

FAREHAM

BOROUGH COUNCIL

Report to Council

28 APRIL 2015

Subject: **COMMITTEE WORK PROGRAMMES 2016/17**

Report of: **Head of Democratic Services**

SUMMARY

This report sets out the proposed Work Programmes for the Council's Committee Meetings for 2016/17.

RECOMMENDATION

To receive and endorse 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. However recent changes to 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 note and comment on the proposed work programmes as set out in Appendix A.

Appendices: Committee Work Programmes 2016/17

Background Papers:

Reference Papers:

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

AUDIT & GOVERNANCE COMMITTEE

PROPOSED WORK PROGRAMME FOR 2016/17

Committee Function and Report Subject		Frequency	Last Covered	June 2016	September 2016	November 2016	March 2017
COMMITTEE WORKING ARRANGEMENTS							
Review of Work Programme and training plan		Quarterly	2015-16	YES	YES	YES	YES and Annual Report
Review of the Functions of the Committee		3 yearly	2013-14		YES		
Review of the Constitution		As needed	2013-14				
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	2015-16		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	2012-13				
	Annual Governance Statement	Annual	2015-16		YES		
Key Policy	Review of Financial Regulations	3 yearly	2015-16				
	Review of Contract Procedure Rules	3 yearly	2013-14				YES
	Treasury Management Policy and Strategy	Annual	2015-16			YES-implementation	YES- Policy and indicators
Risk Management	Policy	As needed	2012-13			YES	
	Risk Management Progress Reports	TBC	2014-15				YES
	Business Continuity	3 yearly	2014-15				
	Specific Risk Management topics	As needed	None				
Counter Fraud	Benefits Anti-Fraud and Corruption Policy	As needed	2013-14				

Committee Function and Report Subject		Frequency	Last Covered	June 2016	September 2016	November 2016	March 2017
	Counter Fraud Policy and Strategy	3 yearly	2013-14				
	Anti-Bribery Policy	As needed	2011-12				
	Sanctions and Redress Policy	As needed	2008-09	YES			
	Counter Fraud Progress	6 monthly	2015-16	YES		YES	
INTERNAL AUDIT ASSURANCE							
	Internal Audit Strategy	3 yearly	2014-15				
	Internal Audit Annual Plan	Annual	2015-16				YES
	Quarterly Audit Reports	Quarterly	2015-16	YES	YES	YES	YES
	Head of Audit's Annual Opinion	Annual	2015-16	YES			
EXTERNAL ASSURANCE							
	Annual Plan and Fee	Annual	2015-16	YES			
	Annual Audit Letter	Annual	2015-16			YES	
	Annual Certification Report	Annual	2015-16				YES
	Specific reports from inspection agencies	As needed	2014-15 (RIPA)				
STATEMENT OF ACCOUNTS							
	Statement of Accounts	Annual	2015-16		YES		
	External Audit – Audit Results Report	Annual	2015-16		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				6	7	6	7

**HEALTH AND HOUSING POLICY DEVELOPMENT AND REVIEW PANEL
PROPOSED WORK PROGRAMME FOR 2016/17**

<u>MEETING DATES FOR 2016/17*</u>	<u>ITEMS</u>
26 May 2016	<ul style="list-style-type: none"> • Review of Work Programme 2016/17 • Health Update • Introduction to the Panel, achievements, priorities & challenges • Annual Review of Discretionary Housing Payments • Affordable Housing Update • New Allocations Policy (draft)
21 July 2016	<ul style="list-style-type: none"> • Review of Work Programme 2016/17 • Health Update • Annual review of Homelessness Strategy • Affordable Housing Update • Council Housing Repairs and Maintenance Report
22 September 2016	<ul style="list-style-type: none"> • Review of Work Programme 2016/17 • Health Update • Welfare Reform Update • Affordable Housing Update • Tenancy Management Report • Presentation on Hampshire's JSNA (Joint Strategy Needs Assessment)
17 November 2016	<ul style="list-style-type: none"> • Review of Work Programme 2016/17 • Health Update • Review of FareLets • New Allocations Policy – consultation results • Presentation from Fareham and Gosport Clinical Commission Group – Local Health Priorities.
19 January 2017	<ul style="list-style-type: none"> • Preliminary Review of Work Programme 2016/17 and Draft 2017/18 • Health Update • Council Housing Repairs and Maintenance Report • Draft Homelessness Strategy

	2017-20
09 March 2017	<ul style="list-style-type: none"> • Final Review of Work Programme 2016/17 and 2017/18 • Health Update • Tenancy Management Report

LEISURE & COMMUNITY POLICY DEVELOPMENT AND REVIEW PANEL - PROPOSED WORK PROGRAMME FOR 2016/17

<u>MEETING DATES FOR 2016/17</u>	
01 June 2016	<ul style="list-style-type: none"> • Review of Work Programme 2016/17 • Overview of Leisure and Community Portfolio - Presentation
27 July 2016	<ul style="list-style-type: none"> • Review of Work Programme 2016/17 • Fareham Leisure Centre (including Holly Hill) Progress Report - Presentation
7 September 2016	<ul style="list-style-type: none"> • Review of Work Programme 2016/17 • Open Spaces Improvement Programme
09 November 2016	<ul style="list-style-type: none"> • Review of Work Programme 2016/17 • Cams Alders Vision – Presentation
18 January 2017	<ul style="list-style-type: none"> • Review of Work Programme 2016/17 • Y-Services
01 March 2017	<ul style="list-style-type: none"> • Review of Work Programme 2016/17 • Fareham Leisure Centre Performance Review • Presentation by One Community

UNALLOCATED ITEMS –

- Members Tour - Community and Youth Centres
- Leisure Centre Events
- Play Area Improvement
- Citizens Advice Bureau Presentation

**LICENSING AND REGULATORY AFFAIRS COMMITTEE – DRAFT WORK PROGRAMME
2016/17**

<u>DATE</u>	<u>SUBJECT</u>	<u>TRAINING SESSION/WORKSHOP</u>
31 MAY 2016	Presentation on the Responsibilities of the Licensing and Regulatory Affairs Committee Health & Safety Service Plan Review of Work Programme 2016/17	Training for Members
5 JULY 2016	Review of Work Programme 2016/17	
27 SEPTEMBER 2016	Setting of Taxi Tariff Review of Work Programme 2016/17	
22 NOVEMBER 2016	Review of Work Programme 2016/17 Spending Plans 2017/18	
24 JANUARY 2017	Preliminary Review of Work Programme 2016/17 and Draft Work Programme 2017/18	
21 MARCH 2017	Update on Fareham & Gosport Environmental Health Partnership – Presentation Final Review of Work Programme 2016/17 and Draft Work Programme 2017/18	

**PROPOSED PLANNING AND DEVELOPMENT POLICY DEVELOPMENT AND
REVIEW PANEL - WORK PROGRAMME 2016/17**

<u>MEETING DATES FOR 2016/17</u>	<u>ITEMS</u>
17 May 2016	Presentation on Introduction to Portfolio Services Review of the Work Programme 2016/17
19 July 2016	Statement of Community Involvement Review of the Work Programme 2016/17
6 September 2016	Local Development Scheme Review of the Work Programme 2016/17
8 November 2016	Annual Monitoring Report Review of the Work Programme 2016/17
10 January 2017	Performance Review: Building Control Partnership Preliminary Review of the Work Programme 2016/17 and Draft Work Programme 2017/18
28 February 2017	Performance Review: Tree Service and Strategy Action Plan Final Review of Work Programme 2016/17 and Draft Work Programme 2017/18

TO BE ALLOCATED –

Performance Review: Environmental Sustainability Strategy & Action Plan

PUBLIC PROTECTION POLICY DEVELOPMENT AND REVIEW PANEL – DRAFT WORK PROGRAMME 2016/17

Date	Subject	Type of Item	Training Session/Workshop
24 May 2016	Review of Work Programme 2016/17	Information/Consultation	
	Introduction to Public Protection Portfolio Services	Presentation	
	Annual Update on Fareham & Gosport Environmental Health Partnership		
	Food Standards Agency Service Food Safety Service Plan		
26 July 2016	Review of Work Programme 2016/17	Information/Consultation	
	Annual Report on Fareham Parking Enforcement Service	Monitoring	
13 September 2016	Review of Work Programme 2016/17	Information/Consultation	
15 November 2016	Review of Work Programme 2016/17	Information/Consultation	
	Traffic Management Programme	Monitoring/Programming	
	Presentation by Hampshire Police	Presentation	
	Health and Safety Performance 2015/16	Information/Presentation	
17 January 2017	Preliminary review of work programme for 2016/17 and preliminary draft	Monitoring/Programming	

Date	Subject	Type of Item	Training Session/Workshop
	work programme for 2017/18		
	Update on Emergency Planning	Information/Presentation	
7 March 2017	Final Review of annual work programme for 2016/17 and final consideration of draft work programme for 2017/18	Monitoring/Programming	
	Air Quality Action Plan Update		
	Annual Update on Fareham Community Safety Partnership & Police Crime Panel		

SCRUTINY BOARD – DRAFT WORK PROGRAMME 2016/17

DATE	SCRUTINY BOARD ITEM
19 May 2016	Review of Work Programme 2016/17 Presentation from Head of Project Integra
23 June 2016	Review of Work Programme 2016/17 Presentation by, and questioning of, the Executive Member for Health and Housing Annual Review of Community Safety Partnership
15 September 2016	Review of Work Programme 2016/17 Review of the Medium Term Finance Strategy
24 November 2016	Review of Work Programme 2016/17 Presentation by, and questioning of, the Executive Member for Leisure and Community
12 January 2017	Preliminary Review of Work Programme 2016/17 and Draft Work Programme 2017/18 Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2017/18 Housing Revenue Account Budget and Capital Plans 2017/18
16 March 2017	Final Review of Work Programme 2016/17 and Draft Work Programme 2017/18 Presentation by, and questioning of, the Executive Member for Planning and Development

**STREETSCENE POLICY DEVELOPMENT AND REVIEW PANEL
PROPOSED WORK PROGRAMME FOR 2016/17**

<u>MEETING DATES FOR 2016/17</u>	<u>ITEMS</u>
9 June 2016	<ul style="list-style-type: none"> • Review of Work Programme 2016/17 • Presentation on Streetscene Services and Key Achievements
14 July 2016	<ul style="list-style-type: none"> • Review of Work Programme 2016/17 • Annual Review of Trade Waste Service • Annual Report on Street Cleansing Service • Members Open Forum
8 September 2016	<ul style="list-style-type: none"> • Review of Work Programme 2016/17 • Allotment Agreement Renewal • Annual Report on Recycling
20 October 2016	<ul style="list-style-type: none"> • Review of Work Programme 2016/17 • Annual Report on Grounds Maintenance Service • Members Open Forum
26 January 2017	<ul style="list-style-type: none"> • Preliminary Review of Work Programme 2016/17 and Draft Work Programme 2017/18 • Report on Progress of New Corporate Cleaning Contract • Report on New Contract for Bus Shelter Maintenance and Cleaning
2 March 2017	<ul style="list-style-type: none"> • Final Review of Work Programme 2016/17 and Draft Work Programme 2017/18 • Report on Textile Recycling • Hedge Cutting Contract Review • Members Open Forum

