

A spotlight effect is shown on the left side of the slide, with a bright beam of light illuminating the text and a soft glow on the floor below.

**Annual Report of the
Overview and Scrutiny
Committees 2010/11**

A spotlight effect is shown, with a spotlight fixture in the top left corner casting a bright beam of light onto the text below. The background is dark, and the light creates a soft, glowing area around the text.

...shining a spotlight on Council
services...



What is Overview and Scrutiny?

- **A statutory requirement**
- **A way of monitoring** Council Services
- Makes suggestions and recommendations for **improvement**
- **Examines** decisions made
- Reflects **concerns of public** and others (businesses, interest groups)
 - Regular press releases to inform public of work
 - Resident communication with Committees via scrutiny mailbox: scrutiny@stalbans.gov.uk
- Holds Executive and officers to account
 - Members of Overview & Scrutiny Committees cannot be on Executive (Cabinet)



How Are Overview and Scrutiny Committees Made up?

- **Mix of all political parties.**
- **Ruling party has majority on Committees**
- **In 2010/11 the largest opposing party held each Committee Chair**
 - **Majority party vice-chair**



Who scrutinised? Committee Chairs



**Councillor
Julian Daly**
Chairman,
Public
Services



**Councillor
Geoffrey
Turner**
Chairman,
Internal
Performance



How scrutiny works at SADC (1)

- Two Overview and Scrutiny Committees
 - Public Services: 9 meetings 2010-11
 - Internal Performance: 6 meetings 2010-11
 - 1 joint meeting to scrutinise Council budget
- Meetings open to public
- Proceedings broadcast via webcast



How scrutiny works at SADC (2)

- In addition to whole Committee meetings
 - Task and Finish Groups examine topics in depth
 - report back to parent Overview and Scrutiny Committee for recommendation/action
 - Community Safety is scrutinised through a Scrutiny Working Party
 - reports annually to Overview and Scrutiny (Public Services)



Some Highlights 2010-11

- Access to Westfield Site: facilitating discussion between interested parties
- Establishing principles for Charging for Council Services
- Producing toolkit to support best practice on provision of youth shelters
- Holding FCC to account over service levels
- Recommending tougher process for contractor/financial vetting
- In-depth discussions of proposals for Westminster Lodge
- Examination of proposals for Maltings Arts Theatre



Main topics discussed (1)

Leisure/ culture	Proposed development of Maltings Arts Theatre, new leisure facilities at Westminster Lodge/Cotlandswick, strategy for culture/museums, St Albans festival
Community	District's approach to community safety, supporting meals on wheels delivery, deprivation in the district
Planning/ development	Improving St Albans' public realm, tree strategy, examining the District's Vision for future spatial development
Transport	First Capital Connect (rail service problems), Quality Network Partnership (transport improvements)



Main topics discussed (2)

Environment/ regulation	Winter weather plans, refuse/recycling, incinerator proposals
Housing	Former allotments Westfield Road, council owned garages, heating charges, reform of council housing, housing strategic review
Finance	Corporate plan and budget, Westminster Lodge contracting and financial vetting, publication of expenditure over £500, charging for council services



Main topics discussed (3)

Service delivery/ strategy	Council/Local Strategic Partnership performance, Local Services Hub, information/communication technology contract, Business Improvement Programme/Organisational Development, work of environmental health and pest control services, District Vision, development of planning service, inclusion and communications strategies
Democracy	Elections and electoral canvass, councillor induction and training



Key scrutiny outcomes (1)

Leisure/ culture	Resolution to Cabinet to consider more information in decision making about Maltings Arts Theatre
	Commissioning further research on satisfaction with sports and leisure facilities
	Resolution to Cabinet to Change decision on Westminster Lodge
	Resolution to carry out further detailed work on Cultural Policy/Museums Strategy



Key scrutiny outcomes (2)

Environment/ development	Continued monitoring of the winter service operational plan
	Request for clear consistent information about refuse/recycling arrangements in severe winter weather
	Resolution that the Committee did not support a new incinerator to dispose of waste in/near the District, request that Cabinet consider options for increasing recycling rates



Key scrutiny outcomes (3)

Planning/ development	Detailed advice on project planning and delivery for the public realm following the earlier scrutiny review on this subject
	Request to Cabinet for specific actions regarding the Tree Strategy
Housing	Setting up garages task and finish group; encouraging further discussions about the Westfield site;



Key scrutiny outcomes (4)

Finance	A tougher process for contractor/financial vetting recommended
	Recommendations made regarding principles used when charging for Council services



Key scrutiny outcomes (5)

Service delivery	Monitoring, amendments suggested to proposals for a local services hub
	Monitoring and suggestions for further accountability arrangements for Local Strategic Partnership
	Issues raised with Portfolio Holder about development work on the District's Vision



Work of Task and Finish Groups

Topic Examined	Outcomes
Charging for Council Services	Principles to ensure Council charges fairly for services; used to draw up budget
Facilities for young people	Toolkit of best practice to establish youth shelters, circulated to all Councillors, Parish and Town Councils
Council owned garages	Principles for drawing up garages strategy to make the most of these assets; recommendation to establish portfolio working party and cross-departmental officer role
Community safety	Councillor concerns reported to Responsible Authority Group; Community Safety Partnership Strategy and Stronger Communities Action Plan



Scrutiny support – contact us

- If you have any comments to make about this report or want to make suggestions please contact the scrutiny mailbox scrutiny@stalbans.gov.uk

APPENDIX 2: Annex A: Digest of Topics Scrutinised by Overview and Scrutiny Committees 2010/11

Area Scrutinised	Topic	Scrutiny Outcome
Leisure and Culture		
Maltings Arts Theatre May 2010	Proposed redevelopment of Maltings Arts Theatre – Cabinet’s decision was called in for scrutiny by the Overview and Scrutiny (Public Services) Committee at its meeting in May 2010	<p>Recommended that Cabinet report being prepared for autumn 2010 include:</p> <ul style="list-style-type: none"> • A range of costed options for the continuing use of the Maltings as a theatre • A clear analysis of the impact of the options on live theatre • Information on the flexibility of space under the present arrangements compared to the proposed options • Consideration of how to maximize seating available as part of the analysis of different options • A description of the fit with District Vision • Clear consideration of target markets and any possible competition with the future Odeon (now renamed the Odyssey) • Analysis of the advantages and drawbacks of the Maltings site • Clear explanation of what is meant by ‘use of the theatre as a base for a new cultural hub’ • Clarity on the Theatre’s proposed role and programme as referred to in paragraph 7.9 of the April 2010 Cabinet report • A consultation strategy for the further development of the proposals <p>The Committee also requested that the Portfolio Holder;</p> <ul style="list-style-type: none"> • Carry out limited consultation with the public and existing users in advance of the Cabinet report being prepared • Consider any quick wins which should be taken forward under any future option (e.g. improvements to ticketing, physical improvements to the exterior)
Satisfaction with Sports and leisure facilities June 2010	Reasons for low satisfaction levels with the provision of sport and leisure facilities identified in the 2008 Place Survey	<ul style="list-style-type: none"> • To commission focus group research biased to the wards mentioned in the report as having lower scores • Portfolio Holder to consider whether user surveys might be introduced on those services listed in the paper where they do not routinely happen at the moment

Area Scrutinised	Topic	Scrutiny Outcome
		<ul style="list-style-type: none"> List of actions be developed in the next two or three months, from the satisfaction survey
Satisfaction with Leisure facilities Sept 2010	Feedback to OS IP on results of user satisfaction survey as requested by OS PS	<ul style="list-style-type: none"> Feedback noted: This Committee more interested in levels of use of Council's Sport and Leisure Facilities, especially by ward
Satisfaction with Leisure facilities Oct 2010	Results of focus group research amongst residents: key messages regarding satisfaction with sport and leisure	<ul style="list-style-type: none"> Officers to list "improvements groups would like to see" from report and provide officer views on which can be taken forward and which not, giving a reason
Satisfaction with Leisure facilities Dec 2010	Report on responses from residents during focus group discussions	<ul style="list-style-type: none"> List of actions to be developed from satisfaction survey with time frames for action completion to be reviewed on quarterly basis
Satisfaction with Leisure facilities March 2011	Consideration of list of actions developed by officers from focus groups/ satisfaction survey	<ul style="list-style-type: none"> Investigation of discrepancy in admission price of public swimming pools between St Albans and Harpenden Amendments to report suggested Publication of running routes on Council website to be widely publicised once available Further update to be received June 2011
New leisure facilities at Westminster Lodge July 2010	Meeting addressing concerns expressed by residents as to the size of the proposed Westminster Lodge Leisure Centre swimming pool. Subsequent monitoring of project progress and assumptions.	<ul style="list-style-type: none"> Recommendation to Cabinet that predicted shortfall of water provision at Westminster Lodge be partly met by increasing the size of the pool from the proposed eight lanes to ten lanes.
Financing of Westminster Lodge Leisure Centre July 2010	CFO presentation on potential income streams	<ul style="list-style-type: none"> Presentation noted by Committee
Westminster Lodge financial vetting Dec 2010	Details of financial checks applied prior to letting construction contract for new Westminster Lodge Leisure Centre. Also new arrangements for financial vetting for contractors.	<ul style="list-style-type: none"> Committee supports financial vetting process employed for renewed contract award in case of Westminster Lodge Leisure Centre construction contract Tougher process for ascertaining the suitability of external companies for undertaking work or supplying services to the

Area Scrutinised	Topic	Scrutiny Outcome
		Council before contracts are awarded be supported; the degree of rigour to be applied in such assessments be increased in proportion to the higher value of any contract.
Westminster Lodge contracting Dec 2010	Oral advice of Cabinet decision to award Westminster Lodge contract to Willmott Dixon Construction, following tender re-evaluation by officers.	<ul style="list-style-type: none"> • Decision to award construction contract to Willmott Dixon noted • That more information on financial checks carried out by officers as part of tender re-evaluation • That information be supplied to Members on what had the options were had the Council engaged contractors to undertake these checks • Part of decision taken under Part II
Westminster Lodge Membership Assumptions Jan 2011	Scrutiny of business case underpinning new Westminster Lodge Leisure Centre project	<ul style="list-style-type: none"> • Information received
Westminster Lodge financial vetting March 2011	CFO discussed financial vetting before awarding contracts	<ul style="list-style-type: none"> • Appoint external advisors to undertake financial checks not Council staff because the number to be carried out does not justify a post. • Use financial vetting services rather than existing consultants • Part of financial check process to involve liaison with other Authorities who have used same contractors
Culture/museums Oct 2010	Review of draft Cultural Policy and Museums' Strategy for the District, including plans to create a cultural hub of venues and activities.	<ul style="list-style-type: none"> • Draft Cultural Policy and Museums Strategy to be shared with Town and Parish Councils to gain their input. • Once the designated accreditation had been awarded to Verulamium Museum it should be widely promoted. • Extend "Cultural hub" concept to include arts venues and cultural attractions operated by other organisations and groups within the City, not just those under the Council's management.
St Albans festival Dec 2010	Plans for the delivery of the 2011 St Albans Festival	<ul style="list-style-type: none"> • Portfolio Holder for Culture and Heritage to consider more practical ways to better engage all Councillors in the Festival development. • Members to contact St Albans Festival manager to become engaged in process
Progress of Cotlandswick	Report on development of Cotlandswick Leisure Facility including information	<ul style="list-style-type: none"> • Update report to be received first half 2011.

Area Scrutinised	Topic	Scrutiny Outcome
Leisure Facility Dec 2010	about proposal and design, timescale, objectives, performance measures and social benefits	
Community		
Deprivation Report Oct 2010	Tracking of actions relating to "Tackling Deprivation: Help where Help is needed" report Feb 2010;	<ul style="list-style-type: none"> • Committee satisfied with status of actions that were completed, could no longer be pursued or which were no longer deliverable • Remaining actions to be monitored through SADC Departmental business plans, Local Strategic Partnership Delivery Plans or identified framework for delivery
Meals on wheels Winter Service provision Dec 2010	Monitoring of plans for winter weather provision of meals on wheels	<ul style="list-style-type: none"> • Committee satisfied with current arrangements after Scrutiny • Committee endorsed partnership working of third sector with other agencies
Planning and development		
Way ahead for Planning: A Fit for Purpose Planning Department July 2010	Presentation on proposed restructuring of Planning department	<ul style="list-style-type: none"> • Head of Planning and Building Control to consider reordering weekly list of planning applications to all Members by Ward • To consider informal social event to enable Members and planning officers to meet
Development of planning service March 2011	Monitoring of new systems including electronic document management, interactive web based system for customers "My Service Planning"	<ul style="list-style-type: none"> • Head of Planning and Building Control to investigate whether "My Service Planning" would offer interaction between officers and Councillors • Head of Planning and Building Control to review amount of information provided in planning reports and presentations at Planning Committee meetings
Project planning for public realm Sept 2010	Progress towards adoption of a Delivery Strategy and Project Plan for Public Realm in the District.	<ul style="list-style-type: none"> • Endorsement of approach summarised by report ie <ul style="list-style-type: none"> • Design of public realm in the city to be better understood, to be better planned; interconnected and reinforced through a number of specific projects that can be identified, prioritised and funded. • Delivery of higher quality product to be achieved through more effective organisation and co-working, and adequate budgets including S106 planning income

Area Scrutinised	Topic	Scrutiny Outcome
		<ul style="list-style-type: none"> • Consultants be appointed to provide Public Realm Delivery Strategy, • That knowledge transfer takes place to Council staff • Consultancy Brief to state clearly that it is a Delivery Strategy
District Vision June 2010	Monitoring of District Vision proposals	<ul style="list-style-type: none"> • Update regarding evening shopping requested for September 2010 meeting • Report noted
Tree strategy Sept 2010	Consideration of draft Tree Strategy before presentation at Cabinet	<ul style="list-style-type: none"> • Greater use of the Tree Warden Scheme, wider publicity of the scheme • ‘Ongoing’ target dates to be given more specific target dates • further measures to protect trees in planning applications • development of ‘right to light’ policy regarding overgrown trees • increased promotion of the tree sponsorship scheme
Environment and regulation		
Winter service operational plan Sept 2010	Report considering how services should be prioritised in times of very harsh weather.	<ul style="list-style-type: none"> • Chief Executive write to the Department of Transport, to support the proposal that “Government enable residents to feel able to volunteer to help the more vulnerable in our community by helping to clear snow and ice from public areas such as footpaths without the risk of litigation where they act reasonably and with good intent”. • Endorse findings of Review of Resilience of Priority Services at times of severe ice and snow • Support plan for treating footways that are responsibility of Council
Winter Refuse and recycling services Sept 2010	Consideration of recommendations by Recycling and Waste Management Working Group Party to improve collection of refuse and recyclables during periods of severe winter weather	<p>Recommendations to be accepted:-</p> <ul style="list-style-type: none"> • if disruptions to the collections last more than 3 days, then the “take all” policy be implemented • That slip on snow shoes that go over safety boots be provided to the collection crews to help them walk on snow and ice • No use of snow tyres and chains on the contractor’s vehicles. • That the availability of equipment and additional salt from Enterprise be noted and • That the option for Sunday and or Bank Holiday working be

Area Scrutinised	Topic	Scrutiny Outcome
		<p>implemented if required</p> <ul style="list-style-type: none"> • Clear consistent information with regards to refuse and recycling, to be published and advertised from October, repeatedly
<p>Incinerator proposals Oct 2010 (Council Referral Sept 2010)</p>	<p>Report on proposed “Energy from Waste Facility” for disposal of municipal waste and reason for selection of potential sites after motion “this Council does not support the use of a new incinerator to dispose of waste. This Council and the County Council should work together explore alternative methods that do not harm the environment”.</p>	<ul style="list-style-type: none"> • The Committee resolved that it did not support the use of a new incinerator to dispose of waste • Requested that Cabinet consider what SADC could do to deliver a substantial increase in recycling rates, working in partnership with Hertfordshire County Council
<p>Pest Control Services (IP) January 2011</p>	<p>Progress of Pest Control Contract</p>	<ul style="list-style-type: none"> • Committee satisfied with progress • Matter to be reviewed in 18 months
<p>Housing</p>		
<p>Former allotments Westfield Road Harpenden Nov 2010. Call-in of Cabinet decision Sept 2010</p>	<p>Call-in of Cabinet decision revoking earlier agreement made by Cabinet (2004 and 2006) in principle to grant Harpenden Town Council (HTC) right of way across its land to former allotments at Westfield Road, Harpenden.</p>	<ul style="list-style-type: none"> • Cabinet to work with Harpenden Town Council, Harpenden Mencap and Westfield Action Group to see if it would be possible to meet the needs for affordable housing and improvements to the green space at the Beeching Close garage site, the former allotment site, the current allotment site and the adjoining playing field at Westfield Road
<p>Closure and demolition of council owned garage site Oct 2010</p>	<p>Scrutiny of effectiveness of recent consultation with residents over closure of Partridge Road garage site.</p>	<ul style="list-style-type: none"> • Garage Task Group to take account of the issue • Recommended that “any future decisions in respect of the long term future of garage sites will be consulted in full with the local community before a final decision is made...” • Officers to re-assess how communication with the public could be more helpful including a review from the recipient service user’s perspective.
<p>Heating charges for tenants May 2010</p>	<p>Scrutiny of increases</p>	<ul style="list-style-type: none"> • Having scrutinised the savings achieved by the Central Buying Consortium (CBC) and comparing current level of charges to standard domestic tariff, Committee satisfied that tenants with communal boilers receiving better rates through CBC contracts

Area Scrutinised	Topic	Scrutiny Outcome
		than through standard domestic tariffs
Reform of Council Housing May 2010	Update on Government proposals	<ul style="list-style-type: none"> • Portfolio holder for Housing Services to consider how to involve all Council Members in Council's response.
Portfolio Holder Review: Strategy and Enabling (Housing) Jan 2011	Issues identified by Portfolio holder for Housing review, including approach to housing strategy after recent policy changes inc finance, homelessness, sheltered housing	<ul style="list-style-type: none"> • Review and actions taken to date to be noted • Officers asked to be mindful of effect on Council's capital expenditure when reporting progress to future meetings.
Statistics on Homelessness and Housing options enquiries March 2011	Average time spent by a family in temporary accommodation	<ul style="list-style-type: none"> • Report noted. Concerns of Committee regarding upturn in number of families needing to be housed in temporary accommodation had not materialised. • Report to be updated for March 2012.
Sheltered Housing March 2011	Progress to date with the sheltered housing redevelopment programme	<p>That report to Cabinet 7 June 2011 to include following comments:-</p> <ul style="list-style-type: none"> • in considering the potential changes and impacts of funding changes on the sheltered housing programme, the affected tenants be treated sensitively; and • the Council should explore options to soften the impact of the funding changes on tenants in sheltered housing.
Audit Referral regarding Council-owned garages Sept 2010	Overview and Scrutiny (Public Services) to scrutinise a number of issues concerning council-owned garages	<ul style="list-style-type: none"> • Task and Finish group to be set up to consider Council-owned garages, with politically proportionate membership • Draft Terms of Reference to be agreed by group • Lead officer to be Head of Housing or most appropriate officer
Task and Finish Groups		
Prelim Report of Garages Task and Finish group Dec 2010	Discussion of Terms of Reference of Garages Task and Finish group	<ul style="list-style-type: none"> • Scrutiny support officer to clarify whether meetings can be held in public and vote to go to Part II where necessary • Group to work to Terms of Reference discussed at meeting and formally agree at a future meeting
Just Hanging Out March 2011	Review how to provide youth shelters in the St Albans District.	<ul style="list-style-type: none"> • That the Committee wishes the use of youth shelters in the District to be continued. • That the 'toolkit' as formulated by the Task and Finish Group be

Area Scrutinised	Topic	Scrutiny Outcome
		<p>adopted by the District Council for the planning of new youth shelter facilities or working with others to do this.</p> <ul style="list-style-type: none"> • That officers be recommended to publicise the toolkit and forward copies to Town and Parish Councils, the LSP, Youth Councils and community groups. • That the Chief Executive, as Proper Officer, to present the report of the Task and Finish Group to the Council meeting to be held on 20 July 2011. • Portfolio Holder to explore the feasibility of a pilot project into the use of portable youth shelter(s)
Charging for council services Nov 2011	The Committee had asked that in-depth work was done on the way the Council charged for certain services. A Task and Finish group was established which did its work in Summer/Autumn 2010. Its work was presented in Autumn 2010	<ul style="list-style-type: none"> • That in drawing up Budget for 2011/2012 Cabinet and relevant officers to take account of report of Task and Finish group • That the principles established by the Task and Finish group be adopted in relation to charging • Recommendations to Council were made regarding principles to use when charging for services. • Detail included increasing charges (to cover costs where possible unless charges/changes might be seen to be unfair or unjust or for reasons of Council policy/practicality), transitional periods for increases, charging for non-residents, possibility of levying top-up fees, clarity about rationale for charges, consultation and communication regarding charging and budget more generally
Transport and Highways		
First Capital Connect (FCC) June 2010	FCC presentation on improvements after severe disruption to service during winter, at request of SADC	<ul style="list-style-type: none"> • Report received from Mr Larry Heyman (Integration and Partnership Manager) and Mr Neal Lawson (MD) who also responded to Members questions, some of which presented on behalf of public. • Update to questions about new customer information system, train noise levels and fares to be received 2nd December 2010
First Capital Connect Dec 2010	Update to questions about new customer information system, train noise levels and fares	<ul style="list-style-type: none"> • FCC to discuss problems at Harpenden station with taxis blocking access with relevant colleague • FCC to discuss online customer information service content issues

Area Scrutinised	Topic	Scrutiny Outcome
		<ul style="list-style-type: none"> with website provider, Enris • Issues raised by public via scrutiny mailbox addressed by FCC
Residual Highways Function Nov 2010	Current highway agency arrangements with HCC and residual highway functions carried out by SADC	<ul style="list-style-type: none"> • Officers to include core information from report on division of responsibilities for services between Hertfordshire Highways and District Council in next edition of the Members Information Bulletin
Quality Network Partnership Dec 2010	Presentation on the work of the transport partnership of St Albans Local Strategic Partnership	<ul style="list-style-type: none"> • Issues raised by public via scrutiny mailbox addressed by Stephen Joseph of QNP • Members to email Engineer and Technical services manager with particular issues relating to bus routes • Engineer and Technical services manager to circulate Members with Green travel presentation
Cycling March 2011	Investigation of how SADC can promote cycling to reduce reliance on motorised travel	<ul style="list-style-type: none"> • Approved suggested format for the item on cycling to be discussed at next Committee meeting June 2011 • Brief to be circulated to groups and individuals who expressed an interest beforehand
Overview and Scrutiny Processes		
O&S Terms of Reference June 2010	Revised terms of reference presented to September OS PS	<ul style="list-style-type: none"> • Revised terms of reference to be presented to November 2010 Council • Report requested for January 2010 reviewing the work programme of officers employed to support the work of Overview and Scrutiny
O&S Terms of Reference (ToRs) July 2010 (IP)	Revised terms of reference presented	<ul style="list-style-type: none"> • Council recommended to amend ToRs for Overview and Scrutiny (Internal Performance) Committee by adding scrutiny of Partnerships and Procurement
Scrutiny Support Officer work programme Jan 2011	Summary of work undertaken by Scrutiny Support officer post in 2010/11 Municipal year	<ul style="list-style-type: none"> • Report including possible topics for scrutiny in next municipal year to be noted • Scrutiny Support Officer to report to Committee every 6 months on Scrutiny expenditure.
Scrutiny Annual Report May 2010	Draft annual report 2009/10	<ul style="list-style-type: none"> • A number of comments were made to add to the annual report version to be submitted to Overview and Scrutiny (Internal Performance) Committee
Scrutiny Annual	Draft annual report 2010/11	<ul style="list-style-type: none"> • Fees and Charges Task and Finish group to be re-established

Area Scrutinised	Topic	Scrutiny Outcome
Report (IP) July 2010		<ul style="list-style-type: none"> • Amendment to draft report • Report approved for submission to Council July 2010
Scrutiny support officer work programme Jan 2011	Update on task and finish groups and forward work plan	<ul style="list-style-type: none"> • Scrutiny of new Development control website suggested, obtaining views of public and stakeholders • Chief Executive (CEX) to attend a meeting to talk about operation of Council and current issues
Finance		
Corporate plan and budget Sept 2010	Update provided for Members and budget implications as result of Coalition Government announcements on local government finance	<ul style="list-style-type: none"> • Chair and vice-Chairs of both Overview and Scrutiny Committees agree best means of conducting pre-budget scrutiny for 2011/12
Corporate plan and budget Update Dec 2010	Outline content and key messages for Corporate Plan 2011-16 and progress on draft General Fund and HRA budgets for 2011-16.	<ul style="list-style-type: none"> • Report to be submitted to next meeting Cabinet January 2011. • Answers to specific questions to be provided to Members by Chief Finance Officer • Chief Executive (CEX) suggested small group of Members meet CEX to discuss appropriate level of explanatory detail for report to be presented December 2011
Budget Update 2011/12 Jan 2011	Response to answers asked of CFO December 2010	<ul style="list-style-type: none"> • Further questions to be submitted directly to Chief Finance Officer
Publication of expenditure over £500 Sept 2010	Review of introduction of this activity following Government directive	<ul style="list-style-type: none"> • Approach used by officers to prepare information for publication online of Council expenditure over £500 be endorsed
CIFAS ¹ Insurance Sept 2010	Verbal update on special one year insurance cover purchased by Council for residents whose personal data was on laptop stolen from Council premises 2009	<ul style="list-style-type: none"> • Advice to Chief Financial Officer offered • Verbal report noted
Service delivery		
Council Performance	Financial performance against budget; performance indicators against target;	<ul style="list-style-type: none"> • That Council Performance and Budget summary report for Quarters 1 and 2 of 2010/11 be noted

¹ CIFAS is a Fraud Prevention Service covering the UK

Area Scrutinised	Topic	Scrutiny Outcome
Report Q1 and 2 2010/11 Nov 2010	progress on priority programme boards against key milestones	<ul style="list-style-type: none"> • That Performance Information Task and Finish group be re-established in February/March 2011
Council and LSP performance Reports Q4 and year end 2009/10 July 2010	Performance of district council and local strategic partnership against performance indicators; setting new indicators for Council for 2011/2012 as government has abolished previous administration's measurements	<ul style="list-style-type: none"> • That performance report be noted • That progress against key milestones in delivery plans be noted and update given January 2011 • That Performance Information Task and Finish group be re-established to ensure officers not asked to collect data unnecessarily
Council Performance and Budget Summary Report Quarter 3 Oct – Dec 2010 March 2011	Council performance and data for Q3 performance of LSP, including progress of current key milestones linked to priorities and programme boards, milestones to be achieved Q4 and financial position	<ul style="list-style-type: none"> • Council Performance and Budget summary noted • Principles against which performance indicators will be reviewed to be noted • LSP Q3 performance data to be noted
Budget Nov 2010		<ul style="list-style-type: none"> • Line of explanation to be included where there is >£50K difference on budget
Local Services Hub Nov 2010	Discussion of proposals to develop a new model of service delivery based upon partnership working between the Council and other organisations	<ul style="list-style-type: none"> • Concerns about nature of proposals expressed, particularly democratic accountability and linking “back office” functions. • Committee resolved that it was not willing at this stage to endorse the proposed model, and that Council take into account (the Committee's concerns) in its deliberations. • Committee to be kept informed as the proposals develop.
Local Services Hub update Jan 2011	Update on work undertaken by LSP to develop new model of local service delivery	<ul style="list-style-type: none"> • LSP co-ordinator to look into securing funds from the “New Models of Service Delivery Fund” • Report noted
Local Strategic Partnership March 2011 (IP)	Update on request to officers to consider further ways of publicising partnership activity to all Members of Council.	<ul style="list-style-type: none"> • Committee requested information on LSP from Scrutiny point of view, on performance aspect and areas where LSP might be active. • Direct Member communication with Lead Officer agreed
Comprehensive Spending Review Nov 2010	Oral update by Chief Finance Officer	<ul style="list-style-type: none"> • Members were reminded that three finance scrutiny seminars had been arranged prior to joint meeting of both OS Committees in December 2010

Area Scrutinised	Topic	Scrutiny Outcome
ICT contract Review July 2010	Monitoring of contract review and performance for this service including satisfaction, security/ resilience before submission to Cabinet in July 2010	<ul style="list-style-type: none"> • Report recommendations supported by Committee • Progress report to be given to Committee January 2011
ICT contract Review Update Jan 2011	ICT progress presentation outlining improvements to security and confidence, status of current contract, improvements implemented, satisfaction results and next steps	<ul style="list-style-type: none"> • Questions of Members answered including results of staff satisfaction survey
Business Improvement Programme July 2010	Progress of BIP and its links with Organisational Development (OD) programme: green travel for staff, new Complaints Process; Integrated Enforcement Service; Customer Contact and Care; Electoral Registration process, use/sharing of personal data: Council restructuring and OD	<ul style="list-style-type: none"> • Update requested for meeting 11th November 2010
Business Improvement Programme and Organisational Development Nov 2010	Updates on and monitoring of: green travel for staff; Integrated Enforcement Project, home/mobile working; corporate workflow and document management; Pathfinder Project with HCC; Local Services Hub project;	<ul style="list-style-type: none"> • Update requested for meeting 3rd March 2011
Business Improvement Programme and Organisational Development (IP) March 2011	Report on delivery of Integrated Enforcement, Planning projects and electronic document management system; and ongoing projects: green travel for staff, home and mobile working, electronic document management system; CRM management with Cambridge City Council; Complaints process	<ul style="list-style-type: none"> • Presentation noted

Area Scrutinised	Topic	Scrutiny Outcome
Work of Commercial Team within Environment and Regulatory Services Sept 2010	Update and briefing: integrated enforcement team, targeting of Environmental Health Team, improvements to Pest Control service	<ul style="list-style-type: none"> • Report on work of Commercial Team within Environment and Regulatory services 2010/11 to be presented July 2011 • Head of Environment and Regulatory services to attend OS IP meeting January 2011 to report on outcome of Integrated Enforcement Project and progress of Pest Control Service.
Balance of Spending on 'City Vision' and 'Rural Vision' Nov 2011 (referral from Council Sept 2010)	Work done on the City and Rural Visions of the Council, in particular development and funding and way forward for Vision implementation through the emerging Local Development Framework	<ul style="list-style-type: none"> • Issues raised around additional funding for development work, progress of Rural Vision against City Vision. • That the Portfolio holder for Planning and Conservation be asked to be mindful of concerns of Members as set out in the foregoing as work on District Vision is progressed.
Draft Inclusion strategy Jan 2011	Review of Council's draft approach to including all residents in work of SADC over next three years	<ul style="list-style-type: none"> • Members' comments, including those of OS PS to be taken into account in the final strategy
Corporate Communications strategy 2010-13 Jan 2011	Review of Corporate Communications Strategy after first year of implementation.	<ul style="list-style-type: none"> • Resident satisfaction with community publications, comparison of success of various publications in Hertfordshire and nature of content for future discussion. • Communications to be discussed in Autumn with focus on distribution methodology for Community News
Localism bill March 2011	Options for Council to develop a local approach on specific areas of localism Bill.	<p>Cabinet to be advised of Committee's views on four issues prioritised by Cabinet Feb 2011:-</p> <p><u>Neighbourhood and community governance</u></p> <ul style="list-style-type: none"> • Membership of a neighbourhood forum to be open to adults in the area concerned whose names appear on the electoral roll and/or are Council Taxpayers; • Clarification of a 'written constitution' in relation to neighbourhood forums, and what would happen if more than one body wishes to act as forum for area; • Council to consult local community regarding criteria to be met before an area can be recognised as having a neighbourhood forum; • Council not to rule out parish option for city. If an estimated electorate of 43,000 people in the unparished area of St Albans

Area Scrutinised	Topic	Scrutiny Outcome
		<p>City centre is too big to be covered by a single parish, consideration be given to creation of several parishes;</p> <ul style="list-style-type: none"> • Clarity should be sought on whether neighbourhood forums could raise funding through the special expenses scheme. <p><u>Neighbourhood Planning</u></p> <ul style="list-style-type: none"> • Concern at the apparent absence of any requirement for Councillor involvement in the initiation of a neighbourhood development order or a neighbourhood development plan; • Proposals should not allow small area groups to take decisions that affected a wider part of the District; • Any criteria for neighbourhood planning should be flexible enough to allow for different policy content reflecting different parts of the District. Consideration could be given to splitting the District along North, Central and South lines to mirror current Development Control arrangements. <p><u>Housing Finance</u></p> <ul style="list-style-type: none"> • The introduction of self financing would mean huge debt for this Council relative to the capital value of its housing stock. <p><u>Referendums</u></p> <ul style="list-style-type: none"> • Clarity needed on limits to scope of referendums for different geographical areas. It would not be right, for example, for a small area which might require only 250 signatures to trigger a referendum to propose a question that affected a much wider number of residents. Under the Council's Constitution, a petition requires 1,000 signatures from local electors for a matter to be debated in a Council meeting; • Details needed on how a local referendum would be paid for and how and by whom it would be conducted, i.e. electronically, by letter or by visiting a polling station.
Democracy		
Conduct of Elections Held 6 th May 2010 July 2010	Conduct of General and Local Government elections and problems to be addressed for next local elections	<ul style="list-style-type: none"> • Committee satisfied with arrangements

Area Scrutinised	Topic	Scrutiny Outcome
Electoral canvass 2011 Sept 2010	Review of arrangements for 2010 and 2011 elections /referendum including new venue for count, canvass results and ways of increasing returns.	<ul style="list-style-type: none"> • Officers to report to future Committee meeting on how much money Council had saved through residents choosing to register to vote via electronic means • Action plan endorsed
Autumn 2010 electoral canvass Nov 2010	Oral update from Head of Legal and Democratic Services on response rates and ways used to update data	<ul style="list-style-type: none"> • Report on Electoral Canvass Return 2007 to be updated at conclusion of current canvas and presented at next Committee meeting
Electoral Canvass Return 2010 Jan 2011	Head of Legal and Democratic Services presented report and preliminary analysis of relative report rates across county	<ul style="list-style-type: none"> • Scrutiny support to check if household turnover figures by ward were available • Members suggested contacting management companies of flats to display electoral canvass posters on notice boards
Elections Preparation March 2011	Oral update from Head of Legal and Democratic Services on administrative arrangements for local elections and national referendum in May 2011	<ul style="list-style-type: none"> • Oral update noted
Member induction and training July 2010	Timing and attendance of events, delivering joint training with other authorities and looking at different ways of delivering training (e.g. IT based)	<ul style="list-style-type: none"> • Noted Member training programmes for 2009/10 and 2010/11 • All Members of Council to be sent questionnaire by Head of Legal and Democratic services to discover why training not attended, timing preferences, topics to be covered • Group leaders to actively encourage Member attendance at training events and monitor through central record of past attendances
Member induction and training Sept 2010	Results of questionnaire received	<ul style="list-style-type: none"> • Head of Legal and Democratic Services to compile Member Training Programme 2011/12 broadly reflecting Members' views in questionnaire • Heads of Service who arrange for training to consider different formats for delivery as per questionnaire results • Central record of past attendances by Member at key training events to be sent to Group Leader, Secretary and Whip annually, requesting them to encourage great participation



Appendix 2: *Annex B:* For Further information

- Copies of meeting agendas and minutes published at: <http://stalbans.moderngov.co.uk/ieDocHome.aspx?bcr=1>
- Proceedings broadcast via webcast. Links to the webcasts can be found at <http://www.stalbans.ukcouncil.net/site/>
- Members of the Committees can be found at
 - Overview and Scrutiny (Internal Performance) at <http://stalbans.moderngov.co.uk/mgCommitteeMailingList.aspx?ID=136>
 - Overview and Scrutiny (Public Services) at <http://stalbans.moderngov.co.uk/mgCommitteeMailingList.aspx?ID=134>