



## **MEMBERSHIP 2011/12**

Councillor Mark Watkin (Chair)  
Councillor Steve Rackett (Vice-Chair)  
Councillors Nigel Bell, Sue Greenslade, Kareen Hastrick, Peter Jeffree, Stephen Johnson, Rabi Martins, Kelly McLeod

# **Overview and Scrutiny Committee Work Programme 2011/12**

## OVERVIEW AND SCRUTINY COMMITTEE – PROGRAMME OF WORK 2011/12

### INTRODUCTION

The work programme of the Overview and Scrutiny Committee is a live document which will be managed throughout the year. Items may be added or deleted as the year progresses at the discretion of the Committee.

The Committee's work programme is centred on:

- i. Call in of Cabinet decisions (as necessary).
- ii. Reviewing the Cabinet's Forward Plan
- iii. Monitoring of the Council's performance (through regularly produced performance reports and measures).
- iv. Reviewing progress on all agreed recommendations of review work on a regular basis.

The Scrutiny Committee will set up time limited task groups to examine issues in depth. Upon conclusion of the assigned task, task groups will report their findings back to the Overview and Scrutiny Committee for ratification.

### HOW DO I RAISE AN ISSUE?

If you would like to raise an issue with the Overview and Scrutiny Committee, please contact Sandra Hancock, Committee and Scrutiny Officer  
Telephone: 01923 278377  
Email: [legalanddemocratic@watford.gov.uk](mailto:legalanddemocratic@watford.gov.uk)

<b>Meeting 1 – 23 June 2011</b> <i>Committee Room / 7.00 pm.</i>				
<b>AGENDA ITEM AND REPORT PROVIDER</b>	<b>REASONS FOR INCLUSION ON AGENDA</b>	<b>EXPECTED OUTCOMES</b>	<b>REQUIREMENTS</b>	<b>FOLLOW UP / PROGRESS</b>
Call-in	Consideration of Executive decision(s) called in			None
2010/11 Quarter 4 Performance Management Report (Partnerships and Performance Section Head)	Regular review of the Council's performance		Report	Actions to be completed for next meeting report considered
Voluntary Sector Task Group – Cabinet response (Committee and Scrutiny Officer)	To consider the response from Cabinet and consider any further action.		Report and Cabinet response	
Community Safety Partnership Task Group	To agree the membership of the Task Group		Report	Task Group membership agreed.
Budget Panel update (Committee and Scrutiny Officer)	Monitor the work undertaken by the Panel		Report	Report noted.
Forward Plan (Committee and Scrutiny Officer)	Review the Executive's Forward Plan		Report including the latest edition of the Forward Plan	Report noted.
Work Programme (Committee and Scrutiny Officer)	Agree the rolling work programme and identify suitable topics for further investigation by time limited task groups		Report and draft work programme	The scrutiny suggestions were considered and it was agreed to establish a Task Group to look at the Hospital Parking Charges at Watford General Hospital.

<b>Meeting 2 – 26 July 2011</b> <i>Committee Room / 7.00 pm.</i>				
<b>AGENDA ITEM AND REPORT PROVIDER</b>	<b>REASONS FOR INCLUSION ON AGENDA</b>	<b>EXPECTED OUTCOMES</b>	<b>REQUIREMENTS</b>	<b>FOLLOW UP / PROGRESS</b>
Update from previous meeting (Committee and Scrutiny Officer)	To review the update of the actions			Actions agreed for future meetings
Call-in	Consideration of Executive decision(s) called in			None
Affordable Housing review – Cabinet response (Committee and Scrutiny Officer)	Review the Cabinet response and consider any further action.		Report and Cabinet response	Actions agreed and added to the rolling action plan
Community Safety Partnership Task Group (Committee and Scrutiny Officer)	Update on the Task Group			Task Group membership agreed. First meeting to be arranged.
Budget Panel update (Committee and Scrutiny Officer)	Monitor the work undertaken by the Panel		Report	Agreed this item would only be included when a recommendation has been forwarded from the Panel for approval.
Forward Plan (Committee and Scrutiny Officer)	Review the Executive's Forward Plan		Report including the latest edition of the Forward Plan	Report noted.
Work Programme and Task Groups (Committee and Scrutiny Officer)	Monitor the rolling work programme and amend as required		Report and latest work programme	Hospital Parking Charges Task Group membership confirmed. First meeting to be arranged. Draft Property Policy review scope to be drawn up.

<b>Meeting 3 – 21 September 2011</b> <i>Committee Room / 7.00 pm.</i>				
<b>AGENDA ITEM AND REPORT PROVIDER</b>	<b>REASONS FOR INCLUSION ON AGENDA</b>	<b>EXPECTED OUTCOMES</b>	<b>REQUIREMENTS</b>	<b>FOLLOW UP / PROGRESS</b>
Outstanding actions (Committee and Scrutiny Officer)	To review the outstanding actions and questions		Updated Outstanding Actions and Questions document.	Noted actions and responses to previous questions.
2011/12 Quarter 1 Performance Management Report (Partnerships and Performance Section Head)	Regular review of the Council's performance		Report	Report discussed and further information requested
Community Safety Partnership Task Group update (Committee and Scrutiny Officer)	To note the progress of the task Group.		Verbal update	Scrutiny Committee informed the first meeting had taken place. The presentation to be circulated to all Councillors.
Hospital Parking Task Group update (Committee and Scrutiny Officer)	Monitor the work undertaken by the current Task Group(s)		Verbal update	Further meeting held and another arranged.
Forward Plan (Committee and Scrutiny Officer)	Review the Executive's Forward Plan		Report including the latest edition of the Forward Plan.	Report noted
Work Programme (Committee and Scrutiny Officer)	Agree the rolling work programme and identify suitable topics for further investigation by time limited task groups		Report and draft work programme	Reviewed 2 further scrutiny suggestions. List of previous scrutiny reports received and Members asked to identify those that need further consideration.

<b>Meeting 4 – 24 November 2011</b> <i>Committee Room / 7.00 pm.</i>				
<b>AGENDA ITEM AND REPORT PROVIDER</b>	<b>REASONS FOR INCLUSION ON AGENDA</b>	<b>EXPECTED OUTCOMES</b>	<b>REQUIREMENTS</b>	<b>FOLLOW UP / PROGRESS</b>
Future Council	To consider a scrutiny suggestion from the Managing Director		Report from the Managing Director	The Managing Director attended the meeting and it was agreed to set up a Task Group to review the provision of future council services.
Call-in	Consideration of Executive decision(s) called in			None
Outstanding actions (Committee and Scrutiny Officer)	To review the outstanding actions and questions		Updated Outstanding Actions and Questions document.	Noted actions and responses to previous questions.
2011/12 Quarter 2 Performance Management Report (Partnerships and Performance Section Head)	Regular review of the Council's performance		Report	Report discussed and further information requested. The Head of Revenues and Benefits to be invited to the next meeting.
Community Safety Partnership Task Group update (Committee and Scrutiny Officer)	Monitor the work undertaken by the Task Group			Scrutiny Committee updated on the work of the Task Group.
Hospital Parking Task Group update (Committee and Scrutiny Officer)	Monitor the work undertaken by the current Task Group		Report	Scrutiny Committee updated on the work of the Task Group. Final report due to be presented at the February meeting.

### Meeting 4 – 24 November 2011

*Committee Room / 7.00 pm.*

<b>AGENDA ITEM AND REPORT PROVIDER</b>	<b>REASONS FOR INCLUSION ON AGENDA</b>	<b>EXPECTED OUTCOMES</b>	<b>REQUIREMENTS</b>	<b>FOLLOW UP / PROGRESS</b>
Forward Plan (Committee and Scrutiny Officer)	Review the Executive's Forward Plan		Report including the latest edition of the Forward Plan	Report noted.
Previous review update Public Pride (Environmental Services)	Policy Development Scrutiny Committee (January 2011) requested an update on recommendations 6 and 7 of the Public Pride report		Report	Latest update noted and further clarification sought on the Head of Environmental Services comments.
Work Programme (Committee and Scrutiny Officer)	Monitor the rolling work programme and amend as required		Report and latest work programme	Agreed 2 further Task Groups – Future Council Service Delivery and a review of the Recycling Scheme. Priority of previous reviews agreed.

### Meeting 5 – 22 December 2011

*Committee Room / 7.00 pm.*

<b>AGENDA ITEM AND REPORT PROVIDER</b>	<b>REASONS FOR INCLUSION ON AGENDA</b>	<b>EXPECTED OUTCOMES</b>	<b>REQUIREMENTS</b>	<b>FOLLOW UP / PROGRESS</b>
Call-in	Consideration of Executive decision(s) called in		Report and accompanying documentation presented to Cabinet.	“Review of three year grant funding programme to achieves savings” called in by 3 non-executive Councillors. Decision considered and ratified by Scrutiny Committee.

<b>Meeting 6 – 2 February 2012</b> <i>Committee Room / 7.00 pm.</i>				
<b>AGENDA ITEM AND REPORT PROVIDER</b>	<b>REASONS FOR INCLUSION ON AGENDA</b>	<b>EXPECTED OUTCOMES</b>	<b>REQUIREMENTS</b>	<b>FOLLOW UP / PROGRESS</b>
Outstanding actions (Committee and Scrutiny Officer)	To review the outstanding actions and questions		Updated Outstanding Actions and Questions document.	
Call-in	Consideration of Executive decision(s) called in		Report and accompanying documentation presented to the decision-maker.	
“Hospital Parking Charges” Task Group – Final Report (Committee and Scrutiny Officer)	To endorse the Task Group’s recommendations and report.		Task Group’s final report	
“Review of Recycling Systems” Task Group – Update (Committee and Scrutiny Officer)	Monitor the Task Group’s work.		Verbal update	
“The Way Ahead for Council Services” Task Group – Update (Committee and Scrutiny Officer)	Monitor the Task Group’s work.		Verbal update	
Community Safety Partnership Task Group update (Committee and Scrutiny Officer)	Monitor the work undertaken by the Task Group		Verbal update	
Forward Plan (Committee and Scrutiny Officer)	Review the Executive’s Forward Plan		Report	



<b>Meeting 6 – 2 February 2012</b> <i>Committee Room / 7.00 pm.</i>				
<b>AGENDA ITEM AND REPORT PROVIDER</b>	<b>REASONS FOR INCLUSION ON AGENDA</b>	<b>EXPECTED OUTCOMES</b>	<b>REQUIREMENTS</b>	<b>FOLLOW UP / PROGRESS</b>
Previous review update – Services for the Deceased (Community Services)	Policy Development Scrutiny Committee (February 2011) requested an update on the recommendations from the Services for the Deceased report		Report and update	
Previous review update – Future of the Colosseum (Executive Director Services)	To review the latest update to the recommendations included in the final report		Report and update	
Work Programme and Annual report (Committee and Scrutiny Officer)	Monitor the rolling work programme and consider the information to be included in the Annual Report for 2011/12		Report and latest work programme	

<b>Meeting 7 – 7 March 2012</b> <i>Committee Room / 7.00 pm.</i>				
<b>AGENDA ITEM AND REPORT PROVIDER</b>	<b>REASONS FOR INCLUSION ON AGENDA</b>	<b>EXPECTED OUTCOMES</b>	<b>REQUIREMENTS</b>	<b>FOLLOW UP / PROGRESS</b>
Outstanding actions (Committee and Scrutiny Officer)	To review the outstanding actions and questions		Updated Outstanding Actions and Questions document.	
Call-in	Consideration of Executive decision(s) called in			
2011/12 Quarter 3 Performance Management Report (Partnerships and Performance Section Head)	Regular review of the Council's performance		Report	
Forward Plan (Committee and Scrutiny Officer)	Review the Executive's Forward Plan		Report including the latest edition of the Forward Plan	
Task Group updates (Committee and Scrutiny Officer)	Monitor the work undertaken by the current Task Group(s)		Report	
Previous review update	Monitor the agreed recommendations from a previous review			
Work Programme (Committee and Scrutiny Officer)	Monitor the rolling work programme and amend as required		Report and latest work programme	
Community Safety Partnership Task Group update (Committee and Scrutiny Officer)	Monitor the work undertaken by the Task Group			

<b>Meeting 8 – 29 March 2012</b> <i>Committee Room / 7.00 pm.</i>				
<b>AGENDA ITEM AND REPORT PROVIDER</b>	<b>REASONS FOR INCLUSION ON AGENDA</b>	<b>EXPECTED OUTCOMES</b>	<b>REQUIREMENTS</b>	<b>FOLLOW UP / PROGRESS</b>
Call-in (if required)	Consideration of Executive decision(s) called in			

**Items for consideration in 2012/13**

20011/12 Quarter 4 Performance report (June)

Voluntary Sector Task Group recommendations to be reviewed (July)

Affordable Housing Review – Status of Core Strategy to be reviewed (July)