

**Report to
Scrutiny Board**

Date: **21 March 2013**

Report of: **Director of Finance and Resources**

Subject: **FINAL REVIEW OF WORK PROGRAMME FOR 2012/13 AND
DRAFT FOR 2013/14**

SUMMARY

At its meeting on 23 January 2013, the Board received a report which gave preliminary information to assist the end of year review of the work programme of the Board. Members also received the first draft of the proposed work programme for 2013/14.

RECOMMENDATION

This report now invites the Board to:-

- (a) review the outcome of the work programme of the Scrutiny Board for 2012/13;
- (b) inform the Council of the Board's view on the outcome of the call-in arrangements for 2012/13;
- (c) agree a provisional work programme of the Board for 2013/14; and
- (d) submit the provisional work programme of the Board for 2013/14 to the Council.

INTRODUCTION

1. At the meeting of the Board in January, members received some preliminary information to assist in the end of year review of the work programme of the Board. This is the last cycle of meetings for this year and the Board is invited to finalise its review of this year's work and consider the draft work programme for 2013/14.

THE BOARD'S TERMS OF REFERENCE

2. Under its terms of reference, the Scrutiny Board is responsible for:-
 - maintaining an overview of the discharge of the Council's Executive functions;
 - exercising the right to call-in, for reconsideration, any decisions made but not yet implemented by the Executive (and individual Executive members) or key decisions made by officers in exercise of their delegated powers;
 - reviewing and/or scrutinising any decisions made or actions taken in connection with the performance of any of the Council's functions;
 - reviewing and/or scrutinising any matter affecting the strategic plans and financial affairs of the Council; and
 - considering matters affecting the area or local people and, in so doing, reviewing and scrutinising the performance of other public bodies in the area or referring such scrutiny to the relevant Review Panel.

SCRUTINY BOARD WORK PROGRAMME- CURRENT YEAR 2012/13

3. Appendix A contains details of the current year's work programme, for review by the Board. As this is the last meeting of the municipal year, the outcomes of items on this meeting's agenda are obviously not referred to in the schedule.
4. The Board is reminded that there has been one call-in this year, relating to a decision made by the Executive regarding the offer of a lease for the management of the new Portchester Community Centre. Given the information provided at the call-in meeting, the decision made by the Executive was accepted.
5. As the call-in procedure is operating satisfactorily, there is no reason to suggest that the arrangements should be amended and it is recommended that the Council be advised accordingly.

SCRUTINY BOARD WORK PROGRAMME – NEXT YEAR 2013/14

6. Appendix B sets out, as a preliminary draft work programme, details of the general business of the Board, which it is known, at this stage, will arise during the course of the coming year. As the Council has decided on the dates for meetings in 2013/14, these have been included in the schedule. It is for members to decide whether they are in agreement with the scheduling of these general matters, having taken account of any other proposed items put forward by the Board.
7. It is also for the Board to consider whether any review of items under the Council's policy framework will be included in the 2013/14 programme. Appendix C contains a list of the plans and strategies currently contained in the Council's policy framework.
8. In connection with next year's programme, members will recall that in January they considered a list of external agencies operating in the Borough and decided that members of the Board e-mail the Chairman with any suggested external reviews that it might wish to carry out during 2013/14, for consideration at its meeting in March 2013. Suggestions made at the meeting in January were as follows:-
 - Environment Agency;
 - Fareham Community Savers - The Credit Union;
 - Solent Local Enterprise Partnership.

EXECUTIVE WORK PROGRAMME

9. In order to assist the Board in planning its own work programme, the Executive work programme for the next two years is attached as Appendix D.

CONCLUSION

10. To summarise, the Board is now invited to:-
 - (i) review the outcome of the Board's own work programme for the current year 2012/13;
 - (ii) inform the Council of the Board's view on the outcome of the call-in arrangements for 2012/13;
 - (iv) approve the provisional work programme of the Board for next year 2013/14, taking account of the following:-
 - (a) General business;
 - (b) Training and programming issues;
 - (c) Any scoping studies;
 - (d) The policy framework;
 - (e) The Executive two year work programme; and
 - (f) Any additional matters put forward by the Board/members; and
 - (v) advise the Council accordingly.

Appendices:

- A - Scrutiny Board Work Programme 2012/13 (Outcomes).
- B - Scrutiny Board – Draft Work Programme 2013/14 (General items of business).
- C - Council's Policy Framework.
- D - Executive Work Programme (for the next two years)

Background Papers: None.

Reference Papers: None.

Enquiries:

For further information on this report please contact Andrew Wannell (Ext 4620).

<u>SCRUTINY BOARD WORK PROGRAMME - PROGRESS SINCE LAST MEETING</u>					
Date of Meeting	Subject	Type of Item	Action by Board	Outcome	Link Officer
31 May 2012	New Standards Regime Arrangements	Consultation	That the revised role of the Chairman of the Audit and Governance Committee, as detailed in Appendix a of the report and the functions of the Audit an Governance Committee, as detailed in Appendix B of the report be recommended to the Executive and Council for approval.	<p>At its meeting on 11 June 2012, the Executive considered the matter and RESOLVED that the Executive</p> <p>(a) agrees the revised Role of the Chairman and the Functions of the Audit and Governance Committee as set out in Appendix A and B to the report (xps-120611-r14-gwh refers), and recommends the revised role and functions to Council; and,</p> <p>(b) recommends to Council that authority be delegated to the Chief Executive, in consultation with the Solicitor to the Council, to make</p>	Garry White

				these and related changes within the Council's Constitution.	
	Governance Arrangements	Consultation	The Board noted the content of the report and that a review of Scheme of Delegation relating to Executive Functions is currently being undertaken and will be reported to Council: and That the Board recommend to the Executive and Council that there is no desire to change the current governance arrangements	At its meeting on 11 June 2012 , the Executive considered the matter and RESOLVED that the Executive: (a) notes the content of the report and that a review of the Scheme of Delegations relating to the Executive Functions is being undertaken and will be reported to a future Council meeting; and (b) recommends to Council that there is no desire to change Fareham Borough Council's governance arrangements; and	Leigh Usher

				(c) that the Chief Executive Officer be authorised to review and amend Fareham Borough Council's Constitution to reflect the Council's decision on its governance arrangements.	
--	--	--	--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

SCRUTINY BOARD WORK PROGRAMME - PROGRESS SINCE LAST MEETING

Date of Meeting	Subject	Type of Item	Action by Board	Outcome	Link Officer
5 July 2012	Annual Report on the Performance of the Fareham Community Safety Partnership	Consultation	<p>Agreed that:-</p> <p>(a) the performance and progress made by Fareham Community Safety Partnership be noted; and</p> <p>(b) the Board unanimously supports the decision of Fareham's CSP to remain a stand-alone community safety partnership whilst at the same time working collaboratively with the Gosport CSP as</p>	Matter noted.	Garry White

			well as other partnerships and agencies in the joint commissioning of services.		
	Review of the Portchester Crematorium Joint Committee -	Review	To note that representatives of Portchester Crematorium Joint Committee would be attending the Board meeting on 27 September 2012 to make a presentation.	Presentation deferred to Board meeting on 22 November 2012.	A Wannell
Date of Meeting	Subject	Type of Item	Action by Board	Outcome	Link Officer

5 July 2012	Review of the Fareham and Gosport Clinical Commissioning Group - Scoping Report	Review	Agreed that: the Chairman of Fareham and Gosport Clinical Commissioning Group be invited to attend a future meeting of the Board to make a presentation and answer member's questions, on a date to be agreed between the Chairman of the Scrutiny Board and the Chairman of the F&G CCG.	The Chairman of F&G CCG will attend the Board meeting on 27 September 2012.	A Wannell
-------------	---------------------------------------------------------------------------------	--------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------	-----------

SCRUTINY BOARD WORK PROGRAMME - PROGRESS SINCE LAST MEETING

Date of Meeting	Subject	Type of Item	Action by Board	Outcome	Link Officer
27 September 2012	Presentation - Fareham & Gosport Clinical Commissioning Group	Presentation	To note the information provided in the presentation.	Matter noted.	Garry White

	Review of the Youth Initiative at Genesis - Scoping Report	Review	AGREED that the Chairman or a representative of the Centre Executive be invited to attend a future meeting of the Board to answer members' questions.	Chairman of the Genesis Centre Executive to attend the meeting on 21 March 2013.	M George
	Review of the Operation of First Bus Services across the Borough - Scoping Report	Review	AGREED that a representative of First Bus be invited to attend a future meeting of the Board to answer members' questions.	Date to be agreed	R Jolley

Date of Meeting	Subject	Type of Item	Action by Board	Outcome	Link Officer
27 September 2012 (cont'd)	Medium Term Finance Strategy 2012/13	Consultation	It was AGREED that the Council's Finance Strategy for 2012/13 to 2016/17, as set out in the Strategy document attached to the report, be supported.	Comments of the Scrutiny Board reported to the Executive at its meeting on 1 October 2012.	A Wannell
	Local Support Scheme for Council Tax	Consultation	It was AGREED that the Scrutiny Board supports the draft scheme proposals for Council Tax Support Scheme, as set out in the report; including the proposal to proceed with	Comments of the Scrutiny Board reported to the Executive at its	A Wannell

			a period of public consultation on the scheme.	meeting on 1 October 2012.	
--	--	--	------------------------------------------------	----------------------------	--

<u>SCRUTINY BOARD WORK PROGRAMME - PROGRESS SINCE LAST MEETING</u>					
Date of Meeting	Subject	Type of Item	Action by Board	Outcome	Link Officer
22 November 2012	Presentation - Portchester Crematorium Joint Committee	Presentation	To note the information provided in the presentation.	Matter noted.	
	Review of the Environment Agency - Scoping Report	Review	AGREED that a representative of the Environment Agency be invited to attend a future meeting of the Scrutiny Board possibly in January/March 2013 to answer members' questions and address the Board on the matters stated in the report.	Invitation sent to Environment Agency and response awaited.	

Date of Meeting	Subject	Type of Item	Action by Board	Outcome	
23 January 2013	Notice of Motion - Safeguarding Policy		<p>The Board gave consideration to the following motion which was submitted to Council on 13 December 2012 by Councillor N R Gregory and subsequently considered by the Executive on 7 January 2013. The Executive agreed to refer the motion to the Scrutiny Board, inviting its comments on the proposed new safeguarding policy before the policy was considered by the Executive:-</p> <p>"I would like to request support from all Councillors to implement a review of this Local authorities current Safeguarding Policy.</p> <p>After speaking to this Borough's CPO, I feel that our current Policy does not go far enough in safeguarding all the vulnerable sectors of our communities. I fully understand that the current Policy meets all current Government guidelines; however it is mostly based around Children and young adults.</p> <p>I request that this Local Authority's Safeguard Policy covers all the vulnerable population of this Borough, i.e. our children, young Adults, elderly, disabled and those who suffer with Mental or Health problems.</p>		

			<p>This will give assurances to all residents, especially those from the most vulnerable sectors of our commitment for safeguarding them.</p> <p>This review, I feel, will not just safeguard the most vulnerable sectors of our Borough but also the members of this Authority in carrying out their duties".</p> <p>The Board was requested to note that in accordance with standing Order 47, Councillor Gregory was entitled to attend the meeting of the Scrutiny Board and the Executive to address members on the motion.</p> <p>It was AGREED that:-</p> <p>(a) the officers be requested to prepare a report on the proposed review of the Council's current safeguarding policy with regard to children and vulnerable people for the Board to consider before the revised policy was submitted to the Executive for approval;</p> <p>(b) the item be added to the work programme for the next meeting (21 March 2013); and</p> <p>(c) it be noted that the Health and Safety of</p>		
--	--	--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--

			<p>elected members whilst carrying out their duties was a different issue and that the officers be requested to report separately on that.</p>		
	<p>Preliminary Overall Review of the Work Programme for 2012/13 and Draft Programme for 2013/14</p>		<p>The Board considered a report by the Director of Finance and Resources which invited members to review the Board's Work Programme for 2012/13 and consider a draft programme for 2013/14 (copy of report sb-130123-r01-awa circulated with agenda).</p> <p>It was AGREED that:-</p> <ul style="list-style-type: none">(a) Councillor P J Davies be invited to attend the meeting of the Board on 21 March 2013 for the Question and Answer session with representatives of First Bus;(b) it be noted that an invitation had been sent to the Environment Agency (minute 7 of 22 November 2012 refers) and that a response was awaited;(c) in view of (b) above, consideration be given to moving the item from the 2012/13 work programme to the 2013/14 work programme (possibly the 30 May 2013 meeting);(d) the individual Executive Members be invited to attend meetings of the Board to		

			<p>report on the performance of services within their portfolios for the last twelve months and to give an indication of their plans for the future;</p> <p>(e) as a general rule, but not exclusively, individual Executive members and external organisations be invited to alternate meetings of the Board;</p> <p>(f) from the list of external organisations shown in Appendix B to the report, the following be invited to attend a future meeting of the Board to answer members' questions:</p> <ul style="list-style-type: none">(i) Environment Agency ((b) above refers);(ii) Fareham Community Savers - The Credit Union;(iii) Solent Local Enterprise Partnership; <p>and that members be requested to e-mail any further suggestions to the Chairman prior to the next meeting of the Board;</p> <p>(g) subject to (c), (d), (e) and (f) above, the provisional work programme for 2013/14, as shown in paragraph 10 to the report, be approved;</p> <p>(h) the progress on actions since the last</p>		
--	--	--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--

			<p>meeting of the Board, as shown in Appendix C to the report, be noted; and</p> <p>(i) the work programme for 2012/13, as shown in Appendix A to the report, be noted.</p>		
	Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2013/14		<p>Councillor Price declared a Disclosable Pecuniary Interest in respect of this item as he leases an allotment in Portchester and if necessary would leave the meeting and not take part in any discussion relating to allotments (minute 4 above refers).</p> <p>(Minute 3 above also refers to members' interests).</p> <p>The Board considered a report by the Director of Finance and Resources concerning the Executive's proposals for the overall capital programme and revenue budget for 2013/14 (copy of report sb-130123-r02-nwo circulated with agenda).</p> <p>The Director of Finance and Resources advised that he would refer any proposals or comments of the Board to the Executive meeting on 11 February 2013. He duly answered members' questions thereon.</p> <p>It was AGREED that the report be noted.</p>		

	<p>Housing Revenue Account Budget and Capital Plans 2013/14</p>		<p>The Board considered a report by the Director of Finance and Resources which requested it to consider and review the Executive's proposals for the Housing Revenue Account Budget and Capital Plans for 2013/14 (copy of report sb-130123-r03-kgg circulated with agenda).</p> <p>(Minute 3 above also refers to members' interests).</p> <p>The Board was advised that the report had also been considered by the Housing Tenancy Board at its meeting on 21 January 2013. The Board had been asked to give its views, which would be forwarded to the Executive.</p> <p>The Finance Strategy and Development Manager duly answered members' questions thereon.</p> <p>It was AGREED that the report be noted.</p>		
--	-----------------------------------------------------------------	--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--

SCRUTINY BOARD –WORK PROGRAMME 2013/14

DATE	SCRUTINY BOARD ITEM
30 May 2013	Review of the work programme 2013/14 Question and answer session with representatives of the Environment Agency
4 July 2013	Review of the work programme 2013/14 Annual Report on the Performance of the Fareham Community Safety Partnership
26 September 2013	Medium Term Finance Strategy 2013/14 Review of the work programme 2013/14
21 November 2013	Presentation from representatives of Portchester Crematorium Joint Committee Review of the work programme 2012/13 Scoping Report for the Review of The Environment Agency
23 January 2014	Preliminary overall review of work programme 2013/14 and draft programme for 20413/15 Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2014/15 Housing Revenue Account Budget and Capital Plans 2014/15
20 March 2014	Final review of work programme for 2013/14 and draft for

	2014/15
--	---------

Items to be assigned:

- Question and answer session with Fareham Community Savers - The Credit Union
- Question and answer session with Solent Local Enterprise Partnership
- Presentation and question and answer sessions with individual Portfolio holders

FAREHAM BOROUGH COUNCIL

POLICY FRAMEWORK

Under the Constitution, the plans and strategies to be adopted or approved by the full Council are:-

- (a) Sustainable Community Strategy;
- (b) Housing Strategy;
- (c) Food Safety Service Plan;
- (d) Licensing Policy;
- (e) Development Plan:
 - Fareham Core Strategy
 - Fareham Borough Local Plan Review 2000
- (f) Development Plan Documents;
- (g) Community Safety Strategy;
- (h) Corporate Vision, Values, Objectives and Priority Actions.

EXECUTIVE WORK PROGRAMME
LAST UPDATED 21 February 2013

EXECUTIVE/EXECUTIVE MEMBER REPORTS: (February 2013 to February 2014)

To be updated and rolled forward every 2 months

Key:

L&C – Leisure and Community

SS - Streetscene

SP&E – Strategic Planning & Environment

H&H – Health and Housing

PP – Public Protection

PSF – Policy, Strategy and Finance

<i>Portfolio</i>	Matter to be determined	Date for decision	Key decision?	Consultation: (Review Panel, Scrutiny Board, Committee, Member Working Group, etc.)	Contact for information
PSF	Community Fund Application - Redlands School*	21 February 2013	No	No	Mark Dunning
PSF	Community Fund Application - Portchester Community Centre*	21 February 2013	No	No	Richard Wright
L&C	Lockswood Community Centre	March 2013	No	No	Gareth Satherley
H&H	Housing Allocations Policy	March 2013	Yes	No	Ed Till
H&H	Tenancy Strategy	March 2013	Yes	No	Jon Shore
PSF	Award of Tender - Water Testing and Monitoring**	4 March 2013	Yes	No	Rob Dunn
PSF	Community Fund Application - Fareham Tchoukball Club	4 March 2013	No	Ward Members	Narinder Bains
PSF	Community Fund Application - Locks Heath FC	4 March 2013	No	Ward Members	Narinder Bains
PSF	Community Fund Application - Catisfield Memorial Hall	4 March 2013	No	Ward Members	Narinder Bains

<i>Portfolio</i>	Matter to be determined	Date for decision	Key decision?	Consultation: (Review Panel, Scrutiny Board, Committee, Member Working Group, etc.)	Contact for information
PSF	Business Solent Champion Proposal	March 2013	No	No	Tony Mundy
PSF	Maintaining the Vibrancy of Fareham Town Centre: Update	March 2013	Yes	No	Colin Mitchell
PSF	Matched Funding - Quarterly Report	March 2013	No	No	Lindsey Ansell
PSF	Irrecoverable Debts	March 2013	No	No	David Jenkins
PSF	Citizen of Honour (and Young Citizens of the Year)**	March 2013	No	No	Roy Brown
H&H	Revised Council Housing Transfer Incentive Scheme	April 2013	Yes	No	Jon Shore
PP	Food Standards Agency - Food Safety Service Plan	April 2013	Yes	No	Juli Treacy
PP	Contaminated Land Strategy Update	April 2013	Yes	No	Wendy Shakespeare
SP&E	Draft New Community North of Fareham Area Action Plan	April 2013	Yes	No	Selina Crocombe
SP&E	Pre-submission Draft Development Sites and Policies	April 2013	No	No	Linda Jewell
SP&E	Locks Heath District Centre - Adoption of Preferred Masterplan	April 2013	Yes	No	Colin Mitchell
SP&E	Naming of the New Community	April 2013	Yes	No	Lindsey Ansell
SP&E	Adoption of Fareham Borough Community Infrastructure Levy	April 2013	Yes	No	Linda Jewell
PSF	Contract for Banking Services**	April 2013	No	No	Caroline Hancock
PSF	Estates Efficiency Proposals 2013-2014	April 2013	Yes	No	Grahame Lloyd
L&C	Review of Tourist Information Centre	June 2013	No	No	Mark Bowler
PSF	Matched Funding - Quarterly Report	June 2013	No	No	Lindsey Ansell
PSF	Actual General Fund Revenue Expenditure 2012/13	July 2013	No	No	Neil Wood
PSF	Actual Housing Revenue Account Expenditure and Financing 2012/13	July 2013	No	No	Caroline Hancock
PSF	Actual Capital Expenditure and Financing 2012/13	July 2013	No	No	Caroline Hancock
PSF	Treasury Management Annual Report 2012/13	July 2013	No	No	Caroline Hancock

<i>Portfolio</i>	Matter to be determined	Date for decision	Key decision?	Consultation: (Review Panel, Scrutiny Board, Committee, Member Working Group, etc.)	Contact for information
PSF	Quarterly Financial Monitoring Report 2013/14	September 2013	No	No	Neil Wood/Caroline Hancock
PSF	Treasury Management Monitoring Report 2013/14**	September 2013	No	No	Caroline Hancock
PSF	Matched Funding - Quarterly Report	September 2013	No	No	Lindsey Ansell
PSF	Annual Review of the Corporate Strategy 2011-2017	September 2013	Yes	No	Alistair Tait
PSF	Annual Review of the Council's Finance Strategy	October 2013	Yes	Scrutiny Board	Andrew Wannell
PSF	Quarterly Financial Monitoring Report 2013/14	November 2013	No	No	Neil Wood/Caroline Hancock
PSF	Treasury Management Monitoring Report 2013/14**	November 2013	No	No	Caroline Hancock
PSF	2014/15 Draft Spending Plans	December 2013	No	Scrutiny Board	Neil Wood
PSF	Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2014/15	January 2014	Yes	Scrutiny Board	Neil Wood
PSF	Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2014/15	February 2014	Yes	Scrutiny Board	Neil Wood
PSF	Housing Revenue Account Spending Plans, including the Capital Programme for 2014/15	February 2014	Yes	Scrutiny Board/Housing Tenancy Board	Caroline Hancock
PSF	Quarterly Financial Monitoring Report 2013/14	February 2014	No	No	Neil Wood/Caroline Hancock
PSF	Treasury Management Strategy and Prudential Indicators 2014/15	February 2014	No	No	Caroline Hancock
PSF	Treasury Management Monitoring Report 2013/14**	February 2014	No	No	Caroline Hancock

Note:

- * Highlighted sections denote decisions to be taken by Executive Member
- ** Denotes that the matter to be discussed may involve exempt or confidential information in such circumstances, report will not be publicly available.

NOTE: The above Programme shows matters to be determined by the Executive and Executive Members for the relevant 2 year period. While every effort is made to ensure the Programme is as complete and accurate as possible, matters requiring decision at short notice may not be listed and items may be subject to delay or removal from the Programme due to changing circumstances.