

SCRUTINY WORK PROGRAMME 2015-16 AND ONWARDS

1. Purpose

- 1.1 This report outlines the purpose and function of the Scrutiny Work Programme and asks Members to consider items for the 2015-16 Scrutiny Work Programme.

2. Recommendations/for decision

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| 2.1 The Scrutiny Committee is asked to consider the information provided in this report and identify any issues that they would like to include onto the future Work Programme. |
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3. Executive Summary

- 3.1 Setting the Work Programme for the Scrutiny Committees is an important stage in the scrutiny process. An effective work programme will identify the key topics that scrutiny will consider over the coming year. A well planned work programme will also help both officers and members plan their workloads as well as providing a clear picture to the public of planned scrutiny activity. It is vital that scrutiny members take responsibility for both drawing up and managing their own work programme.
- 3.2 Please remember that the Committee has been appointed for a four year term and selection of items for the work programme should reflect the time available.
- 3.3 Some of the key principles for members to consider in setting the future Work Programme include:-
- (i) topics included in the Work Programme must add value to the work of the authority.
 - (ii) where appropriate involve partners, stakeholders and the public.
 - (iii) allow some flexibility to enable topics to be included as and when they arise.
 - (iv) ensure that the Work Programme reflects the priorities of the Council.
 - (v) the Work Programme should represent the views and concerns of the community.
 - (v) the Work Programme should reflect a realistic use of resources.
- 3.4 There are many different ways to identify issues for the Scrutiny Work Programme, such as:
- (i) outcomes of public consultation (annual satisfaction surveys etc).
 - (ii) suggestions from elected members (especially non-executive members)
 - (iii) suggestions from the Corporate Board.
 - (iv) Cabinet's Forward Plan.
 - (v) issues identified through the budget setting and monitoring process.
 - (vi) issues identified through the performance management role of scrutiny.
- 3.5 It is important to bear in mind the points raised earlier about scrutiny adding value when selecting items for the Scrutiny Work Programme. The Work Programme

should reflect all types of scrutiny activity such as policy reviews, reviews of external organisations and performance management.

- 3.6 In order to ensure consistency in selecting items for the Scrutiny Work Programme a *Selection Criteria* has been devised, a copy is attached to this report. The Selection Criteria consists of 9 statements which should be considered by the Scrutiny Committee before any item is included in the Scrutiny Work Programme.

4. Scrutiny Work Programme

- 4.1 Members of the Scrutiny Committee now have the opportunity to re-visit the current Work Programme and consider whether the issues identified on it remain appropriate work programme items as well as considering any additional items for inclusion onto the future Work Programme. Members will no doubt bear in mind that the Work Programme needs to be manageable both from the Committee's perspective and resourcing work by Officers.

- 4.2 The following "one off" items are some that were examined or reported on during the past year:-

- Proposal to adopt a scheme of additional licensing for Houses in Multiple Occupation in Aylesbury Vale.
- Joint Waste Strategy for Bucks 2014-2020.
- Food Service Plan 2014-2015.
- Landlords and Tenants – provision of debt advice.
- Update on flooding at the Willows and other places across Aylesbury in February 2014.
- The future of affordable housing and Aylesbury Vale as a housing developer.
- Responding to the TEEP requirements.
- Public Health and the role of Healthwatch Bucks.
- Aylesbury Vale Community Safety Partnerships.
- Vale of Aylesbury Housing Trust – annual update report.
- Parks and Open Spaces: Management, recent work and accreditations.
- Biodiversity Update.

- 4.3 The following information is attached to this report to further assist Members in the process of deciding which items to examine during the next four years :-

Appendix 1 – Terms of Reference of the Environment and Living Scrutiny Committee.

Appendix 2 – Current Scrutiny work Programme.

Appendix 3 – Recommendations Tracker 2014-2015.

Appendix 4 – Selection Criteria (to assist in selecting future topics).

5. Resource implications

- 5.1 Members will no doubt bear in mind that the Work Programme needs to be manageable both from the Committee's perspective and resourcing work by Officers.

Contact Officer: Charlotte Gordon (01296) 585060
Background documents: None

ENVIRONMENT AND LIVING SCRUTINY COMMITTEE

Membership: 11 Councillors

Terms of Reference – The Committee will contribute towards the Council achieving the following Key Aims and Objectives:-

Key Aims: To protect and improve the living experience in the Vale

Objectives:

To enhance our natural and built environment.

To build better communities.

To improve our towns.

To improve our communications and interaction with our customers (as it relates to the issues that fall within their remit).

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In doing this the Committee will undertake the overview and scrutiny function in relation to:

1. any crime and disorder matters including achieving the targets against the Community Safety Partnership Plan;
2. the Council's leisure functions in relation to the arts, sports and recreational activities, children's play schemes and holiday activities;
3. the implementation of policy framework plans as they relate to the remit of this Committee: Food Law Enforcement Service Plan, Licensing Policy, Community Cohesion Strategy, Sustainable Communities Strategy, Community Safety Partnership Plan, Choice Based Lettings Policy, Cultural Strategy, Healthy Communities Strategy, Housing and Homelessness Strategy and Housing Register and Nominations Policy.
4. the Council's functions as local housing authority under the Housing Act and all other relevant legislation in force from time to time;
5. the development of partnerships with external organisations to meet housing need and regenerate unsatisfactory housing, including developers and housing associations;
6. policies and strategies of the Council and other bodies which affect the physical development of Aylesbury Vale including land use and transportation;
7. assisting in the development of the Council's planning policies (excluding the Vale of Aylesbury Local Plan) and other plans for the use and development of land;
8. assisting in the development of the Council's Sustainable Community Strategy to promote the environmental well-being of Aylesbury Vale;
9. the provision, planning and management of the Council's planning services, design services, parks and open spaces and countryside management;
10. licensing functions;
11. environmental health functions;
12. flood risk and associated plans.

ENVIRONMENT AND LIVING SCRUTINY COMMITTEE

23 June 2015

1. Briefing on “Legal Highs”
2. Appointments to the CCTV Panel

22 September 2015

- 1.
- 2.
- 3.

3 November 2015

- 1.
- 2.
- 3.

8 December 2015

1. Aylesbury Vale Community Safety Partnerships (?)
2. Vale of Aylesbury Housing Trust – Annual Update (?)
- 3.

11 February 2016

- 1.
- 2.
- 3.

23 March 2016

- 1.
- 2.
- 3.

ENVIRONMENT AND LIVING SCRUTINY COMMITTEE: RECOMMENDATIONS TRACKER 2014-15

Decision				Tracking			
Scrutiny Committee	Meeting Date	Item and Recommendations	Contact Officer	Further Action (Yes/No)	Committee	Meeting Date	Status (√/O/X)
Environment & Living	11/02/15	Biodiversity Update	Tracey Aldworth				
		1. Biodiversity team thanked for attending & briefing SC.		No			√
Environment & Living	11/02/15	2. Key achievements in relation to supporting biodiversity and planning were noted.	Gareth Bird / Joe Houston	No			√
		Parks and Open Spaces: Management, Recent Work and Accreditations					
Environment & Living	11/02/15	1. Community Spaces team thanked for attending & briefing SC.	Gareth Bird / Joe Houston	No			√
		2. Achievements of CS teamover the last 3 yrs against the Action Plan be noted.		No			√
		3. Improvement Plan 2015/16 to 2017/18 be noted, including planned improvements.		No			√
Environment & Living	9/12/14	VAHT – Update Report	Will Rysdale				
		1. VAHT CE thanked for attending & briefing SC.		No			√
Environment & Living	9/12/14	2. VAHT commended for good overall performance over the last 12 months.	Kay Aitken	No			√
		AV Community Safety Partnership Update 2014					
Environment & Living	9/12/14	1. Supt Wright thanked for attending & briefing SC.	Kay Aitken	No			√
		2. Progress made against the 2014/15 Community Safety Partnership Plan be noted.		No			√

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ENVIRONMENT AND LIVING SCRUTINY COMMITTEE: RECOMMENDATIONS TRACKER 2014-15

Decision				Tracking			
Scrutiny Committee	Meeting Date	Item and Recommendations	Contact Officer	Further Action (Yes/No)	Committee	Meeting Date	Status (√/O/X)
Environment & Living	5/11/14	Public Health and the role of Healthwatch Bucks	Stephanie Moffat				√
		1. Chair of Healthwatch Bucks thanked for attending & work being done		No			
		2. Report noted & comments passed to Healthwatch Bucks		No			
		3. Further information on Healthwatch Bucks & projects be provided to Members via the MIS		No			√
Environment & Living	5/11/14	Responding to the TEEP Requirements 1. Report noted & action being taken by the Council was supported	Jon McGinty	No			√
Environment & Living	5/11/14	The Future of Affordable Housing and AV as a Housing Developer 1. Development options available to AVDC continue to be examined in greater detail 2. Further research on feasibility/viability of setting up a trading arm to purchase land & manage the letting of privately-owned properties 3. Support further investigations into purchasing land, including through CPO, to supplement AVDC's land supply for housing development	Will Rysdale	Yes Yes Yes	Environment & Living Scrutiny Committee, with Officers	TBC	X

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ENVIRONMENT AND LIVING SCRUTINY COMMITTEE: RECOMMENDATIONS TRACKER 2014-15

Decision				Tracking			
Scrutiny Committee	Meeting Date	Item and Recommendations	Contact Officer	Further Action (Yes/No)	Committee	Meeting Date	Status (√/O/X)
Environment & Living	5/11/14	Update on Flooding at the Willows & other places across Aylesbury in February 2014	Jon McGinty	No	ELSC	TBC	√
		1. Action taken by AVDC in response to the flooding be noted		No			√
		2. Changes to emergency procedures & to provide sandbags in exceptional circumstances be supported.		Yes			X
Environment & Living	22/9/14	Call-In: Community Centres – Future Business Model	Caroline Wheller	No			√
		1. Cabinet decision of 8/7/14 was endorsed					
Environment & Living	22/9/14	Landlords and Tenants – Provision of Debt Advice	Will Rysdale	No			√
		1. Officers thanked & for explaining debt and homelessness advice provided to local people		No			√
		2. Continue to look at ways to improve access to Housing Debt Advice self help pack		No			√
Environment & Living	22/9/14	Food Service Plan 2014-2015	Richard Hiscock	No			√
		1. Contents of the Plan were noted					

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ENVIRONMENT AND LIVING SCRUTINY COMMITTEE: RECOMMENDATIONS TRACKER 2014-15

Decision				Tracking			
Scrutiny Committee	Meeting Date	Item and Recommendations	Contact Officer	Further Action (Yes/No)	Committee	Meeting Date	Status (√/O/X)
Environment & Living	22/9/14	Joint Waste Strategy for Bucks 2014-2020 1. Strategy noted & Cabinet asked to recommend to Council that AVDC adopt it. 2. Scrutiny's comments be passed to Cabinet, for consideration in finalising the report to Council.	Jon McGinty	Yes	Cabinet Council	7/10/14 15/10/14	√ √
				Yes	Cabinet	7/10/14	√
				Yes	E & L SC	Future WP	√
Environment & Living	22/9/14	Work Programme Work Programme as discussed at the meeting was agreed	Craig Saunders	Yes	E & L SC	Future WP	√
Environment & Living	11/6/14	Proposal to adopt a scheme of additional licensing for HMOs in Aylesbury Vale 1. That Cabinet be recommended to adopt the scheme of additional licensing for HMOs 2. That the comments made at the scrutiny meeting be reported and considered by Cabinet in finalising the scheme:- (i) additional rights notice displayed (ii) investigate developing a Student Housing Strategy for AV as part of the VALP	Martyn Chuter	Yes	Cabinet	17/6/14	√
				Yes	Cabinet	17/6/14	√
				Yes	E & L SC	Future WP	√
Environment & Living	11/6/14	VALP – Development Management Policies 1. Current position was noted	Roger Newell Charlotte Stevens	No			√
Environment & Living	11/6/14	Work Programme 1. Agenda items for meetings on 22/9/14, 5/11/14 and 9/12/14 were agreed	Craig Saunders	Yes	E & L SC	Future WP	√

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ENVIRONMENT AND LIVING SCRUTINY COMMITTEE: RECOMMENDATIONS TRACKER 2014-15

Decision				Tracking			
Scrutiny Committee	Meeting Date	Item and Recommendations	Contact Officer	Further Action (Yes/No)	Committee	Meeting Date	Status (√/O/X)
Carried over from 2013-14							
Environment & Living	25/3/14	Drug and Alcohol Services 1. Safer Bucks Partnership Manager thanked. 2. Current work being done in AV was noted.	Kay Aitken	No No			√ √
Environment & Living	25/3/14	Community Safety Partnership Strategy 2014-17 and Annual Plan 2014-15 1. Success of the current Strategy was noted 2. Scrutiny comments be reported to the CM to consider in finalising the Strategy / Action Plan	Kay Aitken	No Yes Yes	Cabinet Council	6/5/14 14/5/14	√ √ √
Environment & Living	25/3/14	Work Programme 4. Report on flooding lessons to Sept '14 meeting 5. Include Alzheimers information in Public Health update report 6. Re-commence DM policies T & F Group	Craig Saunders	Yes Yes Yes	E & L SC E & L SC E & L SC	5/11/14 5/11/14 11/6/14	O O √
Environment & Living	12/2/14	Call-In: Jonathan Page Play Centre Review Decision was referred back to Cabinet for further and fuller consideration (to delay the funding cut until the end of the 2015 FY)	Jeff Membery	Yes	Cabinet		√
Environment & Living	12/2/14	Drug and Alcohol Services 1. Safer Bucks Partnership Manager thanked. 2. Current work being done in AV was noted.	Kay Aitken	No No			√ √
Environment & Living	12/2/14	Work Programme Work Programme as discussed at the meeting was agreed	Craig Saunders	Yes	E & L SC	Future WP	√

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ENVIRONMENT AND LIVING SCRUTINY COMMITTEE: RECOMMENDATIONS TRACKER 2014-15

Decision				Tracking			
Scrutiny Committee	Meeting Date	Item and Recommendations	Contact Officer	Further Action (Yes/No)	Committee	Meeting Date	Status (√/O/X)
Environment & Living	16/12/13	AV Community Safety Partnership Update 3. Progress made against the plan was noted 4. To receive a report in due course on the new ASB powers and measures	Kay Aitken	No	E & L SC	TBA	√
				Yes			X
Environment & Living	16/12/13	VAHT Update Report Good overall performance over the last 18 months was noted.	Will Rysdale	No			√
Environment & Living	16/12/13	Work Programme 1. Report on flooding lessons to Sept '14 meeting 2. Include Alzheimers information in Public Health update report 3. Re-commence DM policies T & F Group	Craig Saunders	Yes	E & L SC	22/9/14	O
				Yes	E & L SC	5/11/14	O
				Yes	E & L SC	11/6/14	√
Environment & Living	06/11/13	Pedestrian and Cycling Safety 1. Officers thanked for attending + work done. 2. Comments made passed to Transport for Bucks	Stephanie Moffat	No	Comments passed to TfBucks		√
				Yes			√
Environment & Living	06/11/13	Draft Housing & Homelessness Strategy 2014-17 1. Members happy with approach being taken. 2. Director + CM for Community Matters asked to consider comments in finalising draft Strategy	Khyati Vaughan	No	Cabinet Council	17/12/14 26/2/14	√
				Yes			√

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ENVIRONMENT AND LIVING SCRUTINY COMMITTEE: RECOMMENDATIONS TRACKER 2014-15

Decision				Tracking				
Scrutiny Committee	Meeting Date	Item and Recommendations	Contact Officer	Further Action (Yes/No)	Committee	Meeting Date	Status (√/O/X)	
Environment & Living	06/11/13	AV Community Cohesion & Integration Strategy 1. Progress noted. 2. Comments on progress & future direction be passed to Director + CM for Community Matters	Stephanie Moffat	No			√	
				Yes			Comments passed on	√
Environment & Living	6/11/13	Work Programme 1. Current position noted 2. WP Planning meeting to be organised in Nov or Dec 2013	Craig Saunders	Yes	E & L SC WP	future	√	
				Yes	E & L SC	28/11/13	√	
Environment & Living	18/9/13	Farming and Wildlife 1. Officers thanked. 2. Work done by AVDC to support biodiversity, green infrastructure noted. 3. Offer to Members for biodiversity site visits. 4. Greater publicity for work of the team	Lesley Davies	No			√	
				No			√	
				Yes			Members to advise	?
				Yes			Team to speak with Comms & Marketing	√
Environment & Living	18/9/13	Audit of Leisure Facilities 1. Findings of 2012/13 leisure audit noted 2. Committee fully supportive of work being done to improve leisure facilities across the Vale 3. Members to consider facilities site visits	Lesley Davies	No			√	
				No			√	
				Yes			Members to advise	?

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ENVIRONMENT AND LIVING SCRUTINY COMMITTEE: RECOMMENDATIONS TRACKER 2014-15

Decision				Tracking			
Scrutiny Committee	Meeting Date	Item and Recommendations	Contact Officer	Further Action (Yes/No)	Committee	Meeting Date	Status (√/O/X)
Environment & Living	18/9/13	VAP – Development Management Policies 1. Initial work of DM Policies Research Group noted	Roger Newell Charlotte Stevens	Yes	E & L SC	11/6/14	√
Environment & Living	18/9/13	Work Programme 1. Current WP position + approach to considering it at future meetings was noted	Craig Saunders	No			√
Environment & Living	12/6/13	Public Health 1. BCC Cabinet Member + Direct or Public Health thanked for attending 2. Health improvement work was noted. 3. Committee welcome opportunity to work more closely with partners.	Stephanie Moffat	No No No			√ √ √
Environment & Living	12/6/13	VAP – Development Management Policies 1. T&F Research Group to be established 2. 2 places on Research Group offered to Members not sitting on E&L SC. 3. DM Policy Schedule sent to all Members for their suggestions.	Roger Newell Charlotte Stevens	Yes Yes Yes	Research Group E & L SC	July '13	√ √ √
Environment & Living	12/6/13	Quarterly Performance Digest (Jan-March 2013) 1. Contents noted. 2. Further information on Aqua Vale & customer feedback	Tamsin Ireland	No Yes	E & L SC	18/9/13	√ √

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Appendix 4 – Scrutiny Work Programme – Selection Criteria

