

Committee: SCRUTINY COMMITTEE 1 – COMMUNITY AND HOUSING

Date: 16 JUNE 2004

Agenda Item No: 5

Title: FORWARD PLAN OF SCRUTINY ONE COMMITTEE 2004/05

Author: Ian Orton (01799) 510402

Summary

- 1 Each Committee of the Council is required to publish an Annual Forward Plan for the municipal year. The Plan is then available for the public who may wish to attend relevant meetings and view the democratic process.

Background

- 2 There are five meetings of Scrutiny 1 Committee during the year. Members may wish to consider the following Forward Plan for 2004/05.

16 June 2004

Committee Item	Comments
Presentation Rural Community Council of Essex	
Performance Management 2003/04 Results	First full year of Performance Management data
Update on Day Centres BV Review	Six months progress report
Agree the preparation of a report on Members on Outside Bodies	
Authorise a report on future options for Scrutiny and Overview within the authority	Part of the review of Committee structures within the authority
Consider which reports from Internal Audit to be scrutinised during the year	The Committee may wish to examine 2 to 3 Internal Audit reports during the year

22 September 2004

Committee Item	Comments
Presentation from Uttlesford Primary Care Trust	Theme to be agreed by Members. Two presentations per year
Performance Management to April To June 2004	
Internal Audit Reports	Theme to be agreed by Members
CPA Improvement Plan Monitoring	
Contract Management – Review Update	

17 November 2004

Committee Item	Comments
Presentation by Essex Police	April Performance Management to December 2004
Performance Management to April to September 2004	
Quality of Life Corporate Plan Monitoring	
Best Value Review Environmental Health	
Best Value Review Young Person's Review	

19 January 2005

Committee Item	Comments
Presentation by Essex County Council	Theme to be agreed by Members
Internal Audit Reports	Theme to be agreed by Members
Best Value Reviews 2003/04 - Update	
PFI Leisure Contract – Monitoring	
Partnerships – Update	

16 March 2005

Committee Item	Comments
Presentation from Uttlesford Primary Care Trust	Theme to be agreed by Members
April Performance Management to December 2004	
Local Strategic Plan – Progress Report	
Best Value 2005 – 2006	
Summer Activities Programme	

RECOMMENDED that:

1. Members note the items to be discussed at the 16th June 2004 meeting
2. Members agree the Forward Plan for the rest of the Municipal Year

Background Papers: Scrutiny Committee 1 Files 2004/05

Committee: SCRUTINY COMMITTEE 1 – COMMUNITY AND HOUSING
Date: 16 JUNE 2004
Agenda Item No: 6
Title: REPORTS FROM INTERNAL AUDIT TO BE CONSIDERED DURING 2004/2005
Author: Ian Orton (01799) 510402

Summary

- 1 Internal Audit carry out a number of reviews each year and normally these are not considered by Scrutiny Committee(s). However these reviews are a very constructive insight into the way the Council is managed and this report recommends that Scrutiny One Committee consider 2 to 3 reports from Internal Audit per year.

Background

- 2 During 2004 – 2005 Internal Audit will carry out the following reviews:

Review	Comments
Housing Rent Administration	
Housing Repairs	
Homelessness	
Tourist Information Centres	

RECOMMENDED that Members agree two to three reports from above list to be considered during 2004 – 2005 by Scrutiny One Committee

Background Papers: Internal Audit Files 2004/05

Committee: SCRUTINY COMMITTEE 1 – COMMUNITY AND HOUSING

Date: 16 JUNE 2004

Agenda Item No: 7

Title: PERFORMANCE MANAGEMENT REPORTING 2003/04 & PERFORMANCE MANAGEMENT TARGETS 2004/05

Author: Ian Orton (01799) 510402

Summary

- 1 This report contains details of the Performance Management results for 2003/04 (attached) and Performance Targets for 2004/05 (attached). The report includes details of the changes to the methods of collecting and reporting performance during 2004/05.

Background

- 2 Performance Management was introduced to the authority in August 2003 based on a number of local and national performance indicators linked to a Traffic Light reporting method. This data has been reported quarterly to Corporate Management Team and Senior/Executive Management Teams.
- 3 Attached are the 2003/04 Performance results based on a range of Corporate and Service Indicators. There are 72 indicators in all including three that are set and monitored by Essex Police. Of the 69 indicators that are directly managed by the Council there are 46 Ambers (within 10% of Target), 14 Greens (10% or more above Target) and 9 Reds (10% or more below target). The grid below shows details of the 9 Reds. Some of the Reds are an improvement on 2002/03, but the majority are performance measures not collected by the authority in previous years. All 9 Reds have ambitious targets.
- 4 It was agreed by Senior Management Team that where an indicator was on Red the manager responsible would provide a Rescue Recovery Package which will be read out at Scrutiny Committee.

Performance Measure	Original Target 2003/04	Outturn 2003/04
Working Days lost to sickness	7.00 days	8.57 days
% of staff receiving an appraisal within timetable	100%	56%
% of staff with a training plan	100%	56%
Introduction of Electronic Procurement	25%	5%
Speed of processing benefit claims	6 days	7 days
% of recoverable overpayments	60%	50.27%
Number of refuse collections missed per 100,000	12	13.5
Average time to remove a fly tip	3 days	3.32 days
Major planning applications determined in 13 weeks	45%	29%

5 Also attached are the Performance Targets for 2004/05. Members will note that the data is now presented under eight headings to shadow the service and corporate aims of the authority. There are other differences between last year and the current year:

- CPA was critical that the 10% tolerance between the three Traffic Light Colours was generous and diluted poor performance. This report recommends that we continue to use the Traffic Light system but the tolerance between colours is now 5%.
- Within the Corporate Management section there are a number of measures that will measure performance in cash as well as delivery measures i.e. front line to management costs, services which meet improvement targets against budgets allocated.
- Monitoring of revenue and capital spend during the year
- There are now 88 indicators for 04/05

6 The revisions to the Performance Management system for 2004/05 are required to strengthen the system and ensure that performance management delivers measurable improvements to the organisation. The next CPA exercise will wish to ensure that the authority has moved on in performance terms and that we can clearly demonstrate this improvement.

7 With the 88 indicators it will now be possible to obtain a comprehensive picture of the organisation. However CPA will be looking for examples of Scrutiny & Overview spotting performance drift and recommending a course of action to the appropriate policy committee.

RECOMMENDED that:

- 1) Members note the Performance Outturns for 2003/04
- 2) Members note the Rescue Recovery Packages for the 9 Red Indicators
- 3) Note the additional performance measures for 2004/05
- 4) Agree that the Traffic Light System is changed to Amber for on Target or within 4% tolerance: Green for 5% above Target and Red for 5% below Target

Background Papers: Performance Management Files 2003/05 Inclusive

Committee: SCRUTINY COMMITTEE 1 – COMMUNITY AND HOUSING
Date: 16 JUNE 2004
Agenda Item No: 8
Title: MEMBERS ON OUTSIDE BODIES REPORT 2004/05
Author: Ian Orton (01799) 510402

Summary

- 1 This report contains details of the sixty-four Outside Bodies that have an Uttlesford Member representing the authority at regular meetings of these Outside Bodies. The report also seeks authority to scrutinise this process to ensure that such representation provides value for money in terms of Member and officer time.

Background

- 2 At the Annual Council on the 11th May 2004 Members from the authority were placed on 64 Outside Bodies to represent the interests of the Council and the community. Details attached at Appendix A.
- 3 Members at Scrutiny One Committee on the 10th March 2004 asked for an update on the role of Members serving on Outside Bodies. This report suggests that details are brought to 22nd September Scrutiny Committee of:
 - All Members serving on Outside Bodies and their comments about the organisation on which they serve
 - That details are supplied of the exact arrangements between the Council and the Outside Body i.e. do they receive a grant or are we considering a Service Level Agreements
 - Options for additional Outside Bodies in which the Council has an interest

RECOMMENDED that Members agree that Members roles on Outside Bodies is scrutinised at the September meeting using the information to be collected from section 3 of this report.

Background Papers: Membership of Outside Bodies 2004/05

Committee: ANNUAL COUNCIL
Date: 11 MAY 2004
Agenda Item No: 12
Title: Appointment of Representatives on Outside Bodies
Author: M T Purkiss (01799) 510430

Name of Organisation	Number to be Appointed	REPRESENTATIVE(S)
Alzheimers Disease Society - Uttlesford Branch	1	Cllr A R Row
Arts Council of England (East England)	1	Cllr Mrs E Tealby-Watson
Association of Essex Authorities	1	Cllr A Dean (Sub-Cllr P Wilcock)
Bishop's Stortford Citizens' Advice Bureau	1	Cllr A R Row
Birchanger Wood Management Committee	1	Cllr Mrs E J Godwin
Board of Turpins Indoor Bowling Club	2	Cllr Mrs C A Bayley Cllr S C Jones
British Red Cross Society - Essex Branch	1	Cllr V J T Lelliott
Business Development Services (North West Essex)	1	Cllr R J Copping
Committee of the Friends of the Maltings (The Dunmow Maltings Preservation Trust)	1	Cllr K J Clarke
Council for the Protection of Rural Essex	1	Cllr Mrs C A Cant
Council for Voluntary Service - Uttlesford	1	Cllr Mrs A Marchant
Crawley Prize Endowment Charity	2	Cllr R P Chambers Cllr Mrs J I Loughlin
Crossroads Care Attendant Scheme	1	Cllr Mrs S Flack
Dame Johane Bradbury's School	1	Mrs Y L Morton (until August 2004)
Dunmow Day Centre Management Committee	1	Cllr Mrs C A Cant
Dunmow Local Road Safety Advisory Committee	2	Cllr Mrs S Flack Cllr Mrs C A Cant

Dunmow Museum Management Committee	1	Cllr D W Gregory
Dunmow Society - Executive Committee	1	Cllr E W Hicks
Dunmow Town Strategy Group - Management Committee	1	Cllr M A Gayler
East of England Regional Assembly	1	Cllr A Dean
Eastern Orchestral Board	1	Cllr V J T Lelliott
East of England Regional Tourism Board	1	Cllr Mrs J F Cheetham (Sub-Cllr Mrs S Flack)
Essex Arts Forum	1	Cllr Mrs B M Hughes
Essex County Strategic Partnership	1	Cllr A Dean
Essex Cycling Forum	1	Cllr M A Gayler
Essex Home Safety Liaison Committee	1	Cllr D W Gregory
Essex Sport	1	Cllr F E Silver
Greater Cambridge Partnership	1	Cllr Mrs E Tealby-Watson (Sub-Cllr Mrs J F Cheetham)
Local Government Arts Forum	1	Cllr E Tealby-Watson
Local Government Association - General Assembly	1	Cllr A Dean (Sub-Cllr P A Wilcock)
- Rural Commission	2	Cllr A R Thawley Cllr D Corke
- Rural Community Partnership	1	Cllr A R Thawley (Sub-Cllr A J Ketteridge)
Museums in Essex Committee	1	Cllr Mrs V Pedder
National Housing and Town Planning Council - Eastern Region Council	1	Cllr K J Clarke (Sub-Cllr R Copping)
Old Manse Home Community Support Group	1	Cllr R J Copping
ResCU	1	Cllr F E Silver
Saffron Walden Age Concern	2	Cllr Mrs B M Hughes Cllr Mrs A Marchant

Saffron Walden Arts Trust	1	Cllr M A Hibbs
Saffron Walden Day Centre Management Committee	1	Cllr Mrs H D Baker
Saffron Walden Local Road Safety Advisory Committee	2	Cllr W F Bowker Cllr R F Freeman
Saffron Walden Museum Society Hughes	3	Cllrs S C Jones, B M V Pedder
Saffron Walden Rural Over Sixties Welfare Association	1	Cllr W F Bowker
Stansted Airport Community Trust	1	Cllr C M Dean (subject to correct legal position being in place to enable representative to serve as a trustee)
Stansted Airport Consultative Committee	1	Cllr P A Wilcock (Sub Cllr Mrs J F Cheetham)
Stansted Day Centre Management Committee	1	Cllr Mrs C M Dean
Strategic Aviation Special Interest Group	1	Cllr P A Wilcock (Sub Cllr Mrs J F Cheetham)
Supporting People - Essex Commissioning Body	1	Cllr Mrs C A Bayley
Takeley Day Centre Management Committee	1	Cllr Mrs J F Cheetham
Thaxted Day Centre Management Committee	1	Cllr Ms A M Wattebot
Thaxted Guildhall Management Committee	2	Cllr Ms A M Wattebot Cllr M L Foley
Uttlesford Buffy Bus Association	2	Cllr R T Harris Cllr Mrs V Pedder
Uttlesford Carers	1	Cllr B M Hughes
Uttlesford Citizens' Advice Bureau	2	Cllr B M Hughes Cllr G Sell
Uttlesford Community Safety Action Team	1	Cllr D W Gregory
- Community Support Group (Vulnerable Persons)	1	Cllr Mrs J E Menell
- Road Safety Sub-Group	1	Cllr W F Bowker

- Youth Initiatives Working Group	2	Cllr Mrs S V Schneider Cllr Mrs V Pedder
- Alcohol and Drug Strategy Group	1	Cllr V J T Lelliott
Uttlesford Community Travel	1	Cllr Mrs C A Bayley
Uttlesford Primary Care Trust	1	Cllr Mrs C A Cant
Uttlesford Police and Community Consultative Group	2	Cllr G Sell Cllr R F Freeman
Uttlesford Sports Forum	2	Cllr S C Jones Cllr Mrs S V Schneider (Sub Cllr E C Abrahams)
Waste Management Advisory Board	1	Cllr A R Thawley (Sub Cllr Mrs V Pedder)
Youth Services Group	2	Cllr M A Hibbs Cllr Mrs S V Schneider

Committee: SCRUTINY COMMITTEE 1 – COMMUNITY AND HOUSING
Date: 16 JUNE 2004
Agenda Item No: 9
Title: WORK PROGRAMME SCRUTINY ONE COMMITTEE 2004/05
Author: Ian Orton (01799) 510402

Summary

- 1 Scrutiny and Overview Committees generally set their Work Programme for the year. This report contains details of a number of corporate and service areas and invites Members to select the areas that will require scrutiny during 2004/05

Background

- 2 To ensure neutrality and flexibility of choice Scrutiny and Overview Committees tend to set their own work programmes. This gives Scrutiny Members the opportunity to pursue the areas within the Council that Members feel need attention.
- 3 However officers are encouraged to present options to Members to help plan an annual work programme for the committee. Elsewhere on the agenda are the Forward Plan and requests to consider reports that have been prepared by Internal Audit. Members may wish to consider selecting 10 to 12 themes from the list below and these will be added to the Forward Plan of the committee.

- Decent Homes Standard
- Charging Policy for Environmental Services
- Tourism
- Lettings Policy
- Partnership Opportunities within Housing
- Services for the Disabled
- Tenants Participation
- Priorities of the Council
- Flood Control
- Emergency Planning
- Health Scrutiny
- Cross Cutting Working
- Public Engagement

- Communications
- Impact of CPA on the organisation
- Best Value as a tool to improve services
- The impact of Complaints and Compliments
- Member Training

RECOMMENDED that Members agree 10 to 12 of the above 18 themes to be considered during the four remaining meetings of Scrutiny Committee One during 2004/05

Background Papers: Membership of Outside Bodies 2004/05

Committee: SCRUTINY COMMITTEE 1 – COMMUNITY AND HOUSING

Date: 16 JUNE 2004

Agenda Item No: 10

Title: SCRUTINY & OVERVIEW COMMITTEE
OPTIONS FOR THE FUTURE

Author: Ian Orton (01799) 510402

Summary

- 1 As part of the Quality of Life Corporate Plan a project to *Conduct a formal review of the democratic structure of the Council* will be carried out. The project should be completed by 31st December 2004. Part of the process will involve seeking the views of Members on ways to strengthen the democratic process within Uttlesford.

Background

- 2 The Local Government Bill requires councils to set up one or more overview and scrutiny committees. These committees are required to have the same political balance as the full council and to meet in public. However as Uttlesford District Council is below the 80,000 populations thresh hold the authority has more freedom to manage the scrutiny and overview process. Uttlesford established two Scrutiny Committees in 2001/02. These committees broadly cover the activities of the policy committees of the council. This is a hybrid model that allows a scrutinising function while still retaining a traditional committee structure.
- 3 The formal review of the democratic structure of the Council will involve a Member Workshop and other opportunities to comment on ways in which the democratic process of the authority can be managed. This report is an

opportunity for Members to pass comments on the existing Scrutiny & Overview functions of the Council and to make suggestions for any improvements.

4 Good scrutiny should:

- Provide critical friend challenge to executives as well as external authorities and agencies
- Reflect the voice and concerns of the public and its communities
- Take the lead and own the scrutiny process on behalf of the public
- Make an impact on the delivery of public services
- Hold the policy committees to account
- Policy review and development
- Best Value and Performance management
- External scrutiny

Do the existing scrutiny arrangements meet the above criteria?

5 If not should the authority consider other models of scrutiny? Among the options are:

- Two Scrutiny Committees. One Scrutiny Committee that managed Performance i.e. Performance Management data, monitoring Best Value Reviews, reviewing budgetary spend, comparative data with other authorities etc. Another Scrutiny Committee to manage Policy i.e. to examine existing policy and strategy, to develop new ways of doing things, to fine tune existing arrangements, to promote cross cutting approaches towards service delivery etc
- A number of small Scrutiny Groups that meet to scrutinise a particular task, almost like a review team and would then be disbanded once the Project was completed
- Specialist Scrutiny Groups that would examine say External Scrutiny i.e. police, health etc and could exactly mirror policy committees

6 This report outlines some opportunities for Members to discuss Scrutiny & Overview so that these views can be fed into the review structure of the Council.

RECOMMENDED that Members comment on the existing and future arrangements for Scrutiny & Overview within the Council.

Background Papers: Membership of Outside Bodies 2004/05