

# AGENDA

## SCRUTINY COORDINATING COMMITTEE MEETING



Date: Friday 3 October 2014  
Time: 10.00 am  
Venue: Room 1a, Maidstone House



Overview and Scrutiny

Membership:

Councillors: Butler, English, Mrs Gooch, D Mortimer (Vice-Chairman), Paterson, Springett, Mrs Stockell and J.A. Wilson (Chairman)

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<b>1. Apologies</b>	
<b>2. Notification of Visiting Members</b>	
<b>3. Disclosures by Members and Officers</b>	
<b>4. To consider whether any items should be taken in private because of the possible disclosure of exempt information</b>	
<b>5. Minutes of the Meeting held on 10 July 2014</b>	<b>1 - 5</b>
<b>6. Audit Committee Work Programme</b>	<b>6 - 10</b>
<b>7. Scrutiny Committee Action Implementation Plans (SCRAIPs)</b>	<b>11 - 32</b>
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The reports included in Part I of this agenda can be made available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact Christian Scade on 01622 602523**. To find out more about the work of the Overview and Scrutiny Committees, please visit [www.maidstone.gov.uk/osc](http://www.maidstone.gov.uk/osc)

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**Issued on 24 September 2014**

*Alison Broom*

**Alison Broom, Chief Executive, Maidstone Borough Council,  
Maidstone House, King Street, Maidstone Kent ME15 6JQ**

# Agenda Item 5

## MAIDSTONE BOROUGH COUNCIL

### Scrutiny Coordinating Committee

#### MINUTES OF THE MEETING HELD ON THURSDAY 10 JULY 2014

**Present:** Councillor J.A. Wilson (Chairman), and  
Councillors Black, Butler, English, D Mortimer,  
Paterson and Springett

1. APOLOGIES

It was noted that apologies for absence had been received from Councillor Mrs Gooch.

2. NOTIFICATION OF VISITING MEMBERS/WITNESSES

There were no visiting members or witnesses.

3. ELECTION OF CHAIRMAN

**RESOLVED:** That Councillor J A Wilson be elected Chairman of the Scrutiny Coordinating Committee for the 2014/15 Municipal Year.

4. ELECTION OF VICE-CHAIRMAN

**RESOLVED:** That Councillor D Mortimer be elected Vice-Chairman of the Scrutiny Coordinating Committee for the 2014/15 Municipal Year.

5. DISCLOSURES BY MEMBERS OR OFFICERS

There were no disclosures by Members or Officers.

6. TO CONSIDER WHETHER ANY ITEMS SHOULD BE TAKEN IN PRIVATE BECAUSE OF THE POSSIBLE DISCLOSURE OF EXEMPT INFORMATION

**RESOLVED:** That the items on the agenda be taken in public as proposed.

7. MINUTES OF THE MEETING HELD ON 23 APRIL 2014

**RESOLVED:** That the Minutes of the meeting held on 23 April 2014 be approved as a correct record and signed.

8. OVERVIEW AND SCRUTINY ANNUAL REPORT 2013/14

Tessa Mallett, Overview and Scrutiny Officer, introduced the Overview and Scrutiny Annual Report 2013-14.

The following issues were discussed:

- The roles and functions of all Councillors / Article 2 of the Constitution
- The criteria for quality recommendations
- The importance of Overview and Scrutiny making a positive impact on public service delivery
- Training attended by Overview and Scrutiny Committee Members
- Decision making and Council structures at Maidstone Borough Council
- Reviews carried out during 2013-14 including the Events Review and the Accessing Mental Health Services Before the Point of Crisis Review

**RESOLVED:**

- (a) That, subject to the footnote on page 9 being moved to page 2 and a number of typos being corrected, the Overview and Scrutiny Annual Report 2013-14 be approved for submission to full Council.
- (b) That Democratic Services be asked to look at the possibility of developing a Pocket Guide to the Constitution to summarise the roles and responsibilities of all Councillors.

9. TERMS OF REFERENCE - REVIEW

The Committee considered the report of the Senior Corporate Policy Officer setting out proposed revisions to Article 6 of the Council's Constitution.

In response to questions, the Senior Corporate Policy Officer informed the Committee that the proposed revisions had been put forward following:

- Feedback from officers and Members as part of the planning process for the June/July 2014 round of Committee meetings
- Various restructures across the organisation and a recent portfolio change in relation to housing responsibilities.

The following issues, in relation to terms of reference, were discussed:

- Leisure activities including sporting and recreational based activities
- Spatial planning including the Local Plan
- The roles and responsibilities of the Standards Committee, and Audit Committee, in relation to the proposed changes to the Constitution
- The scrutiny of issues relating to Maidstone's heritage.

## **RESOLVED:**

That, subject to the inclusion of the Local Plan in relation to Planning Transport and Development OSC and review by the Monitoring Officer, the Committee recommended the revisions to Article 6 of the Council's Constitution, as set out in Appendix A to the report of the Senior Corporate Policy Officer, be agreed by full Council.

### 10. CROSS CUTTING ISSUES

The Committee considered the report of the Senior Corporate Policy Officer setting out mechanisms for addressing cross cutting issues to prevent duplication in the work of individual committees.

It was explained that during the June/July round of meetings a number of cross cutting issues had been identified. These included the Night Time Economy, Using the River Medway and Employment implications arising from a review of the Economic Development Strategy and key employment issues arising from Local Plan representations.

It was noted that the Night Time Economy had been put forward as a review topic by the Economic and Commercial Development OSC. It was also explained that issues in relation to violent crime at night would be considered by the Community, Leisure Services and Environment OSC (acting as the Crime and Disorder OSC).

It was agreed that the Economic and Commercial Development OSC should lead the Night Time Economy review but should keep the Community, Leisure Services and Environment OSC informed especially in relation to Crime and Disorder issues. It was suggested that the review scope, once agreed by Economic and Commercial Development OSC, should be considered by the Crime and Disorder OSC in October 2014. In addition, it was agreed that the final report should be sent to the same Committee in February 2015, for comment, before being sent to the Executive for a response.

In terms of the scrutiny suggestion in relation to the River Medway it was explained that during the 2013/14 municipal year the Economic and Commercial Development OSC had suggested reviewing the fees charged for using the river. In addition the following issues were discussed:

- The roles and responsibilities of different agencies in relation to the River Medway
- Ways to make the river more accessible
- Moorings on the river
- Income generation

It was agreed that the suggestion in relation to the River Medway should remain with the Economic and Commercial Development OSC however certain issues, for example accessibility, would be picked up by the Planning, Transport and Development OSC as part of their work on the Local Plan.

It was noted that employment implications arising from a review of the Economic Development Strategy, a qualitative study on employment sites, and employment issues arising from local plan representations were key issues for Planning, Transport and Development OSC and Economic and Commercial Development OSC.

Following a discussion it was agreed that a joint meeting should be organised as the Employment Land Report and the Economic Development Strategy were co-dependent.

In addition to the issues highlighted in the report of the Senior Corporate Policy Officer, the Committee discussed the Review of the Parish Charter in terms of consultation with Parishes on Spatial Planning Policies. It was noted that the Review of the Parish Charter would be considered by Community, Leisure Services and Environment OSC and it was agreed that these issues should be considered at the same time.

**RESOLVED:**

- (a) That the Economic and Commercial Development OSC be the lead Committee for the Night Time Economy Review.
- (b) That, once scoped, the Night Time Economy Review be considered by the Community, Leisure Services and Environment OSC (acting as the Crime and Disorder OSC) in October 2014.
- (c) That the final report, in relation to the Night Time Economy Review, be considered by the Community, Leisure Services and Environment OSC (acting as the Crime and Disorder OSC) in February 2015, for comment, before being sent to the Executive for a response.
- (d) That the Economic and Commercial Development OSC be the Committee to consider the River Medway suggestions, as part of its work programme development for 2014-15, with Planning, Transport and Development OSC addressing certain issues, such as accessibility, as part of their work on the Local Plan.
- (e) That the Planning, Transport and Development OSC and Economic and Commercial Development OSC hold a co-located simultaneous meeting, during autumn 2014, to enable consideration of the Employment Land Report at the same time as the Economic Development Strategy.
- (f) That issues in relation to consultation with Parishes on Spatial Planning Policies be considered by the Community, Leisure Services

and Environment OSC at the same time as the Review of the Parish Charter.

#### 11. FUTURE WORK PROGRAMME AND MEMBER DEVELOPMENT NEEDS

Christian Scade, Senior Corporate Policy Officer, introduced the Future Work Programme and Member Development Needs Report.

It was explained that the Scrutiny Coordinating Committee may wish to consider the support and development it could offer the four Scrutiny Committees at each meeting by structuring its own work programme.

The following issues were discussed:

- Skills for Scrutiny Members and Chairmen
- Member development activities including an event that would be facilitated by the Centre for Public Scrutiny, in July 2014, on developing working relationships between Overview and Scrutiny and Cabinet members.
- Plans to develop a practical and interactive "Questioning and Challenging Skills" event.
- The possibility of organising a site visit to the House of Commons to watch a Select Committee.
- Following up and monitoring recommendations made by scrutiny.
- The importance of selecting appropriate witnesses, especially for review topics.
- Decision making and Council structures at Maidstone Borough Council compared to other local authorities.

#### **RESOLVED:**

- (a) That the next Scrutiny Coordinating Committee meeting be held in September 2014, with a time and date confirmed outside of the meeting by the Senior Corporate Policy Officer.
- (b) That the following items be considered by Committee in September:
  - (i) Audit Committee Work Programme, (ii) Review of Scrutiny Committee Recommendation Action and Implementation Plans for 2014-15, (iii) Making Quality Recommendations and (iv) Member Development Needs (Update).

#### 12. DURATION OF MEETING

14:35 to 16:10

## Maidstone Borough Council

### Scrutiny Coordinating Committee

Friday 3 October 2014

### Audit Committee Work Programme

**Report of:** Christian Scade, Senior Corporate Policy Officer

#### 1. Introduction

- 1.1 The terms of reference for the Scrutiny Coordinating Committee includes developing mechanisms for addressing cross cutting issues and preventing duplication. This includes consideration of the Audit Committee's Work Programme.

#### 2. Recommendation

- 2.1 That the Scrutiny Coordinating Committee considers **Appendix A** and the update from the Audit Committee Chairman and Vice-Chairman, making recommendations as appropriate.

#### 3. Background

- 3.1 During 2012-13 the Chairman and Vice-Chairman of the Audit Committee and the Chairman of the Corporate Services Overview and Scrutiny Committee (now known as the Strategic Leadership & Corporate Services Overview and Scrutiny Committee) met to discuss the relationship between the two Committees and the development of complementary work programmes to avoid duplication.
- 3.2 As a result of this meeting, held on 5 December 2012, it was agreed that the Chairman and Vice-Chairman of the Audit Committee should meet with the Scrutiny Coordinating Committee to discuss Committee work programmes and any areas of overlap to ensure that the Audit Committee does not carry out or duplicate work which is properly the responsibility of the Overview and Scrutiny Committees and that the Overview and Scrutiny Committees are aware of the work plan and role of the Audit Committee.
- 3.3 The recommendations arising from the meeting held on 5 December 2012 were also reported to the Scrutiny Coordinating Committee. As a result, the following protocol has been adopted to manage the referral of issues either way between the Audit and Overview and Scrutiny Committees:

*In the event of the Audit Committee being minded to refer an issue to an Overview and Scrutiny Committee (or vice-versa), the*

*issue, the reasons for referral and the desired outcome must be clearly understood, and specified in the minutes and the reference.*

- 3.5 The role of the Audit Committee differs from that of the Overview and Scrutiny Committees in that the role of scrutiny is to review policy and challenge whether the Executive has made the right decisions to deliver policy goals. The Audit Committee provides independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the Council's financial and non-financial performance to the extent that it affects the Council's exposure to risk and affects the control environment, and oversight of the financial reporting process.
- 3.6 The Audit Committee's work programme is attached at **Appendix A**. This is driven largely by statute and the governance and financial reporting cycle.
- 3.7 There is a potential overlap between the work of the Audit Committee and the Strategic Leadership & Corporate Services Overview and Scrutiny Committee having regard to their terms of reference. Additionally, there could potentially be areas of overlap with the other Overview and Scrutiny Committees. The co-ordination of work programmes is desirable not only to avoid duplication of work, but to ensure that resources are used effectively.

#### **4. Impact on Corporate Objectives**

- 4.1 The Strategic Plan sets the Council's key objectives for the medium term and has a range of objectives which support the delivery of the Council's priorities. Actions to deliver these key objectives may therefore include work that the Committee will consider throughout the coming year.
- 4.2 The Scrutiny Coordinating Committee will primarily consider reports that deliver against all the Council's priorities: For Maidstone to have a growing economy, For Maidstone to be a decent place to live and Corporate and Customer Excellence.

#### **5. Background Documents**

- 5.1 None



**MAIDSTONE BOROUGH COUNCIL**

**AUDIT COMMITTEE**

**Work Programme**

**2014/15**

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Appendix A

Date of Meeting	Title of Report	Contact Officer
14 July 2014	<b>Benefit Fraud Annual Report 2013/14</b>	Filmer Wellard, Investigations Manager
14 July 2014	<b>Internal Audit Annual Report 2013/14</b>	Russell Heppleston, Audit Manager
14 July 2014	<b>Audit Committee Annual Report 2013/14</b>	Russell Heppleston, Audit Manager
14 July 2014	<b>Internal Audit Process Refresh Report 2014/15</b>	Rich Clarke, Head of Audit Partnership
14 July 2014	<b>Treasury Management Performance 2013/14</b>	Paul Riley, Head of Finance and Resources
14 July 2014	<b>External Auditor's Audit Plan 2013/14</b>	Paul Holland, Senior Accountant
14 July 2014	<b>Audit Committee Progress Report July 2014</b>	Paul Holland, Senior Accountant
14 July 2014	<b>External Audit Fees 2014/15</b>	Paul Holland, Senior Accountant
14 July 2014	<b>Local Code of Corporate Governance - Update</b>	Angela Woodhouse, Head of Policy and Communications
14 July 2014	<b>Annual Governance Statement 2013/14</b>	Angela Woodhouse, Head of Policy and Communications
14 July 2014	<b>Statement of Accounts 2013/14</b>	Paul Holland, Senior Accountant
15 September 2014	<b>Follow-up Progress Report on the Audits which Received Limited Assurance in 2013/14</b>	Rich Clarke, Head of Audit Partnership
15 September 2014	<b>External Auditor's Audit Findings Report 2013/14 and Statement of Accounts 2013/14</b>	Ellie Dunnet, Chief Accountant
15 September 2014	<b>Irrecoverable Business Rates - Procedures</b>	Stephen McGinnes, Head of Revenues and Benefits
24 November 2014	<b>External Auditor's Annual Audit Letter 2013/14</b>	Paul Riley, Head of Finance and Resources

Appendix A

24 November 2014	<b>Treasury Management Strategy Mid-Year Performance 2014/15, including Review of Rates of Return</b>	Paul Riley, Head of Finance and Resources
24 November 2014	<b>Annual Governance Statement Action Plan Update</b>	Angela Woodhouse, Head of Policy and Communications
January 2015	<b>Treasury Management Strategy 2015/16</b>	Paul Riley, Head of Finance and Resources
January 2015	<b>Review of Risk Assessment of Budget Strategy 2015/16 Onwards</b>	Paul Riley, Head of Finance and Resources
January 2015	<b>Internal Audit Interim Report</b>	Russell Heppleston, Audit Manager
30 March 2015	<b>Certification of Financial Claims and Returns</b>	Stephen McGinnes, Head of Revenues and Benefits
30 March 2015	<b>Internal Audit Operational Plan for 2015/16</b>	Rich Clarke, Head of Audit Partnership
30 March 2015	<b>Grant Thornton - Enquiries of Management and Audit Committee As Those Charged With Governance</b>	Paul Riley, Head of Finance and Resources
TBA	<b>Review of Financial Thresholds in the Contract Procedure Rules</b>	Paul Riley, Head of Finance and Resources
TBA	<b>Audit Committee Member Skills</b>	Rich Clarke, Head of Audit Partnership
TBA	<b>Review of Corporate Policies</b>	Rich Clarke, Head of Audit Partnership
TBA	<b>Strategic Risk Register – Action Plans</b>	Rich Clarke, Head of Audit Partnership
TBA	<b>HR Assessment of Benefits of IIP Accreditation</b>	Dena Smart, Head of HR Shared Service

# Agenda Item 7

## Maidstone Borough Council

### Scrutiny Coordinating Committee

Friday 3 October 2014

#### Scrutiny Committee Recommendation Action Implementation Plans (SCRAIPs)

**Report of:** Tessa Mallett, Overview and Scrutiny Officer

#### 1. Introduction

- 1.1 On the 7 July 2014 the Scrutiny Coordinating Committee agreed to review the SCRAIPs for the municipal year 2014-15 to date. A report of all SCRAIPs since June 2014 and the responses received to date is attached as **Appendix A**.

#### 2. Recommendations

- 2.1 That the Scrutiny Coordinating Committee note the SCRAIP update report attached as **Appendix A**.
- 2.2 That the Scrutiny Coordinating Committee determine how any outstanding actions are followed up and monitored.

#### 3. Background

- 3.1 The issue of making, and monitoring, recommendations is an important part of the scrutiny process.
- 3.2 The Scrutiny Coordinating Committee, in its report to Council (April, 2013) on the Cabinet and Enhanced Scrutiny Model made the following recommendations:
  - Cabinet Members should attend Committee meetings to present completed Scrutiny Committee Recommendation Action Plans and the action that will be taken following recommendations;
  - The Scrutiny Coordinating Committee should meet quarterly and monitor Overview and Scrutiny Committee recommendations as part of its role.
- 3.3 SCRAIPs set out recommendations following scrutiny meetings and reviews. Information is sought on the SCRAIP as to whether recommendations are accepted, the action to be taken and by whom.
- 3.4 SCRAIPs are issued as soon as possible following a scrutiny meeting (once recommendations have been approved by the Scrutiny

Chairman) and recommendations should be responded to within 28 days of the date of issue.

- 3.5 Since the beginning of the municipal year 2014-2015 SCRAIPs have been input onto a data base (Covalent) as opposed to previously input onto a table in Microsoft Word and emailed to officers to update.
- 3.6 Using Microsoft Word made it difficult to maintain version control of the updates for SCRAIPs. The new system of inputting them onto a database allows just one version to be used centrally and updated by all concerned. It also allows update reports to be generated and reported back to each Overview and Scrutiny Committee (OSC).
- 3.7 All responses to SCRAIPs are agreed by the Cabinet member responsible before reporting back to the relevant OSC.
- 3.8 Since June 2014 OSCs have received monthly SCRAIP update reports as part of the Future Work Programme agenda item.
- 3.9 It is still early to judge properly, but to date, the system seems to be working efficiently.

#### **4. Background Documents**

- 4.1 None

## SCRAIP update report - Scrutiny Coordinating Committee

All OSC SCRAIP report

Please note – all SCRAIPs in grey are still within the deadline for reporting back



Community, Environment and Housing OSC

Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
CEH.140715.20b 13	<p>Cabinet Member for Community and Leisure Services report back to the Committee, in terms of performance against priorities for Parish Liaison, on:</p> <ul style="list-style-type: none"> <li>o Partnerships formed</li> <li>o Outcomes achieved</li> <li>o Results for residents</li> </ul>	Cabinet Member for Community and Leisure Services	Agreed – further work required	<p>The Cabinet Member for Community and Leisure Services will support Parish Liaison through improved locality and place shaping. The Cabinet Member has programmed a series of introductory meetings between himself, parish councils and the Community Partnerships team, which aim to;</p> <ul style="list-style-type: none"> <li>· Strengthen the Parish Council relationships with the Borough Council.</li> <li>· Help the Parish Council (and its community) enhance its status.</li> <li>· Harness and encourage parish councils to share and provide its expertise and knowledge on local issues.</li> <li>· Encourage and support partnership working, involvement from other agencies and increased local voluntary action.</li> </ul> <p>Progress:</p> <ul style="list-style-type: none"> <li>· Cabinet Member introductory meetings held with all Parish Councils in Maidstone - Sarah Robson has diarised a programme of meetings for September to December 2014. The meetings will provide an overview of the Cabinet Member's role and remit, the role of the Community Partnerships team and key priorities supported by the Community Safety Plan, Community Development Plan and Health</li> </ul>	Sarah Robson

Appendix A

Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
14				<p>Inequalities Action Plan.</p> <ul style="list-style-type: none"> <li>· Quarterly Parish Liaison meetings hosted by Zena Cooke and attended by Cllr Perry, Cllr Peter Cooling, Cllr Geraldine Brown, Paul Riley, John Littlemore, Sarah Robson and Abi Jessop (KCC Community Engagement Officer).</li> <li>· Local Plan - D:SE facilitated an LP infrastructure day for the Parish Council.</li> <li>· Annual Parish Conference held in March 2015. John Littlemore has requested Affordable Housing is added to the Agenda.</li> <li>· Parish Charter to be refreshed for Maidstone. It will aim to set a standard for the Borough and Parish Councils to work together, respecting a vision for partnership working and acknowledging the borough's rich and diverse character. A working group has been established (chaired by Cllrs Brown and Perry) and MBC HoS have been engaged and commented on the draft.</li> </ul>	
CEH.140715.20c	Cabinet Member for Community and Leisure services investigate ownership of allotments along with fairness of allocation of sites	Cabinet Member for Community and Leisure Services			Jason Taylor
CEH.140909.21a	<p>That the following question be send to the Head of Housing and Community Services:</p> <ul style="list-style-type: none"> <li>· Would funding beyond 2015 be available to staff the Empty Homes initiative?</li> </ul>	Cabinet Member for Environment and Housing			John Littlemore
CEH.140909.21b	That the following questions be send to the Head of Planning and Development regarding the Empty Homes Strategy:				Rob Jarman; Sue Whiteside

Appendix A

Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
	<ul style="list-style-type: none"> <li>· Would the empty homes bought back into use be used as 'windfall' figures to reduce the objectively assessed housing need figure for the Local Plan?</li> </ul>				
CEH.140909.22.1	That the Private Rented Sector Update report be presented to the 13 January meeting of the Community, environment and Housing OSC.	Cabinet Member for Environment and Housing			John Littlemore
15 CEH.140909.22.2	That an update report on the second collective switching campaign be presented to the committee at their 10 February 2015 meeting by Programme Manager (Financial Inclusion and Maidstone Families Matter);	Cabinet Member for Community and Leisure Services; Cabinet Member for Environment and Housing		Date noted	Ellie Kershaw



Appendix A

Economic and Commercial Development OSC

Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
<p>ECD.140729.20b</p> <p>16</p>	<p>That the Commercial Projects Manager be recommended to give priority to carry out a commissioning exercise for the planning and planning enforcement services.</p>	<p>The Cabinet Member for Economic and Commercial Development</p>	<p>Rejected</p>	<p>The inclusion of 'Commissioning' in the draft Commercialisation Strategy is for two reasons:</p> <ul style="list-style-type: none"> <li>-To ensure that a unit or service is delivering outcomes that are required by statute and that the Council wishes those organisations to deliver; and to ensure that services and outputs in support of those outcomes are being delivered at the standard the Council requires.</li> <li>-To analyse commercial options in response to the definition of those outcomes as part of a STOP, MAKE, BUY, DIVEST decision process.</li> </ul> <p>Planning services are a statutory service and are being delivered in a model which Council already approves. The recommendation is therefore rejected. The committee's concerns about the standards of delivery are noted and are referred to the Planning, Transport and Development OSC.</p>	<p>Dawn Hudd</p>
<p>ECD.140826.30a</p>	<p>The Cabinet Member for Economic and Commercial Development be recommended to adopt the Festivals and Events Policy, subject to:</p> <ul style="list-style-type: none"> <li>i. Due consideration being given to rural communities in the final policy;</li> <li>ii. Advanced warning about traffic management being given to residents before events, specifically in the form of mobile road signs on the highway system, as well as traffic management advice being</li> </ul>	<p>The Cabinet Member for Economic and Commercial Development</p>			<p>Laura Case; Dawn Hudd</p>

Appendix A

Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
	given on the day of an event; iii. Work being undertaken to develop a signature event for Maidstone.				
ECD.140826.30b	Consideration be given by officers on how to feed back good news stories from events to the committee				Laura Case; Dawn Hudd
ECD.140826.30c	Further information be provided, by the Cabinet Member for Economic and Commercial Development, to explain why recommendation k in the Events Review SCRAIP was rejected	The Cabinet Member for Economic and Commercial Development			Laura Case; Dawn Hudd

Appendix A

Planning, Transport and Development OSC

Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
PTD.140609.11.b	That ward members of the parishes Design South East are working with are invited to attend the multi-stakeholder meeting to be held in September.		Agreed	The stakeholder workshop for the parish councils that Design South East are working with has been arranged for 17 September 2014. Local ward members and a range of infrastructure providers have been invited to the event.	Sue Whiteside
PTD.140609.11a	That the Design South East report is reviewed by the Planning, Transport and Development Overview and Scrutiny Committee prior to the planned multi-stakeholder meeting.	Cabinet Member for Planning Transport and Development	Agreed	It is anticipated that the report on the outcomes of the Design South East work will go to PTD Overview and Scrutiny committee on 19 August.	Rob Jarman
PTD.140609.11c 18	That before a final decision is made on the draft Local Plan site allocations Parish Councils be informed and discussions take place on the right to build as part of the neighbourhood planning with a view to facilitating a convergence of the two (ie the Neighbourhood Plans and the Local Plan site allocations).	Cabinet Member for Planning Transport and Development	Agreed	Further engagement with the parishes is planned.	Sue Whiteside
PTD.140609.11d	That feedback be sought from Parish Councils on the consultation with Design South East and Parish Councils be informed of how their feedback had been used to develop the Local Plan.	Cabinet Member for Planning Transport and Development	Agreed	A short survey has been sent to each of the parishes involved in the Design South East work in order to obtain feedback.	Rob Jarman
PTD.140609.11e	The Head of Commercial and Economic Development provide the Committee with a detailed report for the meeting on 21 October 2014 on the quality of existing and proposed employment sites being used for the development of the	Cabinet Member for Economic & Commercial Development	Agreed in principle - further work required	Referred to Sarah Anderton in Planning to produce report for 21 October 2014.	Sarah Anderton

Appendix A

Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
	Economic Development Strategy and the Local Plan.				
PTD.140609.11f	That a joint meeting with the Planning, Transport and Development and Economic and Commercial Development Overview and Scrutiny Committees is arranged to look at the qualitative data for the employment review to be used for the Economic Development Strategy and the Local Plan, possibly in early November 2014.	Cabinet Member for Planning Transport and Development	Agreed	Joint meeting arranged for 21 October 2014.	Sam Bailey; Tessa Mallett
19 PTD.140624.21a	Air quality modelling be undertaken and recommendations included in the Maidstone transport modelling process. Information on the effect of the transport model on air quality be brought to the Committee after the transport modelling is completed.	Cabinet Member for Planning Transport and Development	Agreed	Data derived from the Maidstone transport modelling exercise will feed into the air quality modelling that will be undertaken by MBC environmental health. The results of the air quality modelling will be reported to the committee once received from environmental health.	Sue Whiteside
PTD.140624.21b	With regard to a parking standards policy for Maidstone officers ensure:  i Any planned parking standards policy is cross referenced in the Integrated Transport Strategy, and; ii The Local Plan and the Integrated Transport Strategy appropriately facilitate a Spatial Policy on parking standards in Maidstone.	Cabinet Member for Planning Transport and Development	Agreed	A Supplementary Planning Document (SPD) will be produced for parking standards in the borough. The Integrated Transport Strategy will include reference to the SPD to ensure the policies are linked. The draft Maidstone Borough Local Plan 2014 includes a reference to the need for a Parking Standards SPD to provide greater detail in support of policy DM13 which seeks to facilitate the delivery of sustainable transport.	Sue Whiteside
PTD.140624.21c	Mechanisms be put in place for Councillors to be included in discussion with transport providers. This will also be included as an	Cabinet Member for Planning Transport and	Agreed	Cabinet Member currently attend the quarterly Quality Bus Partnership (QBP) meetings, which are attended by bus operators. It is recommended that members seek to re-establish the Passenger	Sue Whiteside

Appendix A

Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
	objective for the 'Transport in Maidstone Borough - Alternatives to using a car' review for 2014-15.	Development		Transport User Group in order to engage with transport providers across all modes in the borough and beyond.	
PTD.140624.22a	The proposal to hold a joint meeting with the Economic and Commercial Development OSC to look at the Qualitative data be referred to the Scrutiny Coordinating Committee at their meeting on 10 July 2014.	Cabinet Member for Planning Transport and Development	Agreed	Joint meeting arranged for 21 October 2014	Christian Scade
PTD.140624.22b	Planning policy officer to meet with Ward Members, Parish Councils and Neighbourhood Forums to go through the proposed site allocations in the draft Local Plan in addition to the multi-agency event.	Cabinet Member for Planning Transport and Development	Agreed	Noted	Sue Whiteside
PTD.140624.22c	The Cabinet Member for PTD promotes appropriate progress going forward with neighbourhood plans by including PTD OSC to appropriately scrutinise and comment on the Borough's response to the consultation stage of neighbourhood plans.	Cabinet Member for Planning Transport and Development	Agreed	The council's response when formally consulted on a draft neighbourhood plan should in particular focus on the plan's consistency with the existing and emerging strategic policies of the local plan, the sufficiency of the evidence which supports the proposals in the neighbourhood plan, and conformity with neighbourhood plan making regulations. Local ward members are involved in the development of neighbourhood plans so, given the timing of neighbourhood plan consultations which may not coincide with regular Committee meetings, the Committee could consider only scrutinising plans where conflict arises. The Committee will be made aware of Cabinet Member reports on neighbourhood plans, so will be able to call a meeting within the consultation period if required.	Sue Whiteside
PTD.140624.22d	PTD OSC as part of the review of the Parish Charter scrutinise the planning policy processes to be included in the Parish Charter.	Cabinet Member for Planning Transport and	Agreed in principle - further work required	Noted	Sue Whiteside

Appendix A

Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
PTD.140722.31a	That the Cabinet Member for Planning, Transport and Development be recommended to lobby Kent County Council on the reconfiguration of the gyratory system in Maidstone to ensure safe cycle passages. The design of the gyratory system to incorporate surface cycle passages (not subways) for cyclist heading in and out of the town from west Maidstone using the A20 and A26.	Development Cabinet Member for Planning Transport and Development	Agreed in principle - further work required	MBC will work with KCC to ensure the bridge gyratory scheme incorporates suitable cycling infrastructure and provides safe access in and out of the town centre.	Sarah Anderton; Rob Jarman; Sue Whiteside
PTD.140722.31b	That the Head of Planning and Development be recommended to urgently refresh and update the draft Maidstone Borough Council Draft Cycle Strategy, dated June 2012, for further scrutiny by the Committee with a view to consulting upon and formally adopting the refreshed Strategy. The Committee would aim to have the principal proposals relating to cycling used to inform the emerging Integrated Transport Strategy	Cabinet Member for Planning Transport and Development	Agreed in principle - further work required	MBC will work with KCC to refresh and update the draft Maidstone Cycling Strategy as part of the development of the Integrated Transport Strategy to help ensure a comprehensive and holistic approach to transport matters.	Sarah Anderton; Rob Jarman; Sue Whiteside
PTD.140722.31c	That the Head of Planning and Development be asked to report back to the Committee on the costs and possible sites for the provision of cycle ways from rural locations (Villages and Hamlets) with poor bus services, to bus stops on major routes with a more frequent bus service. In addition provide cycle	Cabinet Member for Planning Transport and Development	Agreed in principle - further work required	MBC will work with KCC to refresh and update the draft Maidstone Cycling Strategy as part of the development of the Integrated Transport Strategy. As part of this process, consideration can be given to the inclusion of rural routes and cycle parking provision in the cycling strategy as appropriate.	Sarah Anderton; Rob Jarman; Sue Whiteside

Appendix A

Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
	parking at the end of these routes. The short term aim should be to firstly identify the routes and provide the cycle parking with the longer term aim of developing the cycle route to the cycle parking.				
PTD.140722.31d	That the Head of Planning and Development be recommended to request from Kent County Council a copy of the results of their trials of 20 mile per hour speed limits around schools in the borough and a copy of their policy for 20mph zones around schools in the borough.		Agreed	Noted. This information has been supplied to the Committee by Cllr Chittenden.	Sarah Anderton; Rob Jarman; Sue Whiteside
22 PTD.140722.31e	That the Head of Planning and Development be recommended to reintroduce the Maidstone Cycling Forum and ensure it is supported by an officer with responsibility for cycling in their job description. Additionally a lead member should be identified to act as a cycling champion within the authority.	Cabinet Member for Planning Transport and Development	Agreed	A new dedicated transport planning resource for MBC is currently being appointed. The transport planning job remit will include the need to consider cycling as integral part of the development of the Integrated Transport Strategy and can extend to include re-establishment of the Cycling Forum.	Sarah Anderton; Rob Jarman; Sue Whiteside
PTD.140722.31f	That the Head of Planning and Development be asked to report back to the Committee the reason why Maidstone Borough Council has not signed up to the Kent County Council service standards for Public Rights of Way.	Cabinet Member for Planning Transport and Development	Agreed	It was determined that this service could be delivered and charged for by the MKIP Legal Services rather than being out-sourced to KCC.	Sarah Anderton; Rob Jarman; Sue Whiteside
PTD.140819.43a	That it be noted the Committee remained very concerned at the high value housing need figure but reluctantly recommended it be	Cabinet Member for Planning Transport and	Agreed	Cabinet noted the concerns of the Committee around the high value housing need figure. It was noted that the revised figure was helpful in that it had taken the figure downwards.	Sarah Anderton; Sue Whiteside

Appendix A

Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
	accepted by the Cabinet as the current bench mark need figure from which to do the work to arrive at the housing target figure.	Development			
PTD.140819.43b	That it be recommended officers be fully supported, including if necessary the provision of additional resources, to ensure all aspects are fully investigated to allow Maidstone Borough Council to achieve the minimum target figure possible.	Cabinet Member for Planning Transport and Development	Agreed	This was referred to the Cabinet Member for Planning, Transport and Development who agreed with the Committee's recommendation.	Sarah Anderton; Sue Whiteside
PTD.140819.43c	That it be recommended assistance be given to the Cabinet Member for Planning, Transport and Development to produce interim policies, to include parking, gardens and open space, and housing standards, to protect the borough and ensure development is only carried out where and how the Borough wanted it.	Cabinet Member for Planning Transport and Development	Agreed	This was referred to the Cabinet Member for Planning, Transport and Development who advised that this work was already ongoing but any assistance would be most welcome.	Sarah Anderton; Sue Whiteside
PTD.140819.43d	That it be recommended any evidence provided by the public, to assist in reducing the housing need figure, be taken into account.	Cabinet Member for Planning Transport and Development	Agreed	Cabinet noted the recommendation and advised that any evidence provided by the public that had already come forward had been sent on for consideration by Spatial Policy officers.	Sarah Anderton; Sue Whiteside
PTD.140819.43e	That Cabinet be recommended to accept the figure of 960 for additional care home places in the Borough.	Cabinet Member for Planning Transport and Development	Agreed	Cabinet agreed with the recommendation and advised that they would be adopting the figure of 960 for additional care home places in the Borough.	Sarah Anderton; Sue Whiteside
PTD.140819.43f	That the Head of Planning and Development be asked to present a	Cabinet Member for	Agreed	Cabinet advised that the Head of Planning and Development, in conjunction with the Cabinet	Sarah Anderton; Rob Jarman; Sue Whiteside

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Appendix A

Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
	report at a meeting date, to be agreed, providing details on Affordable Housing; what it is; the impact of the percentages outlined in the draft Local Plan, etc. in order to better understand the detail and make informed decisions regarding the Local Plan.	Planning Transport and Development		Member for Planning, Transport and Development would be undertaking a workshop to give Members an understanding on affordable housing provision and this would include information on the viability work which lead to the differentials in percentage terms for the affordable housing.	
PTD.140819.44b  24	That it be recommended when representations to the Local Plan are collated, each representation to be provided with a response explaining why the representation had been / not been taken forward and included in the Local Plan using the template report attached to the agenda for the meeting.	Cabinet Member for Planning Transport and Development	Agreed in principle - further work required		Sarah Anderton; Rob Jarman; Sue Whiteside
PTD.140916.56.1	Cabinet Member for Community and Leisure Services be recommended to involve the Kent Association of Local Councils and Area Committee Officers in the preparatory work for the review of the Parish Charter, before consulting fully with all parish councils, to ensure a process of two way communication in the development of Neighbourhood Plans and the Local Plan is included.	Cabinet Member for Community and Leisure Services			John Littlemore
PTD.140916.57.1	The Head of Planning and Development be recommended to ensure representatives from parish councils and Area Committee Officers are involved in the design of the process for administering the distribution of the Community	Cabinet Member for Planning Transport and Development			Rob Jarman; Sue Whiteside

Appendix A

Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
	Infrastructure Levy (CIL), before consulting fully with all parish councils, before the Local Plan is adopted, so parish councils are assured Maidstone Borough Council fulfils its' duty to pass the appropriate level of CIL receipts to local councils.				
PTD.140916.59.2	The Head of Housing and Community Services be asked to email to members of the committee an overview of the different categories and classifications of affordable housing and eligibility criteria for each.	Cabinet Member for Environment and Housing			John Littlemore

Appendix A

Scrutiny Coordinating Committee

Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
SCC.140710.8b	That Democratic Services be asked to look at the possibility of developing a Pocket Guide to the MBC Constitution to summarise the roles and responsibilities of all Councillors.			Democratic Services can look into producing a short guide but further information on what exactly is required is sought. In previous years new Members have been given A Councillors Guide but this is so out of date and there wasn't time to update it prior to handing out to new Members but this is a lengthy document and not a pocket guide. The Local Government Association has recently issued the Councillors Guide for new councillors for 2014/2015 and this has been forwarded to new Members. We will look at what could go in a pocket guide and fit this around other democratic work.	Sandra Marchant
SCC.140710.9	That subject to the inclusion of the Local Plan in relation to Planning, Transport and Development OSC and review by the Monitoring Officer, the Committee recommended the revisions to Article 6 of the Council's Constitution, as set out in Appendix A to the report of the Senior Corporate Policy Officer, be agreed by full Council.	Full Council	Agreed	The proposed revisions were approved by Full Council on 23 July 2014.	Christian Scade
SCC.140710.8a	That subject to the footnote on page 9 being moved to page 2 and a number of typos being corrected, the Overview and Scrutiny Annual Report 2013-14 be approved for submission to full Council.		Agreed	The changes suggested by committee were included in the final report. The final report was considered by Full Council on 23 July 2014 and is now available on the MBC website.	Tessa Mallett

Appendix A

Strategic Leadership and Corporate Services OSC

Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
SL&CE.140707.17d	The Mid Kent Services Director report back to a December joint meeting of the Tunbridge Wells Borough Council's Overview and Scrutiny Committee, Maidstone Borough Council's Strategic Leadership and Corporate Services Overview and Scrutiny Committee and Swale Borough Council's Scrutiny Committee, on an interim update on the progress of MKIP that should include the independent appraisal of the Director's post which was being undertaken by a cross authority project team.	Cabinet Member for Corporate Services	Agreed in principle - further work required	This has been included as an item (date TBC) on the Committee's future work programme.	Christian Scade
SL&CS.140707.17a	A Task and Finish Group comprising of two representatives from each of the Tunbridge Wells Borough Council's Overview and Scrutiny Committee, Maidstone Borough Council's Strategic Leadership and Corporate Services Overview and Scrutiny Committee and Swale Borough Council's Scrutiny Committee, be established to consider how MKIPs governance arrangements should be taken forward and how a MKIP communications plan should be developed.	Cabinet Member for Corporate Services	Agreed	A task group has been set up and will meet for the first time on 10 September 2014. The task group includes two representatives from Tunbridge Wells BC's O&S Committee, Maidstone BC's SLCS OSC and Swale BC's Scrutiny Committee.	Christian Scade
SL&CS.140707.17b	The Task and Finish Group for MKIP to report back to a December Joint meeting of the Tunbridge Wells	Cabinet Member for Corporate	Agreed in principle - further work	This will be picked up as part of the scoping/planning for the Joint MKIP Task Group.	Christian Scade

Appendix A

Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
	Borough Council's Overview and Scrutiny Committee, Maidstone Borough Council's Strategic Leadership and Corporate Service Overview and Scrutiny Committee and Swale Borough Council's Scrutiny Committee	Services	required		
SL&CS.140707.17c	A contact list be circulated to staff and elected members of the three authorities for key contacts for shared service enquiries.		Agreed	Paul Taylor, Mid Kent Services Director. has confirmed this information has been produced and circulated.	Christian Scade
28 SL&CS.140708.26c	An update on complaints received and action taken in relation to the Planning Service Shared Service be reported to the next meeting of the Committee, and that the following witnesses be invited to attend and speak on the item: Ryan O'Connell, Mid Kent Planning Support Manager, a representative of IT and the Leader of the Council.	Cabinet Member for Corporate Services	Agreed in principle - further work required	Unfortunately Ryan O'Connell, Mid Kent Planning Support Manager, was unable to attend Committee on the 5 August 2014. However, following discussion with the Chairman, a short briefing paper on the current position was prepared for the meeting. This was noted by Committee.	Christian Scade
SL&CS.140708.27b	That the issues highlighted by the Committee each quarter be recorded and highlighted in next year's Annual Review of Complaints report.		Agreed	Issues raised will be tracked and a summary of action taken will be included in the annual review of complaints for 2014/2015	Sam Bailey
SL&CS.140708.28	That the Cabinet Member be recommended to approve the proposed policy for the award of Discretionary Housing Payments	Cabinet Member for Corporate Services		Included within the report to Cabinet.	Steve McGinnes
SL&CS.140708.29b	That the Committee be involved in the development of the Local Council Tax Discount Scheme, and the development of options for	Cabinet Member for Corporate Services	Agreed	Both actions have been completed. A workshop was held on 17 July 2014 which was attended by Cllr Gooch, Cllr Grigg, Cllr Edwards-Daem and Cllr McKay. The findings and recommendations of the	Christian Scade

Appendix A

Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
	Council Tax Support in 2015, through a meeting of a working group arranged to take place on Thursday 17 July with a view to report back to the August Committee meeting of the Committee.			sub group were considered by Committee on 5 August 2014.	
SL&CS.140708.30b	That future reports to the Overview and Scrutiny Committee on the use of revenue underspend be grouped by subject matter.		Agreed	The Head of Finance and Resources has agreed future reports to Committee, on the use of revenue underspend, will be grouped by subject matter.	Paul Riley
SL&CS.140708.30c	That in view of the financial calendar an update be provided to the January meeting of the Committee.		Agreed	The Future Work Programme for the Committee has been updated and an update will be provided to the January 2015 meeting.	Paul Riley; Christian Scade
SLCS.140805.42.1 29	That the Cabinet be recommended to consider the following options when making the recommendation to Full Council as to the Local Council Tax Discount Scheme to be implemented in 2015/16: a) Maintaining the current 13% reduction for working age households; b0 reducing the level of reduction for working age households to 9.5% with the additional cost met through the removal of the discount available for 2nd adult rebate, provision for backdated awards and reduction in the capital limit to £6000.	Cabinet Member for Corporate Services	Agreed	Recommendation included within the report to Cabinet on 7th October 2014.	Steve McGinnes
SLCS.140805.42.2	That an update on how best to approach the wider review of the Local Council Tax Discount Scheme	Cabinet Member for Corporate	Agreed	Update to be provided to the committee in	Steve McGinnes

Appendix A

Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
	at the end of the current three year agreement be considered at Committee during November.	Services		November 2014.	
SLCS.140805.43.1	That the details of the next vacancy for district members on the Kent County Council Superannuation Committee and the procedures for substitution be circulated to the Committee by Councillor Blackmore.				Paul Riley
30 SLCS.140805.43.3	That the previous SCRAIPs regarding Asset Management be circulated to Councillor McLoughlin.		Agreed	The following information has been sent to the Cabinet Member for Corporate Services via email: (a) The Capital Programme Review Report (Cabinet, June 2013); (b) Capital Programme Review - Follow Up - (SLCS OSC, March 2014); and (c) the SCRAIP (with response) from July 2012 in relation to the Asset Management Item (Corporate Services OSC).	Christian Scade
SLCS.140805.44.2	That any changes made to the bus timetables of the Park and Ride service be reported back to the Committee.			Any changes to the Park & Ride bus timetables will be published on the Councils WebPages under: <a href="http://www.maidstone.gov.uk/residents/park-and-streets/park-and-ride">http://www.maidstone.gov.uk/residents/park-and-streets/park-and-ride</a> to enable the Committee to be kept informed.	Jeff Kitson
SLCS.140805.44.3	That the Corporate Improvement Plan be considered in 6 months as a stand-alone report.	Cabinet Member for Corporate Services	Agreed	The update on the Corporate Improvement Plan will come to Cabinet and Overview and Scrutiny as a separate report from now on.	Georgia Hawkes
SLCS.140805.44.4	That the Waste Section's programme of public information, including the implementation of symbols or languages on bins, be reported back to the Committee.	Cabinet Member for Environment and Housing		Have provided a copy of the updated plan to Christian Scade for distribution to the Overview & Scrutiny Committee. The plan outlines the activities planned for the remainder of the year including distribution of recycling stickers, doorstepping and school workshops.	Jennifer Shepherd
SLCS.140805.45.2	That the Capital projects review be included within the terms of		Agreed	As agreed, this information was included in the (draft) terms of reference for the Budget Working	Christian Scade

Appendix A

Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
	reference of the Budget Working Group.			Group and considered by Committee in September 2014 as part of the future work programme item	
SLCS.140902.55.4	That the Head of Commercial and Economic Development be asked to consider distributing event notices for the attention of ward members, to ensure members are informed, and able to offer advice on events/festivals planned for their wards.				Dawn Hudd
SLCS.140902.55.5	That the presentation of the complaints report, with particular reference to the communication of numerical data and use of percentages, be reconsidered by report authors for future reports.		Agreed	Work will be carried out on changing the format and content of the complaints report for the quarter 2 report, particularly around the presentation of statistical data.	Sam Bailey
SLCS.140902.55.6	That the Shared Head of Environment and Public Realm be asked to ensure Medway Council's out of hours Contact Centre are aware of events/festivals taking place across Maidstone borough to ensure if complaints are received out of hours, these are passed on to the appropriate MBC staff to deal with in a timely fashion.				Gary Stevenson
SLCS.140902.55.7	That the communication process between Medway Contact Centre and Maidstone BC be clarified and reported back to the Committee via a SCRAIP update.				Gary Stevenson
SLCS.140902.55.8	That clarification be provided by the report author on sections 1.11.1 and 1.11.5 of the report with regard		Agreed	The figures for this quarter for complaints and compliments were correct, however what was stated in paragraph 1.11.5 was incorrect for this quarter.	Sam Bailey



Appendix A

Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
	to the levels of complaints and compliments received per service.			What was stated in this paragraph is generally true, however it was not the case this quarter due to the higher than usual number of complaints against Parks and Leisure and the high number of compliments received by various teams this quarter.	

# Agenda Item 8

## Maidstone Borough Council

### Scrutiny Coordinating Committee

Friday 3 October 2014

#### Quality Recommendations

**Report of:** Tessa Mallett, Overview and Scrutiny Officer

#### 1. Introduction

1.1 Scrutiny recommendations should seek to make a real difference to local people and the services provided by Maidstone Borough Council. Recommendations that note a change or request further information fail to resolve problems or make changes. The scrutiny team has developed the following descriptions for quality recommendations. They are recommendations that:

- affect and make a difference to local people;
- result in a change in policy that improves services;
- identify savings and maintain/improve service quality; or
- objectively identify a solution.

#### 2. Recommendations

- 2.1 That the Scrutiny Coordinating Committee review the Quality Recommendation information sheet attached as **Appendix A**.
- 2.2 That the Scrutiny Coordinating Committee agree that **Appendix A** be included with the question preparation sheet already included in the agenda packs for OSC meetings before each item on the agenda. This will provide a reference point to all members before and during meetings as an aide memoir to making quality recommendations.

#### 3. Background

- 3.1 The issue of making, and monitoring, quality recommendations is an important part of the scrutiny process.
- 3.2 In general resolutions requiring further action from officers, Cabinet and / or other stakeholders should be as clear as possible to ensure the correct information is provided and agreed outputs met.
- 3.3 When drafting recommendations it is important to capture the main issues arising from debate in a concise format. Vague conclusions and unspecific recommendations are unlikely to add value. To be useful, recommendations have to set out courses of action which will lead to financial savings, or improved outcomes (or both). One way of checking the usefulness of recommendations is to evaluate

them against the 'six Ws' set out on the Quality Recommendation information sheet attached as **Appendix A.**

#### **4. Background Documents**

4.1 None

## **Appendix A**

### **Making Quality Overview and Scrutiny Recommendations**

Scrutiny recommendations should seek to make a real difference to local people and the services provided. Recommendations that note a change or request further information fail to resolve problems or make changes. The scrutiny team have identified the following criteria for quality recommendations, they:

- affect and make a difference to local people;
- result in a change in policy that improves services;
- identify savings and maintain/improve service quality; or
- objectively identify a solution.

One way of checking the usefulness of recommendations is to evaluate them against the 'six Ws' set out below:

Good recommendations should answer these questions:

<b>Who is being asked to do it?</b>	Without this nothing will get done (no one will take ownership)
<b>What needs to be done?</b>	Needs to be clear and specific
<b>HoW will it be done?</b>	Again, needs to be clear and specific, what is the expected output- for example a report to be written or a meeting to be arranged
<b>Where does it need to be done/go?</b>	If it's a meeting – where is it needed If it's a report – where is it to go, who needs to see it
<b>When does it need to be done?</b>	Crucial to have a timescale – without a deadline it will never get done
<b>Why does it need to be done?</b>	This will help ensure the outcome is relevant and in the right context – if a meeting is being requested it will ensure the correct people are invited to attend

Thinking about these points will help ensure the outcomes of scrutiny are effective and will aid monitoring.

## Maidstone Borough Council

### Scrutiny Coordinating Committee

Friday 3 October 2014

#### Member Development Needs (Update)

**Report of:** Tessa Mallett, Overview and Scrutiny Officer

#### 1. Introduction

- 1.1 On 23 July 2014 a joint Overview and Scrutiny (OSC)/Cabinet member workshop was held, attended by 19 councillors, focussing on the joint working required between OSC members and Cabinet for OSC reviews to be successful. The ideas generated can be found attached as **Appendix A**.
- 1.2 At the Scrutiny Co-ordinating Committee meeting of 10 July 2014 the committee discussed plans to develop a practical and interactive "Questioning and Challenging Skills" event. An update on the progress in organising this event is provided below under point 4.

#### 2. Recommendation

- 2.1 That the Committee note the report and provide feedback on what should happen to follow up the workshop of 23 July 2014.
- 2.2 That Committee note the update on the progress with organising the Questioning and Challenging Skills event and consider the best time for the delivery of the workshop.
- 2.3 That the Committee considers its continuous professional development needs and recommends possible further training or development sessions it would like to undertake.

#### 3. Overview and Scrutiny/Cabinet Member workshop of 23 July 2014

- 3.1 A workshop was held on 23 July 2014 attended by 19 OSC and Cabinet members to discuss and come up with suggestions on how OSC and Cabinet can work together to ensure OSC reviews are successful.
- 3.2 Discussions were held in smaller groups and feedback gathered at the end. The ideas generated can be found attached as **Appendix A**.
- 3.3 The Committee are asked to decide how to take forward the ideas generated.

#### **4. Questioning and challenging skills for OSC**

- 4.1 At their meeting of 7 July 2014 the Committee discussed plans to develop a practical and interactive "Questioning and Challenging Skills" event.
- 4.2 At their meeting on 2 September 2014 the Strategic Leadership and Corporate Services OSC supported the idea of a Questioning and Challenging skills workshop as part of members continuing professional development.
- 4.3 Since this meeting the Overview and Scrutiny team have been investigating external suppliers who can deliver what is required while providing value for money. A supplier has been commissioned to design and deliver a drama based workshop on 3 December 2014.
- 4.4 The aims of the workshop are to provide members with tools and techniques to enhance their questioning and interviewing skills, reduce the time spent interviewing witnesses and create a positive experience for witnesses.
- 4.5 The plan is to deliver two three hour workshops, one in the afternoon and one in the evening. Members are asked to discuss the best timings for these workshops to encourage attendance by as many councillors as possible to ensure it delivers the best value for money.
- 4.6 It is planned to provide a light buffet and refreshments in between the two workshops.

#### **5. Background Documents**

- 5.1 None

**OSC/Cabinet Member workshop – 23 July 2014**

**Ideas/Comments generated**

**Joint work that will be required between OSC members and Cabinet for OSC reviews to be successful:**

- Take Scrutiny out and about – e.g. site visits
- Produce evidence based recommendations
- Look at all the options for policy development
- Active members
- Rapporteurs – subject lead member/champion (at the beginning of the process)
- Meetings with Chair/Vice Chair (or lead member from committee) and Cabinet member and officers as required
- Use the Parliamentary Outreach service
- Engage with the community
- Cabinet ‘coffee mornings’
- Cabinet members to attend OSC meetings regularly
- Non-political OSC – needs reinforcing
- FWP workshops held in June were out of the public eye – not sure that was the best way
- O&S should be member led – not officer led
- Pre/post meetings – Chair, V Chair and Cabinet member and (as necessary) officers
- Improve the quality of reports and information provided
- O&S to decide what they want to know from reports
- Chairmen to appoint committee report experts
- Revisit the definition of a quality recommendation
- Chairmen to appoint a member to have responsibility for following up on recommendations
- Regular SCRAIP review report on agenda
- Follow up on external recommendations built into procedures

# Agenda Item 10

## Maidstone Borough Council

### Scrutiny Coordinating Committee

Friday 3 October 2014

#### Future Work Programme

**Report of:** Christian Scade

#### **1. Introduction**

- 1.1 To consider topics for inclusion in the Scrutiny Coordinating Committee's work programme for the 2014/15 Municipal Year.

#### **2. Recommendation**

- 2.1 That the Committee considers its work programme, attached at **Appendix A**, and suggests items for consideration at future meetings, to ensure it is appropriate and covers all issues Members wish to consider within the Committee's remit.

#### **3. Background to recommendation**

- 3.1 The Scrutiny Coordinating Committee is a Committee consisting of the Chairmen and Vice Chairmen of the four Overview and Scrutiny Committees. It will meet from time to time to consider matters relating to the conduct, performance and procedures of the Committees; to develop mechanisms for addressing cross-cutting issues; and to prevent duplication in the work of the individual committees.
- 3.2 The Committee may wish to consider the support and development it could offer the four Scrutiny Committees at each meeting by structuring its own work programme.

#### **4. Relevant Documents**

- 4.1 Appendix A – Future Work Programme

#### **5. Background Papers**

- 5.1 None



**Scrutiny Coordinating Committee Work Programme (2014/15)**

<b>Meeting Date</b>	<b>Agenda Items</b>	<b>Comments</b>
10 July 2014	<ul style="list-style-type: none"> <li>• Election of Chairman / Vice Chairman</li> <li>• Terms of Reference – Review</li> <li>• Cross Cutting Issues for Review and to note the 2014/15 Review Topics</li> <li>• Draft Scrutiny Annual Report – 2013/14</li> <li>• FWP and Member Development Needs</li> </ul>	<p>Christian Scade</p> <p>Christian Scade / Tessa Mallett</p> <p>Tessa Mallett</p> <p>Christian Scade</p>
3 October 2014	<ul style="list-style-type: none"> <li>• Audit Committee Work Programme</li> <li>• Review of SCRAIPs from 2014-15</li> <li>• Making Quality Recommendations</li> </ul>	<p>The terms of reference for the Scrutiny Coordinating Committee includes developing mechanisms for addressing cross cutting issues and preventing duplication. This includes consideration of the Audit Committee’s Work Programme.</p> <p>Audit Committee meet on 14 July to elect a Chairman and Vice Chairman for the 2014/15 municipal year.</p>

**Appendix A**

	<ul style="list-style-type: none"><li>• Member Development Needs (Update)</li></ul>	
TBC	TBC	TBC