

**AGENDA ITEM: 12**

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Meeting	Business Management Overview & Scrutiny Committee
Date	5 <sup>th</sup> September 2011
<b>Subject</b>	<b>Task &amp; Finish Group / Scrutiny Panel Update</b>
Report of	Scrutiny Office
Summary	This report provides Members with an update on the position relating to the current Task & Finish Groups and Overview & Scrutiny Panels.

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Officer Contributors	Andrew Charlwood, Overview & Scrutiny Manager Melissa James, Overview & Scrutiny Officer
Status (public or exempt)	Public
Wards affected	All
Enclosures	None

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## **1. RECOMMENDATION**

- 1.1 That the Sub-Committee consider the progress of the current Task and Finish Groups / Scrutiny Panels as set out in sections 9.1 to 9.6 of this report.**

## **2. RELEVANT PREVIOUS DECISIONS**

- 2.1 Business Management Overview & Scrutiny Committee, 1 June 2011, Agenda Item 8 (Task & Finish Group / Scrutiny Panel Update)
- 2.2 Business Management Overview & Scrutiny Committee, 11 July 2011, Agenda Item 14 (Task & Finish Group / Scrutiny Panel Update)

## **3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

- 3.1 The Overview and Scrutiny Committees, Panels and Task and Finish Groups must ensure that the work of Scrutiny is reflective of the Council's priorities.
- 3.2 The three priority outcomes set out in the 2011-13 Corporate Plan are:
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- Better services with less money
  - Sharing opportunities, sharing responsibilities
  - A successful London suburb

## **4. RISK MANAGEMENT ISSUES**

- 4.1 None.

## **5. EQUALITIES AND DIVERSITY ISSUES**

- 5.1 In addition to the Terms of Reference of the Committee, and in so far as relating to matters within its remit, the role of the Committee is to perform the Overview and Scrutiny role in relation to:
- The Council's leadership role in relation to diversity and inclusiveness; and
  - The fulfilment of the Council's duties as employer including recruitment and retention, personnel, pensions and payroll services, staff development, equalities and health and safety.

## **6. USE OF RESOURCES IMPLICATIONS (Finance, Procurement, Performance & Value for Money, Staffing, IT, Property, Sustainability)**

- 6.1 None in the context of this report.

## **7. LEGAL ISSUES**

- 7.1 None in the context of this report.

## **8. CONSTITUTIONAL POWERS**

- 8.1 The scope of the Overview & Scrutiny Committees is contained within Part 2, Article 6 of the Council's Constitution.
- 8.2 The Terms of Reference of the Overview & Scrutiny Committees are set out in the Overview and Scrutiny Procedure Rules (Part 4 of the Constitution).
- 8.3 Item 6 of Business Management Overview & Scrutiny Committee Terms of Reference states that the role of the Committee is:

“To coordinate and monitor the work of scrutiny panels and task and finish groups, including considering reports and recommendations and referring to the relevant decision-making body.”

## **9. BACKGROUND INFORMATION**

### **9.1 Early Intervention and Prevention Services for Children Task and Finish Group**

- 9.1.1 The membership of the Early Intervention and Prevention Services for Children TFG was approved at the Business Management Overview & Scrutiny Sub-Committee on 13 September 2010.
- 9.1.2 The TFG met on 4 October 2010 to discuss and agree their terms of reference. Councillor Brian Salinger was appointed as Chairman. The Acting Deputy Director for Children's Services attended the meeting and provided an overview of early intervention and prevention services in the borough.
- 9.1.3 On 10 November 2010, the TFG held a round table discussion with Head Teachers on early intervention and prevention services in schools. On 6 December 2010, a second round table discussion took place with Specialist Practitioners working across the borough.
- 9.1.4 A further meeting took place on the 5 January 2011 where the TFG met with the Director and Deputy Director of Children's Services to discuss the Early Intervention and Prevention Strategy.
- 9.1.5 Further meetings of the TFG took place on 28 February, 2 March and 9 March 2011.
- 9.1.6 The work of this Task and Finish Group has now concluded. A meeting took place between the Cabinet Member for Education, Children and Families and the Chairman on 15 August 2011 to discuss the findings and recommendations of the Group.
- 9.1.7 It is expected that the report of the Task and Finish Group will be presented to the 17 October 2011 meeting of the Committee.

## **9.2 Fostering and Adoption Recruitment Task and Finish Group**

9.2.1 The TFG have agreed their report and recommendations which are reported under a separate agenda item.

## **9.3 Contract Monitoring and Community Benefit Task and Finish Group**

9.3.1. The Business Management Overview & Scrutiny Sub-Committee established a TFG on Purchasing and Procurement at their meeting on 16 December 2010. Membership of the TFG was confirmed at the Sub-Committee meeting held on 24 January 2011.

9.3.2 The TFG met on 9 March 2011 to discuss their terms of reference. Councillor Brian Schama was appointed as Chairman. The Assistant Director Commercial Assurance and Procurement Manager attended the meeting and provided an overview of the issues currently facing the Procurement Service. The TFG considered a report on Purchasing and Procurement presented to the Business Management Overview & Scrutiny Sub-Committee at their meeting on 28 February 2011 to inform their review.

9.3.3 The TFG met on 24 May 2011 to consider how the review should progress.

9.3.4 A further meeting took place on 14 June 2011 where the Group: agreed their terms of reference, re-focussing their review on contract monitoring and community benefit; received a presentation on community benefit; received evidence from the Council's Business Links Officers; considered evidence from the Assistant Director Commercial Assurance and Head of Procurement on contract monitoring; and agreed a schedule of future meetings.

9.3.5 Further meetings of the Group took place on:

- 6 July 2011 – where the Group considered a report on Developing a Strategic Approach to Procurement;
- 16 July – where the Group: received evidence from the Cabinet Member for Resources and Performance, the Deputy Chief Executive and a number of council officers; received a presentation on the Purchase to Pay Process; and considered information on community benefit; and
- 28 July – where the Group received evidence from external experts on procurement, contract monitoring and community benefit.

9.3.6 The Group will be meeting on 15 September 2011 to consider their draft report.

## **9.4 Carbon Footprint Task and Finish Group**

9.4.1 The Business Management Overview & Scrutiny Sub-Committee established a TFG on Carbon Footprint at their meeting on 16 December 2010. Membership of the TFG was confirmed at the Sub-Committee meeting held on 24 January 2011.

- 9.4.2 The TFG met on 14 March 2011 to discuss and agree their terms of reference. Councillor Brian Salinger was appointed as Chairman.
- 9.4.3 The TFG met on 27 April 2011 and received a presentation on renewable technology and the energy hierarchy from CEN, an independent energy company.
- 9.4.4 On the 16 June 2011 the Group met with a representative from Energise Barnet and received a presentation on the work of this group. The TFG also met with a representative from Climate Consulting who provided an overview of its work with other London Boroughs. An officer from the Council's Planning Team also attended and provided Members with further details on the Planning Policy approach to sustainability and Code Levels.
- 9.4.5 The Group will review their initial findings and emerging recommendations in early September and agree the next steps for the review.
- 9.5 **Safeguarding in Organisations Working with Children Task and Finish Group**
- 9.5.1. On 16 December 2010, the Business Management Overview & Scrutiny Sub-Committee established a TFG to consider Safeguarding in Organisations Working with Children. Membership of the TFG was confirmed at the Sub-Committee meeting held on 24 January 2011.
- 9.5.2 The work of this TFG will commence when resources become available within the Scrutiny Office.
- 9.6 **Secondary School Places Overview and Scrutiny Panel**
- 9.6.1 On 1 June 2011, the Committee agreed that an Overview and Scrutiny Panel should be established to consider the provision of secondary school places in the borough.
- 9.6.2 The first meeting of the Panel took place on 13 July 2011 where the Group:
- agreed terms of reference;
  - received a presentation from Children's Services on secondary school places planning; and
  - determined what evidence they wished to receive as part of the review.
- 9.6.3 The Panel will meet on 31 August 2011 to agree the consultation process and review evidence provided by the Children's Service.
- 9.6.4 Further meetings have been scheduled for 12 September (where the Panel will receive evidence from parents groups) and 5 October 2011 (where the Panel will receive the findings of a parent's survey).

9.6.5 It is anticipated that this Panel will complete its work in late October/early November 2011.

## **10. LIST OF BACKGROUND PAPERS**

10.1 None

