

**SEDGEFIELD BOROUGH COUNCIL**

**ANNUAL OVERVIEW & SCRUTINY**  
**REPORT**

**2005**



# SEDGEFIELD BOROUGH COUNCIL OVERVIEW & SCRUTINY REPORT 2005

<b>Contents</b>	<b>Page No.</b>
Introduction and Foreword by Chief Executive	1
Introduction by Chairmen of Overview & Scrutiny Committees	3
What is Overview & Scrutiny?	5
Achievements During 2004/05	7
Work Programme 2005/06	11
Review of Working Methods	15
<b>Appendices</b>	
Schedule of Achievements	17



## Foreword by the Chief Executive Officer

---

The Overview & Scrutiny function plays a vital role in local democracy. It provides an internal check by holding the Cabinet to account for the decisions it makes and also helps to identify areas for improvement. Overview & Scrutiny Committees should be regarded as 'critical friends', offering constructive challenges based on evidence in order to improve decision-making and service delivery. Within the Council's 'community leadership' role, Overview & Scrutiny can also look at issues outside the direct remit of the Council which impact on the lives of its residents. The aim of Overview and Scrutiny can therefore be summarised as improving the quality of lives for those who live, work and visit Sedgefield Borough.



The past year has seen Overview & Scrutiny involved in a wide range of issues which are highlighted in the report under the headings of Holding the Executive to Account; Policy Development and Review; Performance Management and Improvement; and Scrutiny of External Organisations.

Thanks are due to current and former Overview & Scrutiny Committee Chairmen, Vice-Chairmen and Members for the progress that has been made to date and also to Council officers for their contribution to the process.

**Norman Vaulks**  
Chief Executive Officer



## **Introduction by Chairmen of Overview & Scrutiny Committees**

We are pleased to present the Annual Overview & Scrutiny Report for 2005, which gives details of the achievements of the three Overview and Scrutiny Committees during 2004/05 and sets out what we hope to achieve in the forthcoming year.

We look forward to this next year and are confident that the Action Plan for 2005/06 will result in further developments to help strengthen the Overview & Scrutiny function so that it can make an increasingly positive contribution to the work of the Council.



**Councillor A. Gray**

Chairman of Overview & Scrutiny Committee 1



**Councillor J.E. Higgin**

Chairman of Overview & Scrutiny Committee 2



**Councillor V. Crosby**

Chairman of Overview & Scrutiny Committee 3





## WHAT IS OVERVIEW & SCRUTINY?

---

In May, 2002 Sedgefield changed the way it makes decisions in accordance with the Government's modernising agenda for local government. The aim was to make local government, and particularly its decision-making processes, more open and accountable to the people it serves. Local Authorities were also given greater powers of community leadership. The overview and scrutiny process is directly concerned with maximising the benefits of these changes.

Three Committees (**Overview and Scrutiny Committees 1, 2, and 3**) manage the process and are responsible for all overview and scrutiny functions on behalf of the Council. The Committees are organised to reflect the remit of the Cabinet's portfolio holders as follows:

- **Overview and Scrutiny Committee 1**
  - Resource Management
  - Performance Management
  - Welfare and Communications
  
- **Overview and Scrutiny Committee 2**
  - Culture and Recreation
  - Housing
  - Supporting People
  
- **Overview and Scrutiny Committee 3**
  - Regeneration
  - Environment
  - Community Safety

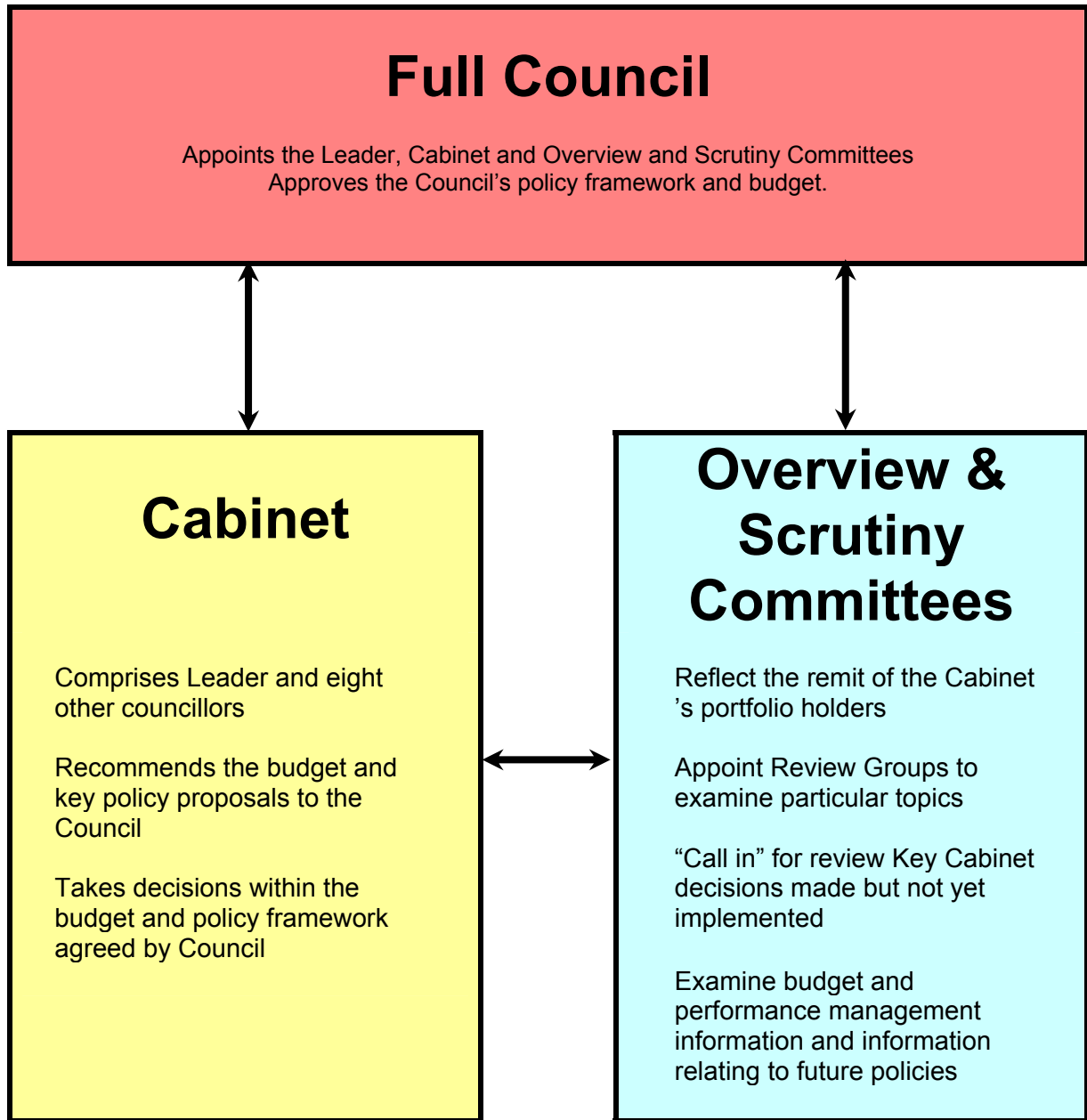
The Overview and Scrutiny committees, which are made up of all of those Council Members who are not Cabinet Members (excluding the Mayor). The membership of Overview and Scrutiny Committee 2 also includes two Council tenants' representatives as co-opted members.

The three committees have the potential to review, or scrutinise, the full range of Council services and activities. This can be done by the committees themselves or by smaller topic-based Review Groups. In addition the work of external agencies and bodies may also be examined. Durham County Council is responsible for carrying out the overview and scrutiny function relating to local health service provision. Two councillors are appointed to the County Council's Health Scrutiny Committee to represent the Borough and its residents. Minutes of that committee are reported to Overview and Scrutiny Committee 2 for information and comment.

A diagram showing the roles and relationship of Council, Cabinet and Overview & Scrutiny is shown on the following page.

Procedures in relation to the Overview and Scrutiny process are contained in the Council's Constitution and are explained in full in the Council's published "Overview and Scrutiny Guide".

## Relation between Council, Cabinet and Overview & Scrutiny Committees



## **ACHIEVEMENTS DURING 2004/05**

---

The Annual Scrutiny Report for 2004/05 set out an ambitious programme of work for each Overview & Scrutiny Committee, together with a number of proposed future developments and objectives for the function.

A schedule is attached at **Appendix 1** which identifies the 3 Committee's achievements during 2004/05. Particular attention is drawn to the following achievements which are presented in accordance with the four main aspects of Overview & Scrutiny.

- Holding the Executive to Account
- Policy Development & Review
- Performance Management and Improvement
- Scrutiny of External Organisations

### **Holding the Executive to Account**

No Key Decisions of Cabinet have been called-in during the past year, however Members have raised concerns about a number of issues which have resulted in the appropriate Cabinet Member attending a Committee meeting to respond to Overview & Scrutiny Committee's concerns. There have been a total of 18 attendances by Cabinet Members at Overview & Scrutiny Committees during 2004/05.

### **Policy Development and Review**

Review Groups have been established to undertake in-depth studies of:-

#### **Overview & Scrutiny Committee 1**

- Recruitment & Retention – This Review has looked at relative information and trends over a period of time and is in the final stages of concluding the review.
- Area Forums – This Review has examined the operation of the Council's Area Forums with a view to making recommendations to Cabinet to improve community engagement. The Group is in the final stages of concluding its studies and will be presenting its final report to the Overview & Scrutiny Committee in due course

#### **Overview & Scrutiny Committee 2**

- Value of Tourism – This Review had looked at the existing nature of tourism within the Borough, existing strategies and resources for marketing tourism and the potential for increasing tourism activity. The Review Group has also examined the role of the Council in delivering regional tourism strategies. The review has been concluded and the final report will be submitted to Overview & Scrutiny Committee 2 prior to consideration by Cabinet.

- Review of Arts Development – This Review has examined existing Arts provision in the Borough, the strategies and resources for promoting and developing Arts and the potential for developing further Arts facilities. The Working Group has prepared its final report, which will be considered in the near future.

### **Overview & Scrutiny Committee 3**

- Regeneration of Neighbourhoods with Older Private Sector Housing – This Review has assessed the impact of the Council’s approach to Private Sector Housing within the context of the regeneration of neighbourhoods. The Working Group has completed its review and will be presenting the final report in due course.
- StreetSafe – This Review has evaluated Sedgefield Borough Council’s role in the StreetSafe initiative and arrangements between partner organisations to support the Initiative and explore opportunities to improve arrangements where possible. The final report has been produced and will be submitted to Overview & Scrutiny Committee 3 in the near future.

In addition to this, Committees have considered a number of policy documents and forwarded comments to Cabinet in order assist in the policy development process. These have included:-

- Local Code of Corporate Governance
- Partnership Control Arrangements
- Large Scale Voluntary Transfer
- Supporting Independent Living
- Sedgefield District Advice and Information Centre
- A new Licensing Policy as a response to the Licensing Act 2003
- The formulation of a response to the Government Office North East in relation to the Draft Regional Spatial Strategy

### **Performance Management and Improvement**

The Overview & Scrutiny Committees play an important role in monitoring progress on Service Improvement Plans (SIP’s) agreed following a Best Value Review. Progress has been monitored on the following SIP’s:-

- Benefits
- Equity and Equality
- Housing Maintenance
- Human Resources
- Procurement

Members have also highlighted concerns with regard to certain services and have requested the relevant Cabinet Member and/or the Head of Service to attend a meeting in order to consider the particular service. Issues examined by the Committee include:-

- Outdoor Play Strategy
- Gymnastics Centre, Spennymoor Leisure Centre

- Bar Facilities in Leisure Centres
- Void Properties
- Shildon Running Track
- Homelessness Practice, Policies and Service Levels
- Performance of Grounds Maintenance
- Fly tipping
- Countryside Management
- Sustainable Communities

It is intended to supplement this area of work during 2005/06 by presenting a range of Performance Indicators to members relating to the portfolio responsibilities of each Committee. This is explained in more detail below.

### **Scrutiny of External Organisations**

A number of issues have been identified by Overview & Scrutiny Members which relate to services not provided by the Borough Council. These have included:-

- Sedgefield Primary Care Trust's Annual Report and also the Out of Hours Services. The Chief Executive of the PCT attended the meeting to give a presentation and respond to Members questions.
- Durham Constabulary's Business Plan for the South Area as it related to Sedgefield Borough.
- Proposal from the Durham Fire and Rescue Service relating to a private finance initiative to develop a new community fire station and life skills centre within the Borough.

### **Consideration of Cabinet's Budget Proposals**

The Overview & Scrutiny Committees gave detailed consideration to the Cabinet's budget proposals in accordance with the Budget and Policy Framework Procedure Rules. Each Committee considered the budget proposals as it related to their portfolio areas.

Following detailed examination Overview & Scrutiny Committees 1 and 3 agreed the Cabinets budget proposals. Overview & Scrutiny Committee 2 made recommendations to the Cabinet that resulted in amendments being made to the final budget.

### **Health Scrutiny**

Durham County Council, being the Council with responsibility for Social Services, has responsibility for the scrutiny of local health provision. The Borough Council are represented on the County Councils Health Scrutiny Sub-Committee by 2 Councillors, one of whom held the position of Vice-Chairman during 2004/5.

The Minutes of the Scrutiny Sub Committee are reported to Overview & Scrutiny Committee 2 so that Members can keep abreast of work undertaken in this area and contribute to the scrutiny of health through the Borough Council's representatives.

## **WORK PROGRAMME FOR 2005/06**

---

The Annual Scrutiny Report for 2004/05 set out an ambitious workload for the overview and scrutiny function. A great deal has been achieved during the year, however much remains to be done to ensure that the function continues to develop and achieve its potential.

The Overview & Scrutiny Committees have reviewed their Work Programmes at each meeting during the previous year and identified issues that Members wish to consider. This process will continue during the forthcoming year to ensure that Overview & Scrutiny continues to be Member led. A range of Performance Indicators will be presented to Members which will assist them in identifying and praising good performance as well as identifying service areas which are not meeting performance achievements.

In addition to the Committees own work programmes, consideration has also been given to the development of the Overview & Scrutiny function.

The Action Plan detailed below identifies a realistic and achievable work programme that will enable Members to fulfil the previous commitment to further develop the function.

### **Overview & Scrutiny Action Plan**

#### **1. Evaluation of Overview & Scrutiny**

Overview & Scrutiny has been in operation in Sedgefield Borough Council for 3 years and has developed and improved during that period. It is important that the effectiveness of the function is assessed so that further improvements can be identified.

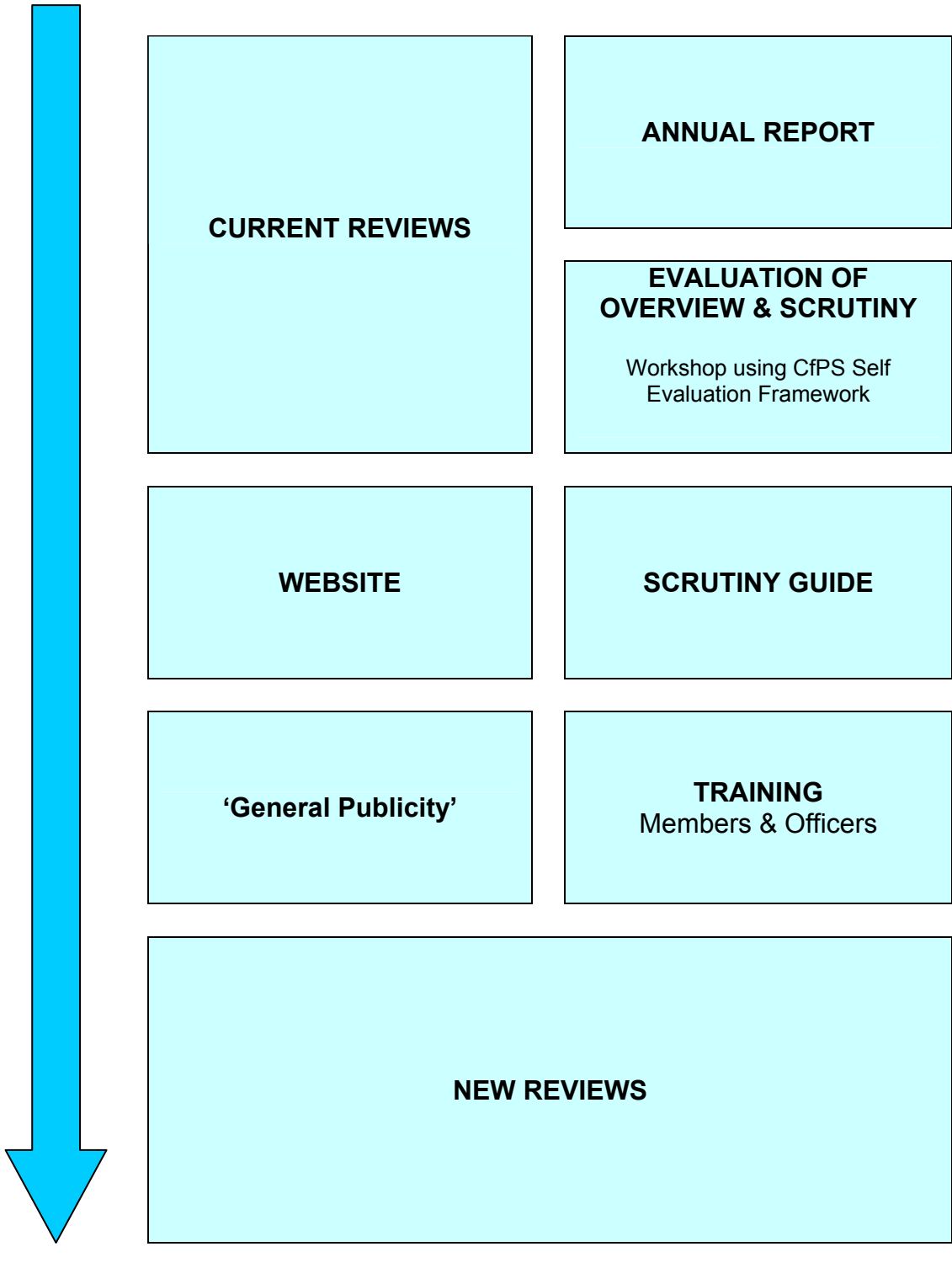
The Centre for Public Scrutiny (CfPS) have developed a self-assessment framework for the evaluation of overview and scrutiny. This framework is designed so that it can be tailored to suit the needs of the council being evaluated. It is proposed that this framework be used to evaluate the processes at Sedgefield Borough. Once completed the evaluation will provide a clear picture of how well overview and scrutiny operates and will produce a comprehensive set of priorities for improvement.

It is vital that Members take the lead in the evaluation and it is therefore proposed that a Member Workshop be arranged in order to undertake the assessment.

#### **2. Update Overview & Scrutiny Guide**

Once the evaluation has been completed it will be possible to update the Council's Overview & Scrutiny Guide, which was published in 2002, taking into account any changes in working practices identified by the assessment. The Guide will provide Members, Officers and the public with a clear understanding of the aims and objective of Overview & Scrutiny and how they are achieved in Sedgefield Borough.

## OVERVIEW & SCRUTINY ACTION PLAN





### **3. Training**

Following the production of the Overview & Scrutiny Guide it will be possible to provide training for Members and Officers to ensure that everyone involved fully understands what the function is trying to achieve and how it can be best accomplished.

### **4. Development of a Scrutiny Website**

The development of a Scrutiny website will assist in raising public awareness and understanding of overview and scrutiny. It could also be used to highlight successes in improving services and tackling issues. The website will also play an important part in enabling public engagement and involvement with Overview & Scrutiny.

### **5. General Publicity**

In addition to the development of a website it is also intended to use the Council's community newspaper INFORM, and other media wherever possible, to promote public awareness and engagement in overview and scrutiny.

Following the publication of the Scrutiny Guide it is intended to include an article in INFORM to explain the purpose of Overview and Scrutiny, and how the public can get involved.

In addition it is intended to publicise the outcome of Overview & Scrutiny Reviews as wide as possible in order to widen knowledge, understanding and scrutiny successes.



## **REVIEW OF WORKING METHODS**

---

The operation of Overview & Scrutiny has developed and improved since its introduction in 2002. The evaluation of overview and scrutiny will undoubtedly result in the identification of further improvements to working methods. In the meantime the following is proposed.

### **Reporting of Performance Indicators**

An important aspect of the overview and scrutiny function is the monitoring of performance. It is intended that Performance Indicator (PI) information be reported to Overview and Scrutiny Committees on a regular basis to enable Members to monitor performance. Officers are currently considering how best to present the information to Members to enable them to effectively scrutinise performance without being overloaded with detail.

Overview & Scrutiny Committees may invite relevant Cabinet Members to meetings to enable Members to challenge performance where it is not achieving targeted outcomes. Members of Overview & Scrutiny Committees will be able to take the opportunity to highlight and acknowledge areas of achievement as well as highlighting areas for a future reports and/or reviews.



## OVERVIEW AND SCRUTINY COMMITTEE 1

### ACHIEVEMENTS 2004/05

Date of meeting/ref	Subject	Recommendations	Achievement
15 <sup>th</sup> June 2004 OSC(1)2/04	<p><b>Local Code of Corporate Governance - Annual Report and Review of Corporate Governance</b></p> <p>Consideration of a report detailing compliance with, content of and progress made against the Action Plans established to develop the Council's Corporate Governance arrangements</p>	<ol style="list-style-type: none"> <li>1. That following the review of compliance with content of and progress against the action plans established, the Local Code of Corporate Governance, as approved by Council in December, 2002 remain unchanged.</li> <li>2. That the Chief Executive continues to monitor through Management Team, progress against the Corporate Governance Action Plans and further reports be submitted to Overview and Scrutiny Committee 1 on an annual basis.</li> </ol>	<p>Overview and Scrutiny involved in monitoring and development of Corporate Governance</p> <p>Further monitoring to take place on an annual basis.</p>
15 <sup>th</sup> June 2004 OSC(1)3/04	<p><b>Internal Audit Service - Annual Report 2003/04</b></p> <p>Consideration of the work undertaken by internal audit throughout the year ended 31<sup>st</sup> March, 2004.</p>	<p>'That the report on Internal Audit Service work in 2003/04 be noted.'</p>	<p>Overview and Scrutiny members involved in monitoring work undertaken by Internal Audit and consider issues raised</p>
15 <sup>th</sup> June 2004 OSC(1)4/04	<p><b>Procurement Service Improvement Plan - Progress Update</b></p> <p>Consideration was given to a report detailing revisions to the Council's Procurement Service Improvement Plan and Procurement Strategy.</p>	<ol style="list-style-type: none"> <li>1. That the report be noted</li> <li>2. That the adoption of the roles and responsibilities for Overview and Scrutiny Committees, in respect of procurement be supported.</li> <li>3. That training on Procurement be welcomed.</li> <li>4. That Cabinet consider offering the same level of training on procurement to all Members.</li> </ol>	<p>Overview and Scrutiny involved in reviewing progress against Best Value Service Improvement Plan</p>

Date of meeting/ref	Subject	Recommendations	Achievement
15 <sup>th</sup> June 2004 OSC(1)5/04	<b>Preparation of the Annual Overview and Scrutiny Report</b> Consideration was given to the work undertaken by Overview and Scrutiny Committee 1 during 2003/04.	1. That Members note the work undertaken during 2003/04.  2. That the proposed amendments to working methods as set out in the report be supported and be included in the Annual Scrutiny Report for approval by Council.  3. A Review Group be established to consider the operation of Area Forums  4. The Recruitment and Retention Review Group continue with its original membership.	Members leading the Overview and Scrutiny process – i.e. preparation of annual report, including review of previous years work, work programme for 2004/05 and amendment to working methods  The establishment of an Area Forum Review Group
15 <sup>th</sup> June 2004 OSC(1)6/04	<b>Recruitment and Retention - Scope and Remit</b> Members were updated on the progress being made on the review of the Recruitment and Retention	'That the scope and remit of the Recruitment and Retention Review as amended be approved.'	Monitoring progress of Scrutiny Reviews
31 <sup>st</sup> August 2004 OSC(1)8/04	<b>Feedback from Cabinet - Member Training – Procurement</b> Members were given feedback from Cabinet relating to the Member training on procurement	'That the information be noted.'	Feedback from Cabinet regarding recommendation of Overview and Scrutiny Committee
31 <sup>st</sup> August 2004 OSC(1)9/04	<b>Customer Service Centre</b> The Lead Member for Performance Improvement gave a presentation on the above	'That the information be received.'	Overview and Scrutiny Members receive information to enable them to carry out their Scrutiny role.
31 <sup>st</sup> August 2004 OSC(1)10/04	<b>Philips IPS 2000 Telephone System</b> The Lead Member for Performance Improvement gave a presentation on the above	That the information be received.	Consideration of an item raised by Members
31 <sup>st</sup> August 2004 OSC(1)11/04	<b>Scrutiny Review Groups</b> An update was given on the Scrutiny Review Groups	That the information be received	Monitoring progress of Scrutiny Reviews

<b>Date of meeting/ref</b>	<b>Subject</b>	<b>Recommendations</b>	<b>Achievement</b>
12 <sup>th</sup> October 2004 OSC(1)14/04	<b>Review of Partnership Control Arrangements</b> Consideration was given to a report prepared by the Audit Commission, regarding a Review of Partnership Control Arrangements within Sedgefield Borough Council.	That the report be noted	Consideration of an item raised by Members
12 <sup>th</sup> October 2004 OSC(1)15/04	<b>Human Resources Best Value Review Service Improvement Plan - Progress Update</b> Consideration was given to report setting out progress to date on the implementation of the Human Resources Service Improvement Plan	That progress made on the Human Resources Best Value Service Improvement Plan be noted.	Overview and Scrutiny involvement in reviewing progress against Best Value Performance Plan.
12 <sup>th</sup> October 2004 OSC(1)16/04	<b>Area Forums Scrutiny Review Group - Scope and Remit</b> Consideration of the scope and remit relating to the Area Forums Scrutiny Review.	That the scope and remit as outlined in the report be approved	Monitoring progress of Scrutiny Reviews
23 <sup>rd</sup> November 2004 OSC(1)19/04	<b>Internal Audit Service - Report for Half Year Ended 30th September 2004</b> Consideration of the work undertaken in the initial six-month period of the internal Audit Plan for 2004/05.	That the half yearly report be received and that a full year report be considered at the appropriate future meeting of this Committee.	Monitoring work undertaken by Internal Audit and consideration of issues raised.
23 <sup>rd</sup> November 2004 OSC(1)20/04	<b>Revised Policy and Procedures for Handling of Customer Complaints</b> Consideration of proposals to amend the corporate policy and procedures for the handling of customer complaints.	1. That the report be noted 2. That the Committee receives half yearly reports, detailing the number and type of complaints by service, average time to respond and satisfaction with complaints handling.	Overview and Scrutiny involvement in development of policy for handling of Customer Complaints
23 <sup>rd</sup> November 2004 OSC(1)21/04	<b>Overview and Scrutiny Review Groups</b> An update on current reviews	That the information be noted	Monitoring progress of Scrutiny Reviews
23 <sup>rd</sup> November 2004 OSC(1)22/04	<b>Work Programme</b> Work Programme considered	That the Committees work programme, as outlined in the report, be agreed.	Members leading Overview & Scrutiny process, setting own work programme
11 <sup>th</sup> January 2005 OSC(1)25/04	<b>Modern.Gov</b> A demonstration of the Modern.Gov system.	That the Modern.Gov system be welcomed	Overview and Scrutiny involvement in development of electronic provision of information

<b>Date of meeting/ref</b>	<b>Subject</b>	<b>Recommendations</b>	<b>Achievement</b>
11 <sup>th</sup> January 2005 OSC(1)26/04	<b>Work Programme</b> Work Programme considered	That the Committees work programme, as outlined in the report, be agreed.	Members leading Overview & Scrutiny process, setting own work programme
25 <sup>th</sup> January 2005 OSC(1)28/04	<b>Budget Framework 2005/06</b> Consideration of Cabinets' budget proposals in respect of Resource Management, Performance Management and Welfare and Communication Portfolios	That the budget proposals in relation to Resource Management, Performance Management and Welfare and Communications for 2005/06 be approved.	Detailed scrutiny of Cabinet's proposed budget. Following detailed consideration Overview & Scrutiny Members agreed budget proposals.
15 <sup>th</sup> February 2005 OSC(1)31/04	<b>Customer Service Centre</b> The Customer Service Manager gave a presentation on the development of the Customer Service Centre.	That the development of the Customer Service Centre be supported	Overview and Scrutiny Members involved in service development
15 <sup>th</sup> February 2005 OSC(1)32/04	<b>Half Yearly Report on Complaints Received by Corporate Complaints Staff</b> Consideration of complaints/issues received by Corporate Complaints Staff in the period 1 <sup>st</sup> April 2004 to 30 <sup>th</sup> September 2004	1. That the half yearly report be noted and a full year Report for 2004/05 be considered at a future meeting. 2. That consideration be given to the proposal that in cases where appointments could not be met the tenant should be contacted.	Monitoring of corporate complaints and making recommendations to improve service
15 <sup>th</sup> February 2005 OSC(1)33/04	<b>Work Programme</b> Work Programme considered	That the Committees work programme as outlined in the report be agreed	Members leading Overview & Scrutiny process, setting own work programme
29 <sup>th</sup> March 2005 OSC(1)36/04	<b>Internal Audit Report 2005/06</b> Consideration was given to the Internal Audit Plan for the year commencing 1 <sup>st</sup> April 2005.	1. That the audit plan 2005/06 be approved 2. That half yearly progress reports be submitted to future meetings of Overview and Scrutiny Committee 1	Overview and Scrutiny members' involvement in development of internal Audit Plan.



## OVERVIEW AND SCRUTINY COMMITTEE 2

### ACHIEVEMENTS

Date of meeting/ref	Subject	Recommendations	Outcome
29 <sup>th</sup> June 2004 OSC(2).2/04	<p><b>Preparation Of Annual Scrutiny Report</b> Consideration was given to the work undertaken by Overview and Scrutiny Committee 2 during 2003/2004.</p>	<ol style="list-style-type: none"> <li>1. That Members note the work undertaken during 2003/04.</li> <li>2. That the proposed amendments to working methods as set out in the report be supported and be included in the Annual Scrutiny Report for approval by Council.</li> <li>3. That reviews be carried out on: -               <ul style="list-style-type: none"> <li>- Cultural Facilities Within the Borough</li> <li>- The Leisure Agenda</li> </ul> </li> <li>4. That the Value of Tourism to Sedgefield Borough be the next topic to be reviewed.</li> </ol>	<ol style="list-style-type: none"> <li>1. Members leading the Overview and Scrutiny process – i.e. preparation of annual report, including review of previous years work, work programme for 2004/05 and amendment to working methods.</li> <li>2. The establishment of two Review Groups.</li> </ol>
29 <sup>th</sup> June 2004 OSC(2).3/04	<p><b>Proposals For Future Review</b> Queries raised by Members regarding the usage and financial position of Shildon Running Track.</p>	Cabinet Member for Culture and Recreation together with the Director of Leisure Services by invited to attend the next meeting of Overview and Scrutiny Committee 2 to give details on the operation of Shildon Running Track.	Members leading the Overview and Scrutiny process and requesting attendance by the Cabinet Member and Director.
14 <sup>th</sup> September 2004 OSC(2).5/04	<p><b>Supporting Independent Living</b> Consideration was given to a report of the Policy Review Group detailing the outcome of the Review of Supporting Independent Living.</p>	That the report be submitted to Cabinet for consideration.	Overview and Scrutiny involvement in development of policy.
14 <sup>th</sup> September 2004 OSC(2).8/04	<p><b>Shildon Running Track</b> Consideration was given to a report regarding Shildon Stadium 2000</p>	That the Shildon Stadium 2000 was an excellent facility, which should continue to be supported by the Council.	As a result of information received Members were satisfied with action being taken by officers.

Date of meeting/ref	Subject	Recommendations	Achievement
26 <sup>th</sup> October 2004 OSC(2).11/04	<b>LSVT Progress Update</b> The Director of Neighbourhood Services gave a presentation on the above.	That the information be received.	Overview and Scrutiny Members monitor progress on LSVT.
26 <sup>th</sup> October 2004 OSC(2).12/04	<b>Equity and Equality Improvement Plan – Progress update</b> Consideration was given to a report of the Head of Service Improvement detailing progress on the above.	1. That the progress report and the completion of the Equity and Equality Service Improvement Plan be noted.  2. That a Corporate Equality Plan, incorporating an Action Plan to achieve Level 2 of the Equalities Standard, be considered by Cabinet and be monitored by Overview and Scrutiny Committee 2 in accordance with the Council's corporate performance management arrangements.	Monitoring progress of Service Improvement Plan.
26 <sup>th</sup> October 2004 OSC(2).13/04	<b>Scope and Remit of Review Groups</b> Consideration of the scope and remit relating to: - - Cultural Facilities Within the Borough - The Value of Tourism	That the Scope and Remit of the two Review Groups as outlined in the report be approved.	Members leading the Overview and Scrutiny process approving the Scope and Remit for two Scrutiny Reviews.
26 <sup>th</sup> October 2004 OSC(2).15/04	<b>Proposals For Future Review</b> Queries raised by Members regarding the progress of the Play Strategy.	That the Head of Policy and Development be invited to a future meeting to discuss the Play Strategy.	Members leading the Overview and Scrutiny process raising concerns and requesting the attendance of the T. Guest at the meeting held on 18 <sup>th</sup> January 2005.
30 <sup>th</sup> November 2004 OSC(2).18/04	<b>Sedgefield and District Advice and Information Service</b> Consideration was given to a report of the Chief Executive Officer regarding the above Service.	That the Council continues to fund the Sedgefield and District Advice and Information Service as it provided value for money and a valuable service to residents of the Borough.	Overview and Scrutiny consulted on level of funding of the Sedgefield and District Advice and Information Service.
30 <sup>th</sup> November 2004 OSC(2).19/04	<b>Homelessness – Practice, Policies and Service Issues</b> The Director of Housing and the Housing Strategy Manager gave a presentation in respect of the above.	That the Committee is satisfied with the Council's policies and procedures for assisting people who were homeless or at risk of homelessness.	As a result of information received Members were satisfied with action being taken by officers.

Date of meeting/ref	Subject	Recommendations	Achievement
30 <sup>th</sup> November 2004 OSC(2).20/04	<b>Benefits Service Improvement Plan – Service Update</b> Consideration was given to a report detailing progress on the above.	That the Committee is satisfied with the progress being made.	Monitoring progress on Service Improvement Plan.
30 <sup>th</sup> November 2004 OSC(2)21/04	<b>Work Programme</b> Work programme considered.	1. That Sedgefield Advice and Information Service be deleted from the list of topics for future review.  2. That the remainder of the Work Programme be approved.	Members leading Overview and Scrutiny process and setting own work programme.
18 <sup>th</sup> January 2005 OSC(2).25/04	<b>Sedgefield Primary Care Trust</b> N. Porter, Chief Executive of the Sedgefield Primary Care Trust gave a presentation regarding the Out-of-Hours Service and the Annual Report.	'That the information be received'	Scrutiny of external organisations.
18 <sup>th</sup> January 2005 OSC(2).26/04	<b>Development Of Outdoor Play Strategy</b> Following request from Members in attendance a briefing note regarding the development of an Outdoor Play Strategy was presented.	'That the information be received'	As a result of information received Members were satisfied with action being taken by officers.
18 <sup>th</sup> January 2005 OSC(2).27/04	<b>Work Programme</b> Work Programme considered.  <b>Members requested further information on additional spend</b> on the Regional Gymnastics Centre	Work Programme Agreed  Director of Leisure Services be invited to attend a future meeting of Overview and Scrutiny Committee 2 to answer questions relating to additional spend on the Regional Gymnastics Centre.	Members leading Overview and Scrutiny process and setting own work programme and requesting attendance by a Director to respond to Members concerns regarding an issue.

<b>Date of meeting/ref</b>	<b>Subject</b>	<b>Recommendations</b>	<b>Achievement</b>
26 <sup>th</sup> January 2005 OSC(2).29/04	<b>Budget Framework 2005/06</b> Consideration of Cabinets' budget proposals in respect of Culture and Recreation, Housing and Supporting People portfolios	<ol style="list-style-type: none"> <li>1. That Cabinet reconsider the following budget proposals:               <ol style="list-style-type: none"> <li>a) The decision to close the swimming pool at Thornhill Gardens, Shildon.</li> <li>b) The decision to discontinue operation of the Mobile Skate Park.</li> </ol> </li> <li>2. That Council continues to fund the Sedgefield and District Advice and Information Service at the current level.</li> <li>3. That subject to recommendations 1 and 2 above, the budget proposals in relation to Culture and Recreation, Housing and Supporting People portfolios for 2005/6 be otherwise supported.</li> </ol>	Detailed Scrutiny of Cabinet's proposed budget. Following detailed consideration Overview and Scrutiny Members made recommendations to Cabinet to amend proposed budget.
1 <sup>st</sup> March 2005 OSC(2).32/04	<b>Spennymoor Leisure Centre – Gymnastics Centre</b> Following a request from Members, the Director of Leisure Services attended the meeting to answer Members questions regarding the additional contract costs.	That the actions of the officers be supported.	As a result of information received Members were satisfied with action being taken by officers.
1 <sup>st</sup> March 2005 OSC(2).33/04	<b>Bar Facilities Within Leisure Centres</b> Following a request from Members, the Director of Leisure Services attended the meeting to answer Members questions regarding the future of bar facilities in each of the Leisure Centres.	<ol style="list-style-type: none"> <li>1. That the information be noted.</li> <li>2. A further report be submitted to the Committee setting out the results of the analysis of the effect of the introduction of the no-smoking policy, together with options for reinvesting in the Bar areas in order to maximise profitability.</li> </ol>	Consideration of an issue raised by Members. Further information was to be presented at a future meeting.
1 <sup>st</sup> March 2005 OSC(2).34/04	<b>Work Programme</b> Work Programme considered.	Work Programme agreed	Members leading Overview and Scrutiny process, setting own work programme.

Date of meeting/ref	Subject	Recommendations	Achievement
17 <sup>th</sup> March 2005 OSC(2).37/04	<b>LSVT Stage 1 Offer Document</b> The Director of Neighbourhood Services, Director of Resources, Director of Housing, The Solicitor to the Council, Cabinet Member for Housing, the Leader of the Council and officers from Sunderland Housing Group attended the meeting to answer questions in relation to LSVT.	That the Stage 1 Offer Document be approved.	Overview and Scrutiny involvement in LSVT process.
12 <sup>th</sup> April 2005 OSC(2).40/04	<b>Housing Maintenance Service Improvement Plan – Progress Update</b> Consideration was given to a report of the Head of Housing Property Services detailing progress on the above.	That the Committee was satisfied with the progress being made.	Monitoring of Best Value Service Improvement Plan.
12 <sup>th</sup> April 2005 OSC(2).41/04	<b>Void Properties</b> Consideration was given to a report of the Director of Housing detailing progress on the above.	That the Committee was satisfied with the above.	As a result of information received Members were satisfied with action being taken by officers.
12 <sup>th</sup> April 2005 OSC(2).42/04	<b>Work Programme</b> Work Programme considered.	Work Programme agreed.	Members leading Overview and Scrutiny process, setting own work programme.



## OVERVIEW AND SCRUTINY COMMITTEE 3

### ACHIEVEMENTS 2004/05

Date of meeting/ Min ref	Subject	Recommendations	Achievements
13 <sup>th</sup> July 2004 OSC(3).4/04	Preparation of the Annual Scrutiny report Consideration was given to the work undertaken by Overview and Scrutiny Committee 3 during 2003/04.	<ol style="list-style-type: none"> <li>1. That Members note the work undertaken during 2003/04.</li> <li>2. That the proposed amendments to working methods as set out in the report be supported and be included in the Annual Scrutiny Report for approval by Council.</li> <li>3. A Review Group be undertaken of Regeneration of Neighbourhoods with older Private Sector Housing and that the following Members sit on the Review Group: <i>Councillors : G.C. Gray, Mrs. B.A. Clare, R.A. Patchett, Mrs. C. Sproat and B.M. Ord together with 2 co-opted Members from Overview and Scrutiny Committee 2.</i></li> <li>4. That a review be undertaken of the Street Safe Initiative and that the Review Group consist of the following members <i>Councillors Mrs. L. Smith, A. Smith, J.P. Moran, D. A. Brown, M.T.B. Jones, V. Crosby and Mrs. C. Potts.</i></li> </ol>	<p>Members leading Overview &amp; Scrutiny process – i.e. preparation of Annual Report, including review of previous year’s work, work programme for 2004/5 and amendment to working methods.</p> <p>Establishment of 2 Review Groups</p>
13 July 2004 OSC(3).5/04	Proposals for review from Members of the Committee Concerns were expressed by Members in relation to the operational performance of the Grounds Maintenance Contract.	That the Cabinet Member for Environment be invited to the next meeting of Overview and Scrutiny Committee 3 to discuss concerns in relation to the operational performance of the Grounds Maintenance Contract	Members leading O&S process raising concerns and requesting attendance by Cabinet Member

Date of meeting/ref	Subject	Recommendations	Achievement
28 <sup>th</sup> September 2004 OSC(3).7/04	Durham Constabulary – South Area Business Plan 2004/5 Chief Superintendent Banks from Durham Constabulary attended the meeting to inform and consult Members in relation to the Durham Constabulary south area business plan including the aims and revised structure of the constabulary	That the aims etc outlined in the Durham Constabulary south area business plan be supported and that members welcomed working closely with Durham Constabulary in the future to help achieve those aims.	Scrutiny of external organisations  Overview and Scrutiny Members satisfied with Durham Constabulary's Business Plan.
28 <sup>th</sup> September 2004 OSC(3).8/04	Local Development Framework The Head of Planning Services attended the meeting to inform Members of the new Local Development Frameworks that replaced the old style Local Plans under the Planning and Compulsory Purchase Act 2004.	That the information be noted	Overview & Scrutiny Members receive information to enable them to carry out their scrutiny role.
28 <sup>th</sup> September 2004 OSC(3).9/04	Scope and Remit of StreetSafe Initiative Review Group and Regeneration of Neighbourhoods with Older Private Sector Housing Review Group Members were updated on the progress being made on the reviews in relation to StreetSafe Initiative and Regeneration of Neighbourhoods with older Private Sector Housing	That the scope and remit of StreetSafe Initiative and Regeneration of Neighbourhoods with older Private Sector Housing Review Groups as outlined in the report be approved.	Members leading Overview & Scrutiny process approving the Scope and Remit for 2 Scrutiny Reviews. .



<b>Date of meeting/ref</b>	<b>Subject</b>	<b>Recommendations</b>	<b>Achievement</b>
9 <sup>th</sup> November 2004 OSC(3)12/04	Licensing Act 2003 Statement of Licensing Policy Members of the Committee considered a report of the Director of Neighbourhood Services dealing with the transfer of responsibility for Liquor Licensing to local authorities and the implications for Sedgefield Borough and members were given the opportunity to ask questions or raise concerns on a draft policy which had been submitted to Cabinet and Licensing Committee 2 .	That members comments be noted That the information be noted.	Overview & Scrutiny involvement in development of new Licensing Policy.
9 <sup>th</sup> November 2004 OSC(3)13/04	Overview and Scrutiny Reviews Members were updated on the progress being made on the reviews in relation to StreetSafe Initiative and Regeneration of Neighbourhoods with older Private Sector Housing	That the information be received	Monitoring progress of Scrutiny Reviews
9 <sup>th</sup> November 2004 OSC(3)14/04	Items for future Consideration Members considered items to be placed on future agendas	Agreed that following items be placed on future agenda:- Grass cutting Fly tipping Countryside management	Members leading Overview & Scrutiny, raising concerns for future debate and consideration.
14 <sup>th</sup> December 2004 OSC (3)17/04	Countryside Management – update Countryside Officer gave presentation at the meeting on countryside management initiatives	That a site visit be held to various schemes and that all members of the Council be invited to attend	Consideration of an issue raised by Members. Overview & Scrutiny Members' receive information to enable them to carry out their scrutiny role and request a visit to various initiatives in order to further enhance their knowledge of the service.
14 <sup>th</sup> December 2004 OSC (3)18/04	Work Programme Consideration of report of Chairman of the Committee setting out current work programme for discussion.	That the work programme be approved	Members leading Overview & Scrutiny process, setting own work programme.

<b>Date of meeting/ref</b>	<b>Subject</b>	<b>Recommendations</b>	<b>Achievement</b>
14 <sup>th</sup> December 2004 OSC (3)18/04	Regeneration of Neighbourhoods with Older Private Sector Housing Review Group – Membership Membership revision considered	That Councillor Mrs J Gray be appointed to the Regeneration of Neighbourhoods with Older Private Sector Housing Review Group to replace Councillor Mrs B Clare and that Mrs B Clare be a member of the StreetSafe Initiative Review Group	Amendment to membership of Review Groups.
27 <sup>th</sup> January 2005 OSC(3).19/04	Budget Framework 2005/06 Consideration of Cabinet's budget proposals in respect of Regeneration, Environment and Community Safety portfolios	That the budget proposals in relation to Environment, Regeneration and Community Safety Portfolios for 2005/06 be approved.	Detailed scrutiny of Cabinet's proposed budget. Following detailed consideration Overview & Scrutiny Members agreed budget proposals.
1st February 2005 OSC(3).24/04	View Shaping the North East – Regional Spatial Strategy Consultation Draft Members considered a consultation draft Regional Spatial Strategy responses on which were to be forwarded to the Government Office for the North East	That the draft responses outlined in the appendix to the report be recommended to the Cabinet as the formal response of the Council to the North East Assembly's consultation.	Overview & Scrutiny consulted on Regional Spatial Strategy. Members' comments forwarded to Cabinet meeting on 3 <sup>rd</sup> February 2005
1st February 2005 OSC(3).25/04	Private Finance Initiative to develop new community fire stations and a regional life skills centre As part of a consultation process Members were given a presentation by the Chief Fire Officer in relation to proposals for new fire stations at Spennymoor and Bishop Auckland.	That the proposals be supported without prejudice to future planning applications.	Scrutiny of external organisations Overview & Scrutiny Members consulted regarding the development of new community fire station and regional life skills centre. Comments forwarded to Cabinet meeting on 3 <sup>rd</sup> February 2005
1st February 2005 OSC(3).26/04	Work Programme Consideration of report of Chairman of the Committee setting out current work programme for discussion.	That the work programme be approved	Members leading Overview & Scrutiny process, setting own work programme.
15 <sup>th</sup> March 2005 OSC(3).29/04	Grass Cutting Head of Environmental Services and Cabinet Member for the Environment were at the meeting to give a presentation and answer queries on the grass cutting Service	That the Monitoring of the Grounds Maintenance Contract continues on a monthly basis. Grass cutting operatives be instructed to report overhanging tree branches and any other issues which would prevent them undertaking their duties.	Consideration of issue raised by Members. As a result the Head of Environmental Services agreed to review a number of working practices.

<b>Date of meeting/ref</b>	<b>Subject</b>	<b>Recommendations</b>	<b>Achievement</b>
15 <sup>th</sup> March 2005 OSC(3).30/04	Fly Tipping Head of Environmental Services and Cabinet Member for the Environment were at the meeting to give a presentation and answer queries in relation to fly tipping	That the action undertaken by the Head of Environmental Services with regard to fly tipping and enforcement be endorsed	Consideration of an issue raised by Members. As a result of information received Members were satisfied with action being taken by officers.
15 <sup>th</sup> March 2005 OSC(3).31/04	Work Programme Consideration of report of Chairman of the Committee setting out current work programme for discussion.	That the work programme be approved	Members leading Overview & Scrutiny process, setting own work programme.
26 <sup>th</sup> April 2005 OSC(3).34/04	Sustainable Communities Gordon Lennon, the Technical Services Manager and Karin Johnson, Sustainability Officer were present at the meeting to inform Members of progress on initiatives in relation to services impacting on the development of sustainable communities including waste management, countryside management, energy management and travel plans	<ol style="list-style-type: none"> <li>1. That the Committee expresses support for the work undertaken, including the partnership which is to be explored with the PCT with regard to washable nappies.</li> <li>2. That a site visit be held to the digester plant at Thornley.</li> <li>3. That an update be given at a future meeting on waste management.</li> </ol>	Consideration of issue raised by Members. Information received to enable Members to carry out their scrutiny role. Visit to be arranged to a digester plant to enhance members' knowledge.
26 <sup>th</sup> April 2005 OSC(3).35/04	Work Programme Consideration of report of Chairman of the Committee setting out current work programme for discussion.	That the work programme be approved	Members leading Overview & Scrutiny process, setting own work programme.

This page is intentionally left blank