



Haverling

L O N D O N B O R O U G H

VALUE OVERVIEW & SCRUTINY COMMITTEE AGENDA

7.30 pm	Thursday 3 July 2014	Town Hall, Main Road, Romford
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Members 9: Quorum 4

COUNCILLORS:

Conservative (4)	Residents' (3)	UKIP (1)	Independent Residents (1)
Philippa Crowder (Vice-Chair) John Crowder Steven Kelly Robby Misir	Clarence Barrett (Chairman) Barbara Matthews Barry Mugglestone	David Johnson	Graham Williamson

**For information about the meeting please contact:
Richard Cursons 01708 432430
richard.cursons@onesource.co.uk**

What is Overview & Scrutiny?

Each local authority is required by law to establish an overview and scrutiny function to support and scrutinise the Council's executive arrangements. Each overview and scrutiny committee has its own remit as set out in the terms of reference but they each meet to consider issues of local importance.

They have a number of key roles:

1. Providing a critical friend challenge to policy and decision makers.
2. Driving improvement in public services.
3. Holding key local partners to account.
4. Enabling the voice and concerns of the public.

The committees consider issues by receiving information from, and questioning, Cabinet Members, officers and external partners to develop an understanding of proposals, policy and practices. They can then develop recommendations that they believe will improve performance, or as a response to public consultations.

Committees will often establish Topic Groups to examine specific areas in much greater detail. These groups consist of a number of Members and the review period can last for anything from a few weeks to a year or more to allow the Members to comprehensively examine an issue through interviewing expert witnesses, conducting research and site visits. Once the topic group has finished its work it will send a report to the Committee that created it and it will often suggest recommendations to the executive.

Terms of Reference

The areas scrutinised by the Committee are:

- Customer access
- E-government and ICT
- Finance (although each committee is responsible for budget processes that affect its area of oversight)
- Human resources
- Asset Management
- Property resources
- Facilities Management
- Communications
- Democratic Services
- Social inclusion
- Councillor Call for Action

AGENDA ITEMS

1 CHAIRMAN'S ANNOUNCEMENTS

The Chairman will announce details of the arrangements in case of fire or other events that might require the meeting room or building's evacuation.

2 APOLOGIES FOR ABSENCE AND ANNOUNCEMENT OF SUBSTITUTE MEMBERS

(if any) - receive.

3 COMMITTEE MEMBERSHIP

To note the membership of the Committee

4 DISCLOSURE OF PECUNIARY INTERESTS

Members are invited to disclose any pecuniary interest in any of the items on the agenda at this point of the meeting.

Members may still disclose any pecuniary interest in an item at any time prior to the consideration of the matter.

5 MINUTES (Pages 1 - 4)

To approve as a correct record the minutes of the meeting held on 9 April 2014 and authorise the Chairman to sign them.

6 OVERVIEW & SCRUTINY PRESENTATION (Pages 5 - 20)

The Committee is asked to receive a presentation on the Overview and Scrutiny arrangements in Havering

7 COMMITTEE'S WORK PLAN 2014/15 (Pages 21 - 24)

To agree the Committee's work plan for the municipal year 2014/15

8 URGENT BUSINESS

To consider any other item in respect of which the Chairman is of the opinion, by reason of special circumstances which shall be specific in the minutes that the item should be considered at the meeting as a matter of urgency.

**Andrew Beesley
Committee Administration
Manager**

**MINUTES OF A MEETING OF THE
VALUE OVERVIEW & SCRUTINY COMMITTEE
Town Hall, Main Road, Romford
9 April 2014 (7.30 - 8.55 pm)**

Present:

Councillors Robby Misir (Chairman), Rebecca Bennett, Clarence Barrett, Keith Darvill, Sandra Binion, +Wendy Brice-Thompson, +Garry Pain and +Frederick Thompson

Apologies for absence were received from Councillor Ray Morgon, Councillor Jeffrey Brace, Councillor Billy Taylor and Councillor Damian White

+Substitute members: Councillor Wendy Brice-Thompson (for (Billy Taylor), Councillor Fred Thompson (for Damian White) and Councillor Garry Pain (for Jeffrey Brace)

17 MINUTES

The minutes of the meeting of the Committee held on 13 February 2014 were agreed as a correct record and signed by the Chairman.

18 ONESOURCE JOINT WORKING WITH THE LONDON BOROUGH OF NEWHAM

Members received a presentation on the oneSource initiative. oneSource was already providing over twenty different services to the London Boroughs of Havering and Newham, making it the largest local authority shared partnership in London and saving the two councils an estimated £40m by 2018-19.

Members were advised that the business model was based on a shared service industry standard formula which would allow a 30% reduction of fixed costs in the senior management structure, a productivity gain of 9% by the services coming together and eliminating duplication and an 11% efficiency gain by re-engineering services and common processes.

Members were advised that oneSouce was governed by a Joint-Committee made up of three councillors from Havering and three councillors from Newham that met at least twice a year. The Chairman of the Joint-Committee rotated each year and Havering currently had the Chairmanship until May 2014. The main remits of the Joint-Committee was to approve service plans, budgets, business/strategic plans and monitor service levels

and performance. The Joint-Committee was also tasked with approving new business opportunities.

Following a question from a member officers clarified that the oneSource working arrangement could be terminated be mutually terminated by both sides or one side only.

Members noted that staff were still employed by their original employer (either Havering or Newham) and their terms and conditions, policies and procedures remained the same. Most employees would be in the same roles as before, working in the same teams/place of work and providing the same services to customers using similar processes.

Differences included teams made up of both Havering and Newham staff and possible joint working locations. Most letters and emails would be sent out using the oneSource logo and new email addresses had been issued to staff members along with the introduction of a new intranet site.

In the forthcoming months all services affected by the merger were to be reviewed and redesigned. New structure and roles would be introduced within services with a long term aim to converge HR policies and procedures and allow consistent pay grades across the two councils.

Included with the presentation was a timetable detailing when service reviews were due to take place the contents of which members noted.

Members noted that future business development was planned by attracting new customers that would reduce costs for Havering and Newham. It was felt that oneSource could offer other organisations full back office support or individual services such HR, Payroll or Legal.

19 **CORPORATE PERFORMANCE INDICATORS**

The report before members detailed a graphical illustration of trends over 2012/13 and 2013/14 for the Council's corporate performance indicators that related to the Value Goal in the Corporate Plan.

The latest benchmarking data for Quarter 3 2013/14 had been used, except for the Council Tax and NNDR collection rates where Q4 2012/13 provided a more meaningful end-of-year comparison; and speed of processing new Housing Benefit only claimants and speed of processing changes in circumstances of Housing Benefit only claimants where Q2 2013/14 was the latest comparative data (as it was always a quarter behind). It was important to note that since the abolition of the National Indicator Set in 2010, most performance indicators were collected on a local basis and therefore methodologies may have differed slightly.

In reply to a member's question as to why the London Borough of Newham was shown in some indicator sets and not others, officers undertook to

investigate what information was supplied by Newham and whether it could be incorporated into future reports.

Similarly members noted that the London Borough of Barking and Dagenham did not report their figures on all of the indicator sets.

Members also asked if sickness absence numbers could be broken down into exact numbers of staff that were sick and the service areas they were employed in. Officers undertook to look at the information but advised that some service areas were small enough that anonymity would be hard to protect.

Members also felt it would be helpful if the numbers of users servicing online could be reported.

The Committee noted the report.

Chairman

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Havering
LONDON BOROUGH

www.havering.gov.uk

An Introduction to Overview and Scrutiny

Page 5

**Democratic Services
London Borough of Havering**

Agenda Item 6



If Councils get it wrong!

- North Staffs
- Baby P
- Quintin Kynaston School





Decision making in the Constitution

- **Council** functions, which are explicitly the responsibility of the full Council and/or its Committees or staff on their behalf.
- **Executive** functions, which are the responsibility of the Executive, meaning the Cabinet or individual Cabinet Members, or staff on their behalf.



What is Overview and Scrutiny?

- Review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions.
- Make reports and/or recommendations to the Council/Cabinet/any policy committee, in connection with the discharge of any functions.



The Overview and Scrutiny Committees

(no members of the Executive (Cabinet) may sit on O & S)

- Children & Learning
- Crime and Disorder Committee
- Environment O & S
- Health O & S
- Individuals O & S
- Towns and Communities O & S
- Value O & S



Individuals Overview and Scrutiny Committee

- 7 Members (3:2:1:1)
- Chairman – Councillor June Alexander (Residents' Group)
- Vice-Chairman - Councillor Philip Hyde (UKIP Group)



O & S – Topic Groups (1)

- **Setting up Topic Groups**
- **Scope and reporting**
- **Time limit**
- **Number limit**
- **Membership**



OSC Topic Groups (2)

What is required?

- Clear terms of reference
- Careful scoping
- Careful monitoring, to avoid allowing the review to unconsciously change its remit
- A clear plan including timelines



O & S Topic Groups (3)

- Recommendations which have SMART (Specific, Measurable, Achievable, Realistic and Timed) targets and which are assigned to named individuals
- A robust review of progress at predefined dates after the review has been completed.



O & S – Committee Procedure Rules

Part 4, pages 271 - 281 of the Constitution



O & S – What Happens in Practice

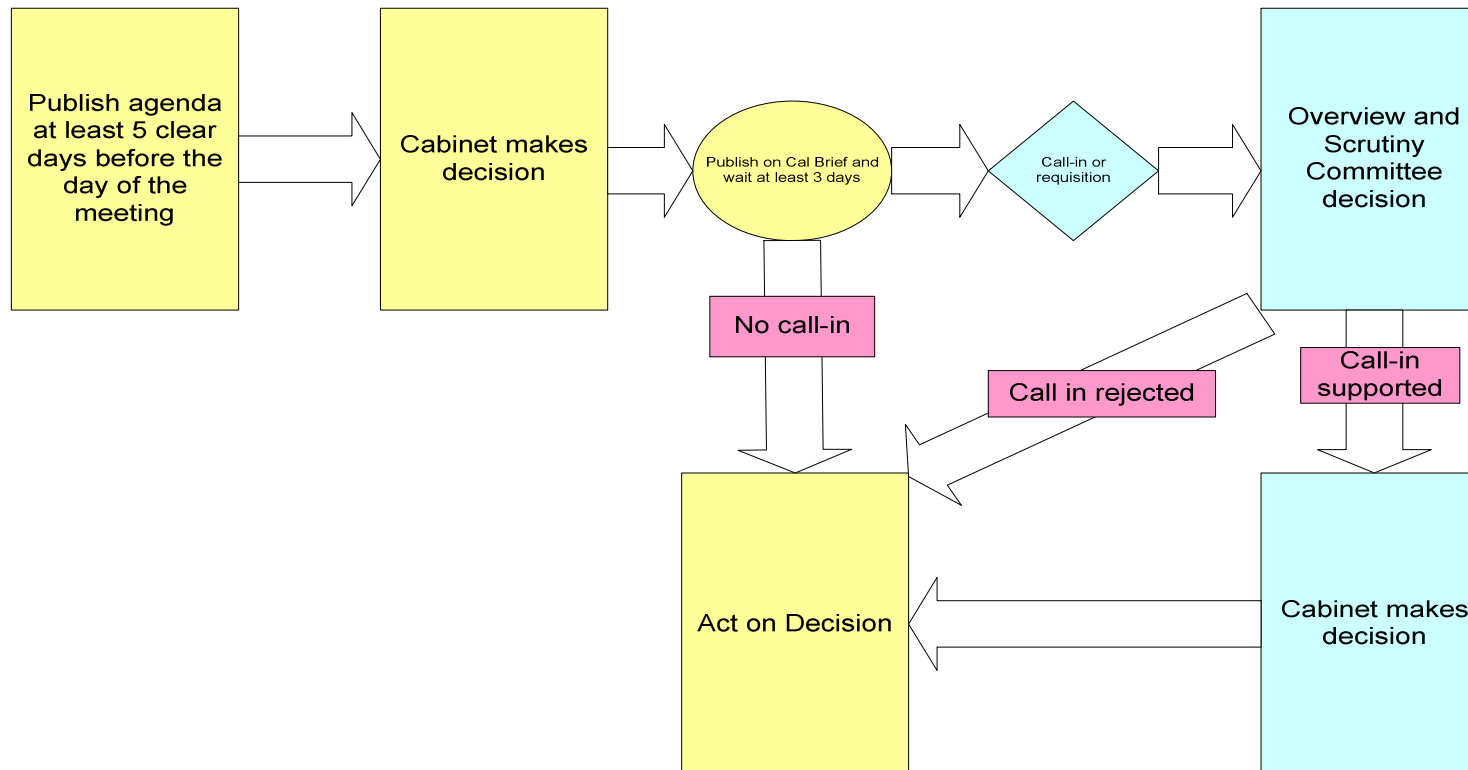
- Requisitions/Call-ins
- Budget Scrutiny
- Policy Framework Plans
- Topic Groups
- Performance





The call-in process in Havering

Cabinet decision - call in process





Councillor Call for Action

- The Councillor Call for Action (CCA) is a power that allows any Member to bring a matter of concern to an OSC.



Statutory Scrutiny Officer

- Promotes the role of the Authority's OSCs
- Provides support to the Authority's OSCs and their Members
- Provides support and guidance to:
 1. Members of the Authority
 2. Members of the Executive of the Authority
 3. Officers of the Authority
- Statutory Scrutiny Officer for Havering – Andrew Beesley, Committee Administration Manager



Committee Administration Contacts

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Committee Administration Manager

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VALUE OVERVIEW AND SCRUTINY COMMITTEE

3 JULY 2014

Subject Heading:

Committee's Work Programme 2014/15

CMT Lead:

**Andrew Blake-Herbert, Joint Managing
Director, OneSource**

Report Author and contact details:

**Richard Cursons
Tel: 01708 432430**

Policy context:

**richard.cursons@onesource.co.uk
To agree the Committee's work
programme for the 2014/15 municipal
year.**

SUMMARY

At this stage of the municipal year, the Committee needs, so far as is practicable, to agree its work programme for the forthcoming year. This applies to both the work plan of the Committee as a whole and to the subject of any topic group run under the Committee's auspices.

RECOMMENDATION

That the Committee agree its work programme for the 2014/15 municipal year.

REPORT DETAIL

Shown in the schedule at the end of the report is a draft work programme for the Committee's five meetings during the municipal year (this does not include the Joint Overview and Scrutiny Committee meeting held in January to consider the

Council's budget). This has been drawn up by officers following initial discussions with the Chairman and Vice-Chairman.

Members will note that a significant proportion of the work plan has been left blank at this stage. This is to reflect the fact that Members may wish to select further issues for scrutiny in light of the briefings they are given by officers during the year. In addition, previous experience has shown that is beneficial to leave some excess capacity in order to allow the Committee to respond fully to any consultations or other urgent issues that may arise during the year.

Additionally, the Committee may wish to select an issue for more in depth scrutiny as part of a topic group review. Council has recommended that, in view of limited resources, only one such topic group is run at any one time. The Committee is therefore requested to consider what should be the subject of its next topic group review, if any.

It should be noted that the Committee has in the past made considerable use of its powers to request written information from officers on any subjects within its remit. These powers can be used by the Committee at any time and are not therefore considered within this report.

IMPLICATIONS AND RISKS

Financial implications and risks:

None – it is anticipated that the work of the Committee can be supported by existing staff resources and minor budgets within democratic services.

Legal implications and risks:

None.

Human Resources implications and risks:

None.

Equalities implications and risks:

None.

BACKGROUND PAPERS

None.

SCHEDULE: PROPOSED HEALTH OSC WORK PROGRAMME 2014/15

3 JULY 2014	18 SEPTEMBER 2014	29 OCTOBER 2014	13 JANUARY 2015	4 MARCH 2015	16 APRIL 2015
Introductory scrutiny presentation	oneSource update and review	oneSource update and review	oneSource update and review	oneSource update and review	Committee's Annual report
Work plan report	Corporate performance indicators	Corporate performance indicators review/consultation	NNDR review	TBA	oneSource update and review
Budget review parameters	IT Review	Asset review	Customer services review		
	Budget review presentation				

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