



**PROSPEROUS AND ATTRACTIVE
BOROUGH OVERVIEW AND
SCRUTINY COMMITTEE**

Tuesday, 11 December 2007

10.00 a.m.

Council Chamber, Council Offices Spennymoor

AGENDA
and
REPORTS



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العربية (Arabic)

إذا أردت المعلومات بلغة أخرى أو بطريقة أخرى، نرجو أن تطلب ذلك منا.

বাংলা (Bengali)

যদি আপনি এই ডকুমেন্ট অন্য ভাষায় বা ফরমেটে চান, তাহলে দয়া করে আমাদেরকে বলুন।

(中文 (繁體字)) (Cantonese)

如欲索取以另一語文印製或另一格式製作的資料，請與我們聯絡。

हिन्दी (Hindi)

यदि आपको सूचना किसी अन्य भाषा या अन्य रूप में चाहिये तो कृपया हमसे कहे

polski (Polish)

Jeżeli chcieliby Państwo uzyskać informacje w innym języku lub w innym formacie, prosimy dać nam znać.

ਪੰਜਾਬੀ (Punjabi)

ਜੇ ਇਹ ਜਾਣਕਾਰੀ ਤੁਹਾਨੂੰ ਕਿਸੇ ਹੋਰ ਭਾਸ਼ਾ ਵਿਚ ਜਾਂ ਕਿਸੇ ਹੋਰ ਰੂਪ ਵਿਚ ਚਾਹੀਦੀ, ਤਾਂ ਇਹ ਸਾਥੋਂ ਮੰਗ ਲਓ।

Español (Spanish)

Póngase en contacto con nosotros si desea recibir información en otro idioma o formato.

اردو (Urdu)

اگر آپ کو معلومات کسی دیگر زبان یا دیگر شکل میں درکار ہوں تو برائے مہربانی ہم سے پوچھئے۔

AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

To notify the Chairman of any items that appear later in the agenda in which you may have an interest.

3. MINUTES

To confirm as a correct record the Minutes of the meeting held on 6th November 2007 (Pages 1 - 4)

**4. PROGRESS TOWARDS HOUSING BENEFITS BEST VALUE
PERFORMANCE INDICATORS RELATING TO THE PROSPEROUS
BOROUGH COMMUNITY VALUE 'REDUCED SOCIAL INCLUSION'**

A presentation will be given in relation to progress towards the Best Value Performance Indicators BV 76d, BV78a, BV78b, BV79b (ii) dealing with Housing Benefits (Pages 5 - 22)

**5. OVERVIEW AND SCRUTINY REVIEW: THE COUNCIL'S CONTRIBUTION TO
REDUCING ECONOMIC INACTIVITY (INCREASING EMPLOYABILITY) -
PROGRESS ON ACTION PLAN**

To consider the attached Action Plan detailing progress against recommendations from the Overview and Scrutiny Review of The Council's Contribution to Reducing Economic Inactivity (Increasing Employability) (Pages 23 - 26)

**6. OVERVIEW AND SCRUTINY REVIEW: FUTURE RECYCLING SERVICES
OPTIONS - PROGRESS ON ACTION PLAN**

To consider the attached Action Plan detailing progress against recommendations from the Overview and Scrutiny Review of Future Recycling Services Options. (Pages 27 - 30)

7. WORK PROGRAMME

Report of Chairman of the Committee (Pages 31 - 34)

8. ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT

Members are respectfully requested to give the Chief Executive notice of items they would wish to raise under the heading not later than 12 noon on the day preceding the meeting, in order that consultation may take place with the Chairman who will determine whether the item will be accepted.

B. Allen
Chief Executive

SPENNYMOOR
3rd December 2007

Councillor G.C. Gray (Chairman)
Councillor B. Lamb (Vice Chairman)

Councillors Mrs. L. M.G. Cuthbertson, P. Gittins J.P., D.M. Hancock, Mrs. I. Hewitson,
G.M.R. Howe, Mrs. E. Maddison, J. Robinson J.P, A. Smith, B. Stephens and A. Warburton

ACCESS TO INFORMATION

Any person wishing to exercise the right of inspection etc. in relation to this agenda and associated papers should contact
Liz North 01388 816166 ext 4237 email: enorth@sedgefield.gov.uk

Item 3

SEDGEFIELD BOROUGH COUNCIL

PROSPEROUS AND ATTRACTIVE BOROUGH OVERVIEW AND SCRUTINY COMMITTEE

Council Chamber,
Council Offices,
Spennymoor

Tuesday,
6 November 2007

Time: 10.00 a.m.

Present: Councillor G.C. Gray (Chairman) and

Councillors D.M. Hancock, Mrs. I. Hewitson, B. Lamb, Mrs. E. Maddison and J. Robinson J.P

In

Attendance: Councillors Mrs. P. Crathorne, A. Gray, Mrs. J. Gray, Mrs. S. Haigh, J.E. Higgin, J.G. Huntington and Ms. I. Jackson

Apologies: Councillors Mrs. L. M.G. Cuthbertson, P. Gittins J.P., G.M.R. Howe, A. Smith, B. Stephens and A. Warburton

P&A.11/07 DECLARATIONS OF INTEREST

No declarations of interest were received.

P&A.12/07 MINUTES

The Minutes of the meeting held on 25th September 2007 were confirmed as a correct record and signed by the Chairman. (For copy see file of Minutes).

P&A.13/07 PERFORMANCE INDICATORS

Consideration was given to a report relating to the monitoring of Performance Indicators against the Council's Ambitions of a Prosperous and Attractive Borough and supporting Community Values covering the period from 1 April 2007 to 30th September 2007. (For copy see file of Minutes).

The Committee was informed of the new style of reporting Performance Indicators which included the targets for the existing year, comparison with previous years targets, targets for the following year, and achievements to date. The report also included commentary on performance of the Indicators.

Key points of progress and key areas of concern were brought to Members attention. Particular reference was made to the following key areas of progress relating to the Council's Corporate Ambitions of a Prosperous and Attractive Borough:-

Prosperous Borough

- Percentage of Industrial Properties let (CPP302)
- Housing Benefit Overpayments (HB) (BV79(a) (bi) (biii))
- Number of Concessionary Travel Permits Issued in accordance with the agreed criteria (LP27)
- Overall success rate of young people who have completed an apprenticeship programme with Sedgefield Borough Council (CPP23)

Attractive Borough

- The Tonnage of Household Waste sent by the Authority for Composting or Treatment by Anaerobic Digestion (BV082)
- The Percentage of Decisions delegated to officers as a proportion of all decisions (LP139)
- Average time take to determine all planning applications (LP124)
- Percentage of minor Commercial and Industrial applications decided within 8 weeks (BV109)
- Standard Land Searches Completed within 10 Days (LP143)

Members then considered progress on each Performance Indicator and identified areas of concern in relation to the Council's Corporate Ambitions of Prosperous and Attractive Borough, with a view to inclusion in the Committees Work Programme.

The following Indicators were highlighted as areas of concern :-

Prosperous Borough

Social Inclusion

Number of Fraud Investigations per 1,000 caseload (BV706(c))
Number of prosecutions and sanctions per 1,000 caseload (BV76(d))
Speed of processing (average time for all new claims) (BV078(a))
Speed of processing (average time for a change) (BV078(b))
Housing Benefit Overpayments Performance Indicators (BV079(bii))

It was considered that the area of Housing Benefits needed to be considered by the Committee particularly in relation to staffing levels and that performance was below targets set for 2007/2008.

Increased Skills Levels of Local People

Number of People achieving NVQ Level 2 through Train 2 Gain (CPP29)

Concern was raised that current performance of 6 people was significantly lower than the 2007/08 target of 72 people to achieve NVQ Level 2 through Train 2 Gain.

Attractive Borough

A cleaner, greener, sustainable environment

Percentage of conservation areas in the local authority area with an up-to-date character appraisal (BV219(b))

Members expressed concern that a target had been set to achieve 20% of conservation areas within the local authority area to have an up to date character appraisal and that 2006/07 year end performance was 6.7% and current performance was 6.6%.

Number of collections missed per 100,000 collections household waste (LPI01)

Concern was raised that year end performance for 2006/07 had deteriorated from the 2005/06 performance outturn and that current performance was not achieving the target set for 2007/08.

Improved Design and Quality of Towns and Villages

Percentage of Applicants considering Building Control Service very good or better (LPI32)

Percentage of Building Control plans approved/responded to within three weeks (LPI34)

Members expressed concern that both Building Control Indicators were currently performing below target set for 2007/08.

Concern was also raised regarding local Plan Indicator 35 Percentage of Complaints relating to alleged breaches of planning Control resolved in 12 weeks. It was however noted that Building Control Section had indicated that performance would be on target by end December 2007.

Increased involvement in Cultural Activities

Number of People Spectating or Participating in a Cultural Activity (CPA02)

Members were informed that performance against this indicator was 7451 people and not 2774 as indicated in the report. However concern was expressed regarding the definition of the indicator and how supporting information was collected.

The Committee considered that priority needed to be given to the area of Housing Benefits.

AGREED : That the information be noted and areas of concern be highlighted in the Work Programme.

P&A.14/07 WORK PROGRAMME

Consideration was given to the Work Programme for Prosperous and Attractive Borough Overview and Scrutiny Committee. (For copy see file of Minutes).

Members identified Performance Indicators to be addressed in the Work Programme. It was highlighted that Housing Benefit Performance Indicators would be identified as a priority.

Members requested that a report be presented to the Committee detailing progress and impact of the Local Improvement Plan.

- AGREED :**
1. *That the Work Programme be noted.*
 2. *That the following items be placed on the Committees Work Programme:-*
 - Progress towards Housing Benefits Best Value Performance Indicators BV 76c, BV 76d, BV 78a, BV 78b, BV 79b(ii) relating to the Prosperous Borough Community Value 'Reduced Social Inclusion'.
 - Progress towards Corporate Plan Performance Indicator CPP 29, which relates to the Prosperous Borough Community Value 'Increased Skills of Local People'.
 - Progress towards BVPI 219(b) and Local Plan Indicator LP1 01 which relates to the Attractive Borough Community Value 'A Cleaner, Greener, Sustainable Environment'
 - Progress towards Local Plan Indicators LP132 and LP134 relating to the Attractive Borough Community value 'Improved Design and Quality of Towns and Villages'.
 - Progress towards Corporate Plan Performance Indicator CPA02 relating to the Attractive Borough Community Value 'Increased involvement in Cultural Activities'.
 3. *That a report be presented to a future meeting of the Committee detailing progress to date and impact of the Council's Local Improvement Programme.*

ACCESS TO INFORMATION

Any person wishing to exercise the right of inspection, etc., in relation to these Minutes and associated papers should contact Liz North 01388 816166 ext 4237 email: enorth@sedgefield.gov.uk

Benefits Service Context

- 11,500 claimants
- £32.4M in payments 2007/08
- Largest budget of SBC Services
- No cost to SBC council tax payer

Benefits Service Background

- 105 days to process new claims in 2001
- Best Value Service Review 2001
- Service Improvement Plan – over 100 actions
- Regular reports to Scrutiny

Benefits Service Performance Indicators

- Fraud – Three Pls
- Processing – Three Pls
- Overpayments – Three Pls

Benefits Service Fraud PIs

BV076b – Number of investigators per
1,000 caseload

2006/07	0.18
2007/08 Q2	0.18
Current	0.18

Benefits Service Fraud Pls

BV076c – Number of investigations per
1,000 caseload

		Full year
2006/07	55.2	55.2
2007/08 Q2	22.4	44.8
31 October 2007	26.9	46.1

Benefits Service Fraud Pls

BV076d – Number of prosecutions and sanctions per 1,000 caseload

		Full year
2006/07	3.93	3.93
2007/08 Q2	2.88	5.76
31 October 2007	3.59	6.15

Benefits Service Processing PIs

BV078a – Speed of processing new claims

Top performance	2006/07	30 days
SBC	2006/07	20.7 days
	2007/08 Q2	21.2 days
	Current	20.7 days

Benefits Service Processing PIs

BV078b – Speed of processing
change of circumstances

Top performance	2006/07	Under 10 days
SBC	2006/07	11.88 days
	2007/08 Q2	10.22 days
	Current	10.17 days

Benefits Service Processing PIs

BV079a – Accuracy of processing

Top performance	2006/07	Over 99%
SBC	2006/07	99.8%
	2007/08 Q2	100%
	Current	100%

Benefits Service Overpayments Pls

BV079b(i) – Total recovered during year

2006/07	79%
2007/08 Q2	90%
Current	88%

Benefits Service Overpayments Pls

BV079b(ii) – Total recovered during year
including amount brought forward

2006/07	42%
2007/08 Q2	28%
Current	31%

Benefits Service Overpayments Pls

BV079b(iii) – Total written off

2006/07	5.16%
2007/08 Q2	1.24%
Current	1.39%

Benefits Service PIs

Summary

- **Fraud PIs – expect to meet targets subject to staffing difficulties and data transfer**
- **Processing PIs – well within top national performance**
- **Overpayment PIs – expect to meet targets**

Benefits Service Achievements

- £302,351 funding secured from DWP
- Electronic Document Management System
- Customer Services Centre

Benefits Service Achievements

- Homeworking
- Charter Mark Award
- Electronic Claims System
- Reduced 105 days processing to 20.7 days

Benefits Service

Current Issues

- Voice Risk Analysis
- Integration with back office system
- Taking Service to the Customer

Benefits Service

The Future

- Local Housing Allowance
- Changing PIs
- LSVT
- LGR

Benefits Service Summary

- Service transformed since 2001
- Many achievements
- Top Quality Service
- Top performance nationally
- No cost to SBC council tax payer

**OVERVIEW AND SCRUTINY REVIEW GROUP REPORT – REDUCING ECONOMIC INACTIVITY (INCREASING EMPLOYABILITY)
REVIEW**

Progress Report.

		Cabinet Response		Progress
Review Recommendations		Agreed?	Comments	Comments
1. Cabinet recognises that the official unemployment rate does not give a true picture of the economic conditions of the Borough.	<u>Yes</u>	Cabinet recognises that there are significant numbers of residents in the Borough that suffer economic disadvantage and that the economic conditions in the Borough are far more complex than the headline unemployment figures would suggest. Despite the low official unemployment rate Economic development remains a priority for the Council and its partners as reflected in the Community Strategy and corporate Plan.	Completed. The Council now uses a range of information to determine the true rate of unemployment in its strategic planning and priority setting. This includes the Job Seekers Allowance, the Labour Force Survey, Incapacity Benefit and numbers of people which are economically inactive.	
2. Sedgefield Borough Council's Economic Development Service focuses on supporting entrepreneurship and access to employment in disadvantaged communities.	<u>Yes</u>	The Cabinet is aware of the changing economic conditions within the Borough and notes the upturn in the market for land and premises and the improving employment rate in the Borough. However Cabinet is concerned that many in our disadvantaged communities are being excluded from the labour market, having a detrimental effect on the productivity of the borough. Economic policy will focus on improving access to employment, training and entrepreneurship in disadvantaged communities as well as more traditional	Completed The economic development service is refocused to provide more support to enterprise in disadvantaged communities. Two officers have agreed new job descriptions to that effect.	

	<p>aspects of economic development. This will be reflected in the Corporate Plan and monitored through the Prosperous SWG.</p> <p>In line with Policy set out above, the Cabinet agrees that there is little additionality in giving out such grants as the market has improved and other agencies such as ONE now fulfil this service. Council resource will be redirected into supporting individuals seeking to start in business with continuing effort on aftercare and support. Cabinet has agreed a new grant programme of small grants to individuals in anticipation of this recommendation.</p>		<p>Completed.</p> <p>The Council now offers small grants as a flexible fund to those starting in business. This supplements the grants available through the Local Enterprise Growth Initiative.</p>
<p>3. The Borough Council cease grants of up to £10,000 for companies and refocus on smaller grants for individuals starting businesses.</p>	<p><u>Yes</u></p>		<p>Completed</p> <p>Economic development officers attend the one stop meetings with the Council's planning officers to gain an insight into those developments that may be coming on stream in the future. This information is shared with the Training services manager through the Divisional Management Team of Strategy and Regeneration.</p> <p>Partially Completed.</p> <p>The Government have announced that there will be a new fund to replace Neighbourhood Renewal Fund and that its focus should be enterprise and employment in disadvantaged communities.</p> <p>However Government have not announced allocations for Durham and have confirmed that the new fund will be</p>
<p>4. Systems need to be in place to link training services to information on company expansions and relocations.</p>	<p><u>Yes</u></p>	<p>The Cabinet agrees that information brought into the Council via planning applications, enquires to Economic Development and employer forums needs to be used systematically to ensure residents can be trained to take up new opportunities. Officers will be instructed to examine how internal communications can be improved.</p> <p>The Cabinet is awaiting the outcome of the Comprehensive Spending Review currently being carried out in Government.</p>	
<p>5. The Government is lobbied to provide further funds, paid to local authorities, for neighbourhood-focused regeneration activity.</p>	<p><u>Yes</u></p>		

	<p><u>Yes</u></p>		<p>The Council is actively involved in the LEGI programme at an officer level, with mainstream resources diverted to support the programme. Cabinet notes that there is less scope for political involvement in the programme and will be recommending that officers examine this gap.</p>	<p>paid through the County Durham LAA rather than direct to District Councils. Completed. The enterprise coaches funded through the LEGI fund are integrated into the economic development service. Two officers have agreed new job descriptions to accommodate this shift.</p>
<p>6. The Council actively engages in the Local Enterprise Growth Initiative programme as integral to its economic development function.</p>		<p>The Cabinet notes that as the democratically elected body for Sedgfield Borough the Council leads the development of the Community Strategy. This plan is currently being refreshed however Cabinet fully supports Employability as one of the key strategic objectives for partnership working through the LSP. Cabinet will also lobby to ensure that Employability is incorporated within the Local Area Agreement.</p>	<p>Completed. The leader of the Council now chairs the Local Strategic Partnership Board.</p>	
<p>7. The value of the Local Strategic Partnership is recognised in tackling such a multi-faceted problem as employability.</p>	<p><u>Yes</u></p>	<p>The Voluntary and Community Sector are better placed than the Council in reaching many residents with employability issues. The Council is working with CAVOS to explore how the Community and Voluntary sector can be commissioned to carry out work in this area.</p>	<p>Ongoing. LEGI funded Coaches are located in VCS premises throughout the Borough promoting self employment and social enterprise developments.. VCS organisations provide much of the Information advice and guidance element of the Worklessness commission as well as some health conditions programmes.</p>	
<p>8. The important role of the voluntary and community sector in delivering services locally is recognised.</p>	<p><u>Yes</u></p>			

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PROGRESS REPORT ON:

CABINET RESPONSE AND ACTION PLAN in relation to
 OVERVIEW AND SCRUTINY RECYCLING SERVICES REVIEW GROUP
 REPORT OF THE REVIEW OF FUTURE RECYCLING SERVICE OPTIONS

Review Recommendations	Cabinet Response		Implementation for consideration by Management Team	
	Agreed?	Comments	Responsibility	Timescale
<p>1. The Groups preferred option for a co-mingled collection system be implemented in the long term, be noted.</p>	<p>Yes</p>	<p>The Review Groups long-term preferred option for recycling services be noted. However in light of the Government's decision regarding Local Government Review it is considered that the long-term preferences for recycling services be addressed in the development of the Waste Management Strategy of the new Unitary Authority.</p> <p>Progress to Date: A working group of senior waste officers representing all of the Durham District/Borough Councils and the County Council are currently working on the development of the County Durham Waste Management Strategy.</p>	<p>Director of Neighbourhood Services</p>	<p>March 2008</p>

Review Recommendations	Cabinet Response		Implementation for consideration by Management Team	
	Agreed?	Comments	Responsibility	Timescale
2. The Kerb-it Scheme to continue until 31 March 2008.	Yes	<p>Progress to date: The Kerb-it scheme will continue in place until March 2008. Confirmation has been received from Durham County Council that 'legally' this contract cannot be extended and will terminate on the 31st March 2008</p>	Streetscene Manager	March 2008
3. Consideration be given for various options for the continuation of a kerbside collection service after 31 March 2008, including working in partnership with current partners of the existing kerb-it scheme.	Yes	<p>Progress to date: Agreement has been reached between the 4 current recipient Authorities of the 'Kerb-it' scheme to jointly procure a new kerbside recycling collection service. The new service to be effective from 1st April 2008.</p> <p>A joint officer steering group has, over the past few months, developed tender documents for the new service and tendered the Contract under the OJEU procurement rules.</p> <p>Tenders have been received from 5 companies and all of these companies and their tenders have been rigorously evaluated.</p> <p>The results of the Tender evaluation process and recommendations in relation to a proposed new service are to be considered by Cabinet on the 6th December 2007.</p>	<p>Technical Services Manager</p> <p>Streetscene Manager</p>	<p>August 2007</p> <p>Rev. date 01.04.08</p>

Review Recommendations	Cabinet Response		Implementation for consideration by Management Team	
	Agreed?	Comments	Responsibility	Timescale
4. The segregated collection of glass for recycling continues following the withdrawal of the Kerb-it Scheme in 2008	Yes	Progress to Date: The segregated collection of glass is included in the new service proposals.	Streetscene Manager	On-going
5. Glass collection methods are continuously reviewed to allow full appraisal of collection, separation and disposal options available at that time	Yes	Progress to Date: Ongoing	Streetscene Manager	On-going
6. Sedgefield Borough Council's 29 bring sites be rationalised, with the retention of 6 dedicated sites at Newton Aycliffe (Tesco), Sedgefield (Library), Shildon (Co-op), Spennymoor (Asda), Tudhoe Civic Amenity Site and Aycliffe Civic Amenity site, and phasing out of the remaining 23 sites	Yes	Progress to Date: The site at Green Lane has already been removed and steps are currently being undertaken in relation to communicating the proposals to landowners of the remaining sites. It is anticipated that all 23 of the identified redundant sites will be removed by the end of this financial year.	Streetscene Manager	September 2007 Rev. date 31.03.08
7. A separate, free collection service for televisions, monitors and white goods continues to be provided to all residents of the Borough	Yes	Progress to Date: Service continuing	Streetscene Manager	On-going

Review Recommendations		Cabinet Response		Implementation for consideration by Management Team	
		Agreed?	Comments	Responsibility	Timescale
8.	The free green waste collection service offered in a limited area of the Borough be withdrawn following the cessation of Waste Performance Grant funding in 2007/08	No	Existing arrangements to be maintained in the short term subject to financial consideration when setting the 2008/09 Revenue budget. Progress to Date: <i>Funding provision for the continuation of the existing service is currently being investigated.</i>	Technical Services Mgr Streetscene Manager	October 2007 Rev. date 31.01.08
9.	The provision of a discretionary chargeable green waste collection service, offered throughout Sedgfield Borough, is explored for introduction post-April 2008	No	As a consequence of Local Government Review it is considered that this recommendation should not be progressed. Long term arrangements for the collection of 'green waste', considering the financial; operational and sustainability impacts of the various options available, will need to be addressed in the Waste Management Strategy of the new Unitary Authority.	Technical Services Mgr Streetscene Manager	October 2007
10.	A comprehensive education and awareness-raising campaign be promoted to support recycling arrangements.	Yes	Progress to Date: <i>Ongoing</i>	Technical Services Manager	On-going

Item 7

PROSPEROUS & ATTRACTIVE COMMUNITIES OVERVIEW & SCRUTINY COMMITTEE

11th December 2007

REPORT OF CHAIRMAN OF THE COMMITTEE

WORK PROGRAMME

SUMMARY

This report sets out the Committee's current Work Programme for consideration and review.

RECOMMENDATIONS

1. That the Chairmen of the current Review Groups give a brief update as to progress.
2. That the Committee's Work Programme be reviewed.

DETAIL

1. In accordance with Overview & Scrutiny Procedure Rule 8 of the Council's Constitution, Overview & Scrutiny Committees are responsible for setting their own work programme.
2. Each Overview & Scrutiny Committee should agree a realistic, achievable and considered work programme on the understanding that, from time to time, more urgent or immediate issues may require scrutiny. Issues may, for example, be raised by Cabinet reports, Members' constituency business or be referred to Scrutiny by Cabinet in advance of a Cabinet decision.
3. The current Work Programme for this Committee is appended to the report which details:-
 - Scrutiny Reviews currently being undertaken.
 - Scrutiny review topics held in reserve for future investigation.
 - A schedule of items to be considered by the Committee for the next 6 meetings.
4. **Scrutiny Review**
The Committee should aim to undertake a small number of high quality reviews that will make a real difference to the work of the Authority, rather than high numbers of reviews on more minor issues. Each Overview & Scrutiny Committee should therefore aim to undertake two reviews concurrently. Any additional review topics that have been agreed by Members will be placed on a reserve list and as one Review is completed the Committee will decide on which review should be undertaken next.

Scrutiny reviews will be conducted by a Review Group established by the Committee comprising of 5-6 Members. In most cases the Review Group will be made up of Members from the establishing Committee. However, Members may decide to conduct a review that cuts across the responsibilities of another Overview & Scrutiny Committee. In these cases Members should consider whether it would be appropriate to co-opt Members from the other relative Overview & Scrutiny Committee(s). If it is decided that the review is crosscutting the Chairmen and Vice-Chairmen of Overview & Scrutiny Committees concerned should decide which Committee should take the lead on the review and how many Members should be co-opted from other Overview & Scrutiny Committee(s). The number of Members to be co-opted will depend on the extent to which the responsibility of the topic is shared, however the Review Group should have no more than 6 members.

5. Business for Future Meetings

The Work Programme sets out a plan of when it is anticipated that certain items will be considered by the Committee. These items may include:-

- Best Value Service Improvement Plan updates
- Items which are submitted at regular intervals
- Issues identified by Members for consideration
- Any updates requested by Members

Members are requested to review the Committee's Work Programme and identify, where necessary, issues which they feel should be investigated by the Committee. It will not always be possible to anticipate all reports which will need to be considered by an Overview & Scrutiny Committee and therefore a flexible approach will need to be taken to work programming.

4. FINANCIAL IMPLICATIONS

None associated with this report.

5. CONSULTATION

Contact Officers: Jonathan Slee
Telephone No: (01388) 816166 ext 4362
Email Address: jslee@sedgefield.gov.uk

Ward(s): Not ward specific

Background Papers None

**PROSPEROUS & ATTRACTIVE COMMUNITIES OVERVIEW & SCRUTINY
COMMITTEE**

WORK PROGRAMME

Ongoing Reviews

No reviews currently ongoing

Future Reviews

There are currently no review topics identified by the Committee for future review. As one review is completed Members will decide which review should be undertaken next.

ANTICIPATED ITEMS

24th January 2008

- *Budgets*

29th January 2008

- *Local Improvement Programme - Impact and Progress to Date*
- *Progress towards Local Plan Indicators LPI32, Percentage of applications considering building control service very good or better and LPI34 Percentage of building control plans approved / responded to within three weeks.*
- *Progress towards Best Value Performance Indicators BV219 (b), Percentage of Conservation areas in the local authority area with an up-to-date character appraisal.*
- *Progress towards Corporate Plan Indicator CPA02, Number of people spectating in a cultural activity.*

11th March 2008

- *Progress towards Corporate Plan performance indicator CPP29, Number of People achieving NVQ Level 2 through Train 2 Gain*
- *Progress towards Local Plan Indicator LPI 01, Number of collections missed per 100,000 collections household waste.*

29th April 2008

- *No items identified*

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