

**BRISTOL CITY COUNCIL  
PLACE SELECT COMMISSION**

**31 JULY 2014**

**Report of the Service Manager, Democratic Services**

**Place Scrutiny Commission  
Annual Business Report**

**Officer presenting report:** Jeremy Livitt, Democratic Services

**Contact telephone number:** 0117 92 23758

**RECOMMENDATION**

- 1. To note the Commission's terms of reference;**
- 2. To confirm the meeting dates for the Commission in 2014/15 and to confirm the starting times for meetings;**
- 3. To discuss the Work Programme for 2014/15, attached as an Appendix to this report.**

The Full Council meeting on the 10th June 2014 approved the revised Overview & Scrutiny Structure for 2014/15. An integral part of the new structure is the creation of a universal work programme which covers all scrutiny functions for the coming year. This work programme was devised and agreed at by members and Strategic Directors at a workshop session on the 19th June. The Overview & Scrutiny Management Board (OSMB) has the on-going responsibility to review the work programme to ensure that it remains effective and achievable, contributes to the Council's Corporate Strategy and does not duplicate activity elsewhere.

***Context and Proposal***

**Terms of Reference of the Commission and the creation of other scrutiny bodies**

1. At its meeting on 10 June, 2014 Full Council established the Place Scrutiny Commission with the following terms of reference:

**Place Scrutiny Commission**

**Terms of Reference**

**Overview**

The role of the commission is the overview and scrutiny of matters relating to the Place Directorate including property, planning and place strategy, highways and transport management development and regeneration, recycling, waste and environmental issues, and the statutory flood risk management scrutiny function.

## Functions

- (a) To ensure that overview and scrutiny directly responds to corporate and public priorities, is used to drive service improvement, provides a focus for policy development and engages members of the public, key stakeholders and public agencies;
- (b) To develop an annual work programme within the total of ten meetings per year allocated to the Commission which concentrates on limited areas for in depth review (including the use of time limited task and finish groups to facilitate this e.g. Select Committees, Working Groups, Inquiry Days) using the following framework:
  - (i) Scrutiny of corporate plans and other major plan priorities with particular reference to those areas where targets are not being met or progress is slow;
  - (ii) Input to significant policy developments or service reviews;

Review and scrutiny of decisions made, or other action taken in connection with the discharge of any functions which are the responsibility of the Mayor/Executive, functions which are not the responsibility of the Executive, and functions which are the responsibility of any other bodies the Council is authorized to scrutinize.
- (c) To make reports and recommendations to Full Council, the Mayor/Executive and/or any other body on matters within their remit and on matters which affect the authority's area or the inhabitants of that area and to monitor the response, implementation and impact of recommendations.
- (d) To work in collaboration with the Mayor/relevant Executive Member and receive updates from that member on key policy developments, decisions taken or to be taken and progress against corporate priorities.
- (e) To report on a quarterly basis to the Overview and Scrutiny Board on progress against the work programme and on any recommendations it makes.

## **Dates and Times of Meetings of Place Scrutiny Commission**

15. Dates for the Commission in 2014/15 for September, October and November are recommended as follows. Options for dates are also being sought for August and December 2014 together with January, February, March and April 2015 (including options for differing times ie 6pm). It is hoped that these can be reported to this meeting:

### **2014**

August - tbc  
11am on 19 September  
11am on 23 October  
11am on 17 November  
December – tbc

### **2015**

January - tbc  
February - tbc  
March - tbc  
April - tbc

***The Commission to confirm its meeting dates in 2014/15 and to confirm its preferred starting time for meetings. (Recommendation 2)***

### **Membership of Place Scrutiny Commission**

16. The Commission will comprise 11 members this year and the following proportionality will apply:

Labour 5; Liberal Democrat 3; Conservative 2 and Green 1

### **Work Programme 2014/15**

17. The Place Scrutiny Commission Work Programme 2014/15 is attached for discussion.

### **Other Options Considered**

Not applicable

### **Risk Assessment**

Not applicable

### **Equalities Impact Assessment**

Not applicable

### **Legal and Resource Implications**

None sought

**Appendices:** A – Place Scrutiny Commission Work Programme 2014/15

**LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985:**

**Background Papers-** None



	JUN	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
NEIGHBOURHOODS				Update on Ongoing Departmental Issues	Neighbourhood Partnerships - Positioning Piece		Possible Inquiry Day or Themed Meeting Regarding the Library Service	Update on Ongoing Departmental Issues	By Laws Inquiry Day	Possible Inquiry Day or Themed Meeting Regarding the Neighbourhood Partnerships	Update on Ongoing Departmental Issues		
				Parks and Development of Specs NPS	Community Safety Strategy Development			Mayoral Sports Commission				Safer Bristol Crime Needs Development	
				Review of the Library Service - Positioning Piece	Review of Community Investment Grants - Social value in procurement and involvement of the public			Review of Sports Development Work				Equalities Action Plan and Community Cohesion Plan	
				Waste Inquiry Day - Jointly with Place, to include; Update on Waste Contract Options, Review of Pollution Management Services and Review of Commercial Waste Enforcement				Review of Public Toilet Provision					

PEOPLE	Introductory Presentation from the Leadership Team			Standing Item: Additional health topics - TBC	Standing Item: Additional health topics - TBC	Standing Item: Additional health topics - TBC	Standing Item: Additional health topics - TBC	Standing Item: Additional health topics - TBC	Standing Item: Additional health topics - TBC	Standing Item: Additional health topics - TBC	Standing Item: Additional health topics - TBC	Standing Item: Additional health topics - TBC	Standing Item: Additional health topics - TBC
	Standing Item: Additional health topics - TBC			Children's Health Services Re-commissioning	Housing Strategy Development	Adult Social Care Local Account		Review of Older People's Warden and Alarm Services Within Independent Older People Housing Schemes	Health and Wellbeing Board Work Programme	Review of Recommendations from Independent Review of Concerns About Children's Cardiac Services (NHS England/UHB)	Mayoral Education and Skills Commission - to include Learning City		
	Short Breaks for Disabled Children Commissioning Plan			Development of the 0-25 Service Within Children and Young People's Services/Health & Social Care	Review of Strategic Housing Services	Implementation of the Care Act		Review of Funding for a Specialist Floating Support Service for Older People	Refresh of School Organisation Strategy	Better Care Fund - Year 1 Progress	Annual Education Performance - All Key Stages		
	Commissioning of Homelessness Prevention (Medium Level Services)			Review of Children's Centres and Early Years Support	Review of Supported Housing for Physically and Sensory Impaired People	Review of Voluntary and Community Sector Budget (HSC)		Review the Shared Lives Programme and Residential Care	Safer Bristol - Review Spending on Crime Reduction Projects	Annual Safeguarding Children's Report	Active Travel for Schools		
					Commissioning Home Care Against Reablement Outcomes	Review Home to School Transport		Review Community Supported Accommodation and Residential Care		Recommendations of the Adult Safeguarding Board Including Annual Adults Safeguarding Report	Academies - How can Scrutiny be More Aware of What is Happening ?		

KEY	Executive Decision & Forward Plan	Reporting	Reviews	New Topic/ Mayoral Commission	Health Scrutiny
	Budget Related	Inquiry Day			