2017	<ul style="list-style-type: none"> • Review of Work Programme 2017/18 • Receive Minutes of Meetings of Policy Development and Review Panels
23 November 2017	<ul style="list-style-type: none"> • Review of Work Programme 2017/18 • Presentation by, and questioning of, an Executive Member for Public Protection • Review of the Medium Term Finance Strategy • Receive Minutes of Meetings of Policy Development and Review Panels
11 January 2018	<ul style="list-style-type: none"> • Preliminary Review of Work Programme 2017/18 and Draft Work Programme 2018/19 • Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2018/19 • Housing Revenue Account Budget and Capital Plans 2018/19 • Receive Minutes of Meetings of Policy Development and Review Panels
22 March 2018	<ul style="list-style-type: none"> • Final Review of Work Programme 2017/18 and Draft Work Programme 2018/19 • Presentation by, and questioning of, an Executive Member for Streetscene • Receive Minutes of Meetings of Policy Development and Review Panels

Items to be assigned-

Presentation by Two Saints;
Review of Corporate Strategy and Corporate Priorities.

**STREETSCENE POLICY DEVELOPMENT AND REVIEW PANEL
PROPOSED WORK PROGRAMME FOR 2017/18**

MEETING DATES FOR 2017/18	ITEMS
08 June 2017	<ul style="list-style-type: none"> • Review of Work Programme 2017/18 • Presentation on Streetscene Services and Key Achievements
13 July 2017	<ul style="list-style-type: none"> • Review of Work Programme 2017/18 • Annual Review of Trade Waste Service • Annual Report on Street Cleansing Service • Presentation by Head of Project Integra • Members Open Forum
07 September 2017	<ul style="list-style-type: none"> • Review of Work Programme 2017/18 • Annual Review of Recycling • Annual Report on Grounds Maintenance
02 November 2017	<ul style="list-style-type: none"> • Review of Work Programme 2017/18 • Hedge Cutting Contract Review • Members Open Forum
25 January 2018	<ul style="list-style-type: none"> • Preliminary Review of Work Programme 2017/18 and Draft Work Programme 2018/19 • Annual Review of Bus Shelter Maintenance Contract
01 March 2018	<ul style="list-style-type: none"> • Final Review of Work Programme 2017/18 and Draft Work Programme 2018/19 • Members Open Forum