

Review Committee Annual Report 2016/2017



1 Index

1	Index.....	2
2	Glossary.....	2
3	Introduction.....	3
4	Community Safety Partnership	4
5	Overview of the Key Decision Document.....	4
6	Initial 2016/2017 work programme	5
7	Regulation of Investigatory Powers Act 2000 (RIPA).....	5
8	Other items considered by the Committee.....	6
9	Topics for future work programme.....	7
10	Performance Measures	7

2 Glossary

CSP	Community Safety Partnership
ECC	Essex County Council
ICT	Information and Communications Technology

If you would like this report in large print, Braille or another language please contact 01702 318111

3 Introduction

- 3.1 During the 2016-17 Municipal Year the Review Committee has considered a number of topics both as a whole Committee and in smaller teams reporting back to the main Committee once the team has completed its work. Details of the Reviews are outlined further on in this report.
- 3.2 In addition to the Committee's role of conducting Reviews it also has the duty to scrutinise decisions made by the Executive. As part of this role the Committee studies the Key Decisions Document on a monthly basis.

4 Caravan Site Fee Policy and Licensing Fees – Call In

- 4.1 In February 2017 the Review Committee called in a decision made by the Portfolio Holder for Community relating to the Caravan Site Fee Policy and Licensing Fees.
- 4.2 Members had concerns that the costings did not adequately take account of staff time and the overheads involved with the inspections.
- 4.3 Following detailed consideration the decision was accepted on the basis that records of time spent were being kept and these would be used to inform the pricing structure for the next municipal year.

5 Community Safety Partnership

- 5.1 Under the Police and Justice Act 2006, every local authority is required to have a Crime and Disorder Committee with the power to scrutinise the local Community Safety Partnership (CSP), as a whole, in terms of how they are tackling crime and disorder for the benefit of the local communities. This function is undertaken by the Review Committee. Under the Act the Committee has to meet at least once a year to fulfil this function.
- 5.2 These requirements were enacted by the Crime and Disorder (Overview and Scrutiny) Regulations 2009 which came into force for local authorities in England on 30 April 2009.
- 5.3 Representatives from the CSP attended the September meeting of the Committee to update Members on developments taking place. Members were keen to understand how the priorities of the CSP were formulated and to this end the CSP were invited back to the March 2017 meeting.
- 5.4 At the March 2017 meeting Members were advised of the three main priorities for the next year along with updates on the CSP's activities during the year.

6 Overview of the Key Decision Document

- 6.1 During the year the Committee continued to monitor the decisions due to be made by the Executive and its Members. The Committee studied the Key Decisions Document on a monthly basis asking for further details as and when they felt it necessary.

- 6.2 The Committee has found this a useful way to explore the reasons behind decisions being made and to reduce the need to consider the call-in of a decision after it has been made.
- 6.3 At the first meeting of the Committee in June 2016 a request was made for more information on an item relating to the Environmental Health Service Plan. At the July meeting the Principal Environmental Health Officer and the Senior Environmental Health Officer gave a presentation on the plan and answered Members' questions.

7 Initial 2016/2017 work programme

- 7.1 At the June 2016 meeting the Committee members considered the list of possible topics for the work plan and agreed the following:-
- Homelessness and the Council's Housing Strategy/Disabled Facilities Grants - The Assistant Director, Community & Housing Services would be invited to attend a meeting.
 - A representative from Southend Hospital Trust would be invited to talk about how Southend Hospital serves the District's residents.
 - Budget process/consultation –the S151 officer would be requested to attend a meeting of the Committee to discuss the process.
 - Air Quality Management Areas – It was agreed that a representative from Environmental Health would attend a meeting of the Committee to discuss this topic.
 - Suitability and relevance of the Constitution – this would be undertaken by a project team, away from Committee meetings. A project team was formed from representatives from all the political parties represented on the Committee and, whilst some changes have already been recommended to Council, this project will carry over into the next Municipal year.

8 Regulation of Investigatory Powers Act 2000 (RIPA)

- 8.1 As part of the Council's procedures around the Regulation of Investigatory Powers Act Members of the Review Committee are given biennial training related to RIPA along with the officers who might have to submit a request to use the powers from the Act. This training last took place in January 2016 and a further training session will be arranged around January 2018.

- 8.2 A report was submitted in October 2016 when the Committee reviewed the Council's policy and use of RIPA.

9 Other items considered by the Committee

- 9.1 It was agreed during 2012 that the Committee would in future be responsible for systematically scrutinising the Treasury Management strategy in advance of this being reported to Council. The Committee received three reports during the year in July 2016, November 2016 and February 2017. It was agreed at the February meeting that, with the aid of the S151 Officer, a working party would be formed to assess whether the contract with Capita relating to fund management should be renewed when the contract comes up for renewal.
- 9.2 At the October meeting of the Committee Members were provided with a summary of local authority responsibilities regarding local air quality management and the Council's progress with the Air Quality Management Area (AQMA) in Rayleigh.
- 9.3 Also at the October meeting Members received a report on Disabled Facility Grants, which was something the Committee had looked at a number of years ago. The report allowed Members to catch up on developments since the in-depth review took place.
- 9.1 In November 2016 the Committee heard from Sue Hardy, Chief Executive, Southend University Hospital NHS Foundation Trust and Ian Stidston, Castle Point and Rochford CCG Accountable Officer on how Southend Hospital serves the residents of the Rochford District.
- 9.2 At the same meeting Members received the first of two reports on Homelessness, the second report in February 2017 being an update to the information in the first.
- 9.3 During the year the Committee received two reports relating to ICT/Third Party Software and at its meeting in February it was decided to set up a project group to look into ICT matters. It is expected that the work this group are undertaking will carry on into the next Municipal Year.
- 9.4 At the February 2017 meeting the Committee heard from Sanctuary Housing with an update on their development programme.
- 9.5 The March 2017 meeting received a report on the proposed changes to the Council's Building Control service to try and improve the service in the delivery of its statutory and non-statutory functions. The report pointed out certain risks relating to the recruitment of certain of the new posts and the Committee requested an interim report for November 2017.

10 Topics for future work programme

10.1 The following have been identified as possible topics for the work programme for the next Municipal Year:-

- (a) Enforcement of unauthorised adverts
- (b) SEPP
- (c) Consideration of the new IT Contract
- (d) Policies relating to communications and consultations
- (e) New Website front end
- (f) Charging for bins for new developments

11 Performance Measures

11.1 The Review Committee has previously agreed a set of performance measures. These are listed below with the results or comments linked to them.

1. Completion of Overview and Scrutiny work programme on time.

Project	Scheduled Completion date	Actual Completion date	Reason for extension of date
Constitution Review	April 2017	-	Scope of the project
Review of Treasury Management advisers	To be agreed	-	
ICT / Telecoms review	To be agreed	-	

2. The percentage of Overview and Scrutiny recommendations approved/rejected/acted upon by the Executive.

The Review Committee has not submitted any reports to the Executive during this Municipal year.

3. Number of external representatives involved in Overview and Scrutiny work per annum.

During this year the Committee has heard from representatives of four different external bodies in relation to the items that have been examined.

4. Number of items on the work programme suggested by the public or in response to issues raised through surveys, comments or complaints.

None

5. Number of call-in notices received per annum.

One item has been called in by the Committee this Municipal Year.

6. The number of times that the Executive states that a decision is urgent and not subject to call-in.

During the year eleven decisions have not been subject to call-in.