

## REVIEW COMMITTEE – SCOPING FORM FOR OPERATION OF THE NEW POLITICAL DECISION MAKING STRUCTURE

<b>All Members of the Review Committee</b>	<b>Date: June 2008</b>
<b>Review Title: Operation of the Political Decision Making Structure</b>	
<b>Terms of Reference:</b>	
<p>To monitor the operation of the Executive, particularly the decision making against the published Forward Plan and Key Policies and Actions report for 2008/09 submitted to Council on the 19 February 2008.</p> <p>To monitor the operation of the 3 Area Committees in relation to their engagement with the public and other appropriate bodies.</p>	
<b>Out of Scope:</b>	
The Review will not look at regulatory or probity Committees	
<b>Brief outline of how review will be conducted:</b>	
<p>The team will monitor:-</p> <ol style="list-style-type: none"> <li>1. The Decisions of the Executive via the notice of Executive Decisions and compare these to the decision dates contained within the published Forward Plan and the Key Policies and Actions report for 2008/09.</li> <li>2. The topics covered by the Area Committees including items raised within the Community Forum section of the meetings.</li> </ol> <p>Questionnaires will be prepared for Members of the public who speak at the meetings as well as those that attend to listen to the debates to obtain their input.</p> <p>A meeting will be arranged for specified witnesses to be able to attend and provide evidence to the project team.</p> <p>District Council representatives on the Area Committees will be asked for their opinions on the format of the Area Committee meetings and suggestions for possible changes.</p> <p>Parish Council representatives on the Area Committees will be asked for their opinions on the format of the Area Committee meetings and suggestions for possible changes.</p> <p>Police and County Highways representatives on the Area Committees will be asked for their opinions on the format of the Area Committee meetings and suggestions for possible changes.</p> <p>Representatives from other bodies involved with the Area Committees will be asked for their opinions on the format of the Area Committee meetings and suggestions for possible changes.</p> <p>Area Committee Lead Officers will be asked for their opinions on the format of the Area Committee meetings and suggestions for possible changes.</p> <p>Other officers attending the Area Committee meetings will also be asked for their opinions on the format.</p> <p>The team will consider any issues arising from the monitoring of the Review Committee Performance Indicators agreed on the 10 June 2008.</p>	
<b>Documents/information:</b>	
<p>Key Policies and Actions report and appendices</p> <p>Forward Plan</p> <p>Notice of Executive Decisions</p> <p>Minutes from meetings of the Executive</p> <p>Minutes from Area Committee meetings</p> <p>Information gathered from previous review</p>	

<b>Witnesses:</b>
<p>Chairman of the Executive  Portfolio Holders  Area Committee Chairmen</p> <p>It will be identified during the course of the Review whether any Members of the public who have taken part in the Community Forums at Area Committees wish to meet the project team to express their views verbally.</p> <p>It will be identified during the course of the Review whether any of the other people who have been asked to submit their views in writing on the format of the Area Committees wish to meet the project team to express their views verbally.</p>
<b>Site visits:</b>
No sites identified at the current time
<b>Consultation/research:</b>
To examine the operation of Area Committees at other Authorities and look for best practices that could possibly be introduced.
<b>Venues to be used for meetings/evidence gathering:</b>
It is proposed to use Committee Room 4 as the venue for meetings with witnesses with the possibility of the Committee meeting informally to consider some of the evidence gathered.
<b>Officer support and other resources:</b>
Overview & Scrutiny Officer, Head of Information and Customer Services, Committee Services Manager
<b>Timescale/milestones:</b>
<p>WB 11 June 08 Commence initial evidence gathering</p> <p>12 February 09 Completion of Investigation phase</p> <p>7 April 09 Acceptance of report by Review Committee</p>
<b>Reporting line for the Review:</b>
Review Committee with recommendations into Area Committees/the Executive/Full Council as appropriate

**PROJECT PLAN FOR POLITICAL DECISION MAKING STRUCTURE REVIEW**

<b>Plan Date</b>	<b>Action</b>	<b>Date Commenced</b>	<b>Date Completed</b>
WB 16 Jun 08	Scoping of the review		
WB 16 Jun 08	Project Plan Review		
WB 16 Jun 08	<b>Commence initial evidence gathering</b>		
WB 16 Jun 08	Start tracking of Executive Decisions against forward Plan		
WB 16 Jun 08	Start tracking of Executive Decisions against Key Policies & decisions		
WB 16 Jun 08	Start monitoring issues being raised at the Area Committees		
8 July 08	Agree Scoping and project plan Review Committee		
WB 27 Oct 08	Circulate questionnaires to members of the Committee for approval		
WB 3 Dec 08	Prepare letter for Public speakers and members of the public to obtain their feedback on Area Committees		
WB 3 Dec 08	Prepare letter for Parish Council Representatives to obtain their feedback on Area Committees		
WB 3 Dec 08	Prepare letter for Police Representatives to obtain their feedback on Area Committees		
WB 3 Dec 08	Prepare letter for other bodies attending Area Committees to obtain their feedback		
WB 3 Dec 08	Prepare letter for Area Committee Lead Officers to obtain their feedback		
WB 31 Dec 08	Team meeting to analyse feedback from public and other attendees.		
WB 31 Dec 08	Decide on witnesses for Review Committee meeting from feedback received.		
12 Feb 09	<b>Completion of Investigation phase</b>		
13 Feb 09	Preparation of draft of final report		

<b>Plan Date</b>	<b>Action</b>	<b>Date Commenced</b>	<b>Date Completed</b>
1 Mar 09	Circulation of draft report		
20 Mar 09	Last day for amendments		
26 Mar 09	Circulation of Final report to Review Committee Members		
7 Apr 09	<b>Acceptance of report by Review Committee</b>		
8 Apr 09	Recommendations passed to the Executive /Full Council for ratification if appropriate		

All dates are indicative and can be moved although those in bold can be considered to be the milestones for the project. The dates can be brought forward should the initial evidence gathering phase be completed earlier than envisaged. The follow up activities resulting from the initial investigation have not been added, as these will be decided during the course of the Review.

## REVIEW COMMITTEE – SCOPING FORM FOR REVIEW OF COUNCIL’S COMMUNITY HALLS

<b>Project Team: Cllr Mrs C A Weston, Cllr M Maddocks &amp; Cllr K A Gibbs</b>	<b>Date: June 2008</b>
<b>Review Title: Review of Council’s Community Halls and associated assets</b>	
<b>Terms of Reference:</b>	
To examine how the Council currently manages its Community Halls and associated assets, whether there is scope for better use of the Community Halls and associated assets. To assess the Council’s strategy for maximising community use of the halls and associated assets and how effective the strategy is.	
<b>Out of Scope:</b>	
<b>Brief outline of how review will be conducted:</b>	
The review will start by establishing the details of all Community Halls and associated assets owned by the Authority and the terms and conditions they are leased on. The Review will visit a number of the halls and meet with some of the organisations that are leasing them. The team will prepare a questionnaire for all organisations to complete to obtain more details regarding usage etc. The team will look at reviews from other Authorities to look for best practices that can be introduced to this Authority.	
<b>Documents/information:</b>	
Reviews by Hull City Council and Stoke City Council on the use of their Community Halls.	
<b>Witnesses:</b>	
To be decided during the Review	
<b>Site visits:</b>	
To be decided during the Review	
<b>Consultation/research:</b>	
The Committee will wish to contact various people from the operating Committees of the various Community Halls that they wish to visit	
<b>Venues to be used for meetings/evidence gathering:</b>	
To be decided during the Review	

<b>Officer support and other resources:</b>
Head of Community Services, Corporate Director (Internal services) &/or Head of Legal Services, Overview and Scrutiny Officer
<b>Timescale/milestones:</b>
9 July 08 Commence initial evidence gathering 16 February 09 Completion of investigation phase 7 April 09 Acceptance of report by Review Committee
<b>Reporting line for the Review:</b>
Review Committee with recommendations into the Executive/Full Council as appropriate

**PROJECT PLAN FOR Review of Community Halls / Assets**

<b>Plan Date</b>	<b>Action</b>	<b>Date Commenced</b>	<b>Date Completed</b>
WB 16 June 08	Scoping of the review		
WB 16 June 08	Project Plan Review		
WB 23 June 08	Agree Scoping and project plan by Chairman and Vice Chairman		
8 July 08	Agree Scoping and project plan by Review Committee		
<b>9 July 08</b>	<b>Commence initial evidence gathering</b>		
WB 7 July 08	Investigate the Centre for Public Scrutiny web site for evidence of best practice at other authorities		
WB 7 July 08	Initial team meeting		
WB 7 July 08	Commence identification of Community halls that team wish to visit		
WB 7 July 08	Commence identification of people that the team wish to meet		
WB 28 July 08	Prepare questionnaire for groups that the Committee cannot meet or visit		
WB 28 July 08	Tour of premises organised		
Feb 09	Team meeting to agree findings		
<b>16 February 09</b>	<b>Completion of Investigation phase</b>		
16 February 09	Preparation of draft of final report		
9 March 09	Circulation of draft report		
20 March 09	Last day for amendments		
26 March 09	Circulation of Final report to Review Committee Members		
<b>7 April 09</b>	<b>Acceptance of report by Review Committee</b>		
8 April 09	Recommendations passed to Executive /full Council for ratification if appropriate		

All dates are indicative and can be moved although those in bold can be considered to be the milestones for the project. The dates can be brought forward should the initial evidence gathering phase be completed earlier than envisaged. The follow up activities resulting from the initial investigation have not been added, as these will be decided during the course of the Review.

**REVIEW COMMITTEE – SCOPING FORM FOR SURFACE RAINWATER  
DRAINAGE SYSTEMS – THE OWNERSHIP AND MAINTENANCE OF  
DITCHES IN THE DISTRICT**

<b>All Members of the Review Committee</b>	<b>Date: JUNE 2008</b>
<b>Review Title: Surface Rainwater Drainage systems – the ownership and maintenance of ditches in the District</b>	
<b>Terms of Reference:</b>	
<p>To assess what Rochford District Council should be doing to make people aware of who is responsible for the ownership and maintenance of ditches and what their responsibilities are.</p> <p>To consider the roles of the Environment Agency, County Council, District Council and Riparian owners and their responsibilities with the drainage ditches in the area.</p>	
<b>Out of Scope:</b>	
<p>The Review will not look at flooding caused by the local River System or the flood defences associated with the Rivers.</p>	
<b>Brief outline of how review will be conducted:</b>	
<p>Input will be obtained from the Environment Agency, Essex County Council, District Council and some Riparian owners.</p> <p>Other published Reviews by other Authorities will be examined for evidence of Best Practices that could possibly be introduced by RDC.</p> <p>There will be a need to visit various sites within the District once these have been identified during the Review.</p>	
<b>Documents/information:</b>	
<p>A master Plan of the ditches and drainage systems in the District listing details of the ownership and responsibilities for each ditch would be useful if available.</p> <p>Any other plans relating to surface drainage within the District.</p>	
<b>Witnesses:</b>	
<ul style="list-style-type: none"> <li>• Officers of Rochford District Council from Legal Services (Property Management), Emergency Planning Officer.</li> <li>• Officers from Essex County Council</li> <li>• Officers from the Environment Agency</li> <li>• Some Riparian Land Owners</li> </ul>	

<b>Site visits:</b>
To be established during the Review
<b>Consultation/research:</b>
To look at the reports on flooding and surface water drainage from other Local Authorities via the Centre for Public Scrutiny for the possibility of best practices that could be introduced to the local area.
<b>Venues to be used for meetings/evidence gathering:</b>
Rayleigh Civic Suite
<b>Officer support and other resources:</b>
Property Maintenance & Highway Manager, Overview & Scrutiny Officer
<b>Timescale/milestones:</b>
9 July 08 Commence initial evidence gathering
5 November 08 Completion of investigation phase
3 February 09 Acceptance of report by Review Committee
<b>Reporting line for the Review:</b>
The Review Committee may make recommendations to the Portfolio Holder/ The Executive / Council arising from the outcome of any Scrutiny Process

## PROJECT PLAN FOR SURFACE RAINWATER DRAINAGE SYSTEMS REVIEW

Plan Date	Action	Date Commenced	Date Completed
WB 16 June 08	Scoping of the review		
WB 16 June 08	Project Plan Review		
WB 23 June 08	Agree Scoping and project plan by Chairman and Vice Chairman		
8 July 08	Agree Scoping and project plan by Review Committee		
9 July 08	<b>Commence initial evidence gathering</b>		
WB 7 July 08	Contact Essex County Council		
WB 7 July 08	Contact the Environment Agency		
WB 7 July 08	Investigate the Centre for Public Scrutiny web site for evidence of best practice at other authorities		
WB 7 July 08	Commence identification of sights for Committee to visit to see problems associated with Surface Rainwater Drainage		
9 September 08	Review Committee meeting – Presentations from RDC & Essex CC		
7 October 08	Review Committee meeting – Presentations by Environmental Agency		
4 November 08	Review Committee meeting – to hear evidence from Riparian Land Owners		
WB 3 November 08	Submission of Recommendations for consideration and inclusion in the final report		
5 November 08	<b>Completion of Investigation phase</b>		
5 November 08	Preparation of draft of final report		
17 December 08	Circulation of draft report		
15 January 09	Last day for amendments		
28 January 09	Circulation of Final report to Review Committee Members		
3 February 09	<b>Acceptance of report by Review Committee</b>		
4 February 09	Recommendations passed to Executive Board/full Council for ratification if appropriate		

All dates are indicative and can be moved although those in bold can be considered to be the milestones for the project. The dates can be brought forward should the initial evidence gathering phase be completed earlier than envisaged. The follow up activities resulting from the initial investigation have not been added, as these will be decided during the course of the Review.

## REVIEW COMMITTEE – SCOPING FORM FOR PARISH LIAISON REVIEW

<b>Project Team: Cllr Mrs G Lucas-Gill and Cllr M J Steptoe</b>	<b>Date: June 2008</b>
<b>Review Title: Parish Liaison Review</b>	
<b>Terms of Reference:</b>	
To investigate the request from Rochford and Rawreth Parish Clerks for the setting up of Parish/Town liaison meetings between an Officer of the Authority and the Parish/Town Clerks. To identify what purpose the meetings would serve and to identify best practices at other authorities that could be introduced at Rochford District Council.	
<b>Out of Scope:</b>	
<b>Brief outline of how review will be conducted:</b>	
A meeting will be arranged with each of the Parish Clerks that have requested the Review to gain further information and details of the other Authorities that they know provide this service. Contact will be made with a sample of the other authorities that already provide this service and the Parish Councils that use it to ascertain the benefits to both parties and what topics are covered at the meetings. Contact will be made with the other Parish/Town Council Clerks in the district to obtain their thoughts on the benefits of the meetings and to ascertain if they are interested in the concept and it meets their needs.	
<b>Documents/information:</b>	
No specific documents have been identified at present	
<b>Witnesses:</b>	
Rochford Parish Clerk – To obtain details of other Authorities providing the service and to obtain details of topics that they would wish to discuss with an officer from the District.  Rawreth Parish Clerk – To obtain details of other Authorities providing the service and to obtain details of topics that they would wish to discuss with an officer from the District.  No other witnesses have been identified at the current time	
<b>Site visits:</b>	
None identified at the current time	
<b>Consultation/research:</b>	
It is intended to contact the other Authorities which are providing this service to gain ideas of best practice.  Contact will be made with the other Parish and Town Council Clerks in the district to ensure that their views are taken into account.	

**Venues to be used for meetings/evidence gathering:**

No formal meetings are proposed at the current time

**Officer support and other resources:**

Overview and Scrutiny Officer

**Timescale/milestones:**

7 July 08 Commence initial evidence gathering

6 October 08 Completion of Investigation phase

9 December 08 Acceptance of report by Review Committee

**Reporting line for the Review:**

The Review Committee may make recommendations to the Executive / Council arising from the outcome of any Scrutiny Process

## PROJECT PLAN FOR PARISH LIAISON REVIEW

Plan Date	Action	Date Commenced	Date Completed
WB 16 June 08	Scoping of the review		
WB 16 June 08	Project Plan Review		
WB 30 June 08	Agree Scoping and project plan by Team		
8 July 08	Agree Scoping and project plan by Review Committee		
<b>WB 7 July 08</b>	<b>Commence initial evidence gathering</b>		
WB 7 July 08	Arrange meeting with Rochford Parish Clerk		
WB 7 July 08	Arrange meeting with Rawreth Parish Clerk		
WB 28 July 08	Meeting to discuss evidence gathered and to determine questions for other Parish/Town Clerks in District		
WB 4 August 08	Preparation of questionnaires for Parish Clerks		
WB 4 August 08	Preparation of questionnaires for other Local Authorities and Parish Clerks		
WB 8 September 08	Provision for meetings with parish clerks who have expressed an interest to do so		
WB 29 September	Meeting to consider evidence and formulate recommendations		
<b>6 October 08</b>	<b>Completion of Investigation phase</b>		
6 October 08	Preparation of draft of final report		
20 October 08	Circulation of draft report		
3 November 08	Last day for amendments		
6 November 08	Circulation of Final report to Review Committee Members		
<b>9 December 08</b>	<b>Acceptance of report by Review Committee</b>		
10 December 08	Recommendations passed to the Executive /full Council for ratification if appropriate		

All dates are indicative and can be moved although those in bold can be considered to be the milestones for the project. The dates can be brought forward should the initial evidence gathering phase be completed earlier than envisaged. The follow up activities resulting from the initial investigation have not been added, as these will be decided during the course of the Review.