

Central
Bedfordshire
Council
Priory House
Monks Walk
Chicksands,
Shefford SG17 5TQ



**TO EACH MEMBER OF THE
SOCIAL CARE, HEALTH & HOUSING OVERVIEW & SCRUTINY COMMITTEE**

08 June 2011

Dear Councillor

**SOCIAL CARE, HEALTH & HOUSING OVERVIEW & SCRUTINY COMMITTEE - Monday
13 June 2011**

Further to the Agenda and papers for the above meeting, previously circulated, please find attached the following supplementary report(s) in respect of agenda Item 14, which were marked to follow:-

14. Work Programme 2011 - 12 & Executive Forward Plan

To consider details of the currently draft Committee work programme and the Executive Forward Plan.

Should you have any queries regarding the above please contact the Overview and Scrutiny Team on Tel: 0300 300 4634

Yours sincerely

Jonathon Partridge
Scrutiny Policy Adviser,
email: jonathon.partridge@centralbedfordshire.gov.uk

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Meeting: Social Care Health and Housing Overview & Scrutiny Committee
Date: 07 June 2011
Subject: Draft Work Programme 2011–2012 & Executive Forward Plan
Report of: Richard Carr, Chief Executive
Summary: The report provides Members with details of the currently drafted Committee work programme and the latest Executive Forward Plan.

Contact Officer: Jonathon Partridge, Scrutiny Policy Adviser (0300 300 4634)
Public/Exempt: Public
Wards Affected: All
Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

The work programme of the Social Care Health and Housing Overview & Scrutiny Committee will contribute indirectly to all 5 Council priorities.

Financial:

n/a

Legal:

n/a

Risk Management:

n/a

Staffing (including Trades Unions):

n/a

Equalities/Human Rights:

n/a

Community Safety:

n/a

Sustainability:

n/a

RECOMMENDATION(S):

1. **that the Social Care Health and Housing Overview & Scrutiny Committee**
 - (a) **considers and approves the draft work programme attached, subject to any further amendments it may wish to make;**
 - (b) **considers the Executive Forward Plan; and**
 - (c) **considers whether it wishes to add any further items to the work programme and/or establish any Task Forces to assist it in reviewing specific items.**

Work Programme

1. Attached at **Appendix A** is the currently draft work programme for the Committee. The Committee is requested to consider the draft programme and amend or add to it as necessary. This will allow officers to plan accordingly but will not preclude further items being added during the course of the year if Members so wish and capacity exists.
2. Also attached at **Appendix B** is the latest version of the Executive's Forward Plan (1 June 2011 to 31 May 2012) so that Overview & Scrutiny Members are fully aware of the key issues Executive Members will be taking decisions upon in the coming months. Those items relating specifically to this Committee's terms of reference are shaded in grey.

Task Forces

3. In addition to consideration of the work programme, Members will also need to consider how each item will be reviewed i.e. by the Committee itself (over one or a number of Committee meetings) or by establishing a Member Task Force to review an item in greater depth and report back its findings.

Conclusion

4. Members are requested to consider and agree the attached work programme, subject to any further amendments/additions they may wish to make and highlight those items within it where they may wish to establish a Task Force to assist the Committee in its work.

Appendices:

- Appendix A – Draft Social Care Health and Housing Overview & Scrutiny Committee Work Programme
Appendix B – The Executive Forward Plan for the period 1 June 2011 to 31 May 2012

Background Papers: (open to public inspection)
None.

Location of papers: Priory House, Chicksands

Appendix A

Draft Work Programme for Social Care, Health and Housing Overview & Scrutiny Committee 2011 - 2012

Ref	Indicative Overview & Scrutiny Meeting Date	Report Title	Report Description	Comment
1.	1 August 2011	Quality, Innovation Productivity and Prevention (QIPP)	To present to the Committee with an update from 22 November on the programme for QIPP.	NHS organisations at regional and local level have QIPP plans in place to address the quality and productivity challenge. Supporting these are twelve national work streams designed to help NHS staff successfully deliver these changes. Five work streams relate to commissioning of care and five relate to the running and staffing of NHS organisations. Two focus on primary care commissioning and contracting, and digital technology.
2.	1 August 2011	Directorate approach to the Corporate Web Strategy	The Committee will receive a presentation on the Council's Web Strategy in relation to customers accessing Adult Social Care Services via the Council's Website.	The Committee to consider and discuss what the Directorate can do to ensure customers are aware of and use the web to contact the Directorate. This is an opportunity for established and potential service users to contact and communicate with the Council, particularly the most vulnerable in the region.

NOT PROTECTED

Note: an item on the Committee's work programme will be received at each meeting.

Last Update: 08 June 2011

Ref	Indicative Overview & Scrutiny Meeting Date	Report Title	Report Description	Comment
3.	1 August 2011	Adult Social Care: Customer Feedback – Complaints, Compliments Annual Report 2010/11	To provide members of the Committee with a report relating to the number of cases received; complaint outcomes (upheld/not upheld); learning and improvements resulting from complaints; and cases referred to the Local Government Ombudsman.	The purpose of this report is to fulfill the duty to produce an annual report of the complaints procedure for Adult Social Care for 2010/11.
4.	1 August 2011	Tenant local offers and annual report	The Committee will receive a report regarding the local offers with tenants and the annual report that is produced by tenants.	
5.	1 August 2011	HealthWatch Transition Plan	The Committee will consider a report regarding the transition of the Bedfordshire Local Involvement Network (LINK) to a Healthwatch organisation	
6.	1 August 2011	Q4 Performance Monitoring Report	To receive the performance position for the Social Care Health and Housing Directorate.	The Committee will receive a statement of the position Directorate's performance for Q4 Executive: 12 July 2011
7.	1 August 2011	Q4 Budget Monitoring Report	To receive the budget position for the Social Care Health and Housing Directorate.	The Committee will receive a statement of the position Directorate's budget for Q4 Executive: TBC
8.	12 September 2011	TBC	TBC	Potential Member site visits.

NOT PROTECTED

Note: an item on the Committee's work programme will be received at each meeting.

Last Update: 08 June 2011

Ref	Indicative Overview & Scrutiny Meeting Date	Report Title	Report Description	Comment
9.	24 October 2011	Annual report of Bedford and Central Bedfordshire Adult Safeguarding Board	To receive the annual report of Bedford and Central Bedfordshire Adult Safeguarding Board.	The board is an independent body and the consideration of this report is considered good practice. Executive: 23 August 2011
10.	24 October 2011	Health reform implications	To receive a report outlining the major implications of recent health reforms on Central Bedfordshire	
11.	24 October 2011	Q1 Budget Monitoring Report	To receive the quarter 1 budget position for the Social Care Health and Housing Directorate	Executive: 4 October 2011
12.	12 December 2011	Strategic Tenancy Policy	The Government proposes a new Affordable Rent, for Housing Association new-build accommodation and re-lets of existing accommodation, which will be at up to 80% of market rents. The Council is required to produce a Strategic Tenancy Policy, which will also set out a position on flexible tenancies.	The Council's Strategic Tenancy Policy will have implications for the affordability of accommodation in Central Bedfordshire and, depending on the Council's position, could adversely impact on the delivery of new affordable housing, and could result in major sites becoming stalled. In addition, the Policy will set out the Council's position on flexible tenancies and how they should be used. The date for this item is provisional and subject to confirmation closer to the meeting date.

NOT PROTECTED

Note: an item on the Committee's work programme will be received at each meeting.

Last Update: 08 June 2011

Ref	Indicative Overview & Scrutiny Meeting Date	Report Title	Report Description	Comment
13.	12 December 2011	Transition of Bedfordshire Community Health Services to the South Essex Partnership University NHS Foundation Trust (SEPT)	To receive a report outlining progress in relation to the transition of Bedfordshire Community Health Services to SEPT.	
14.	23 January 2012	Q2 Budget Monitoring Report	To receive the quarter 2 budget position for the Social Care Health and Housing Directorate	Executive: 10 January 2012
15.	5 March 2012	TBC		
16.	12 April 2012	Q3 Budget Monitoring Report	To receive the quarter 3 budget position for the Social Care Health and Housing Directorate	Executive: 27 March 2012

NOT PROTECTED

Note: an item on the Committee's work programme will be received at each meeting.

Last Update: 08 June 2011

Work Programme Items TO BE SCHEDULED			
Ref	Report Title	Report description	Comment
17.	Asset management of sheltered housing consultation plan and approach	TBC	There will be a series of 4 items that will be added to the work programme of the OSC in order to feed into Executive discussions. These meetings will focus on providing an opportunity for residents to attend to raise their views.
18.	Self-financing	TBC	TBC
19.	Sheltered Housing Review	TBC	A consultation in relation to the sheltered housing review is due to complete in December 2011. This will be added to the work programme following the completion of the consultation.

NOT PROTECTED

Note: an item on the Committee's work programme will be received at each meeting.

Last Update: 08 June 2011

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Appendix **B**

Central Bedfordshire Council Forward Plan of Key Decisions 1 June 2011 to 31 May 2012

- 1) During the period from **1 June 2011 to 31 May 2012**, Central Bedfordshire Council plans to make key decisions on the issues set out below. “Key decisions” relate to those decisions of the Executive which are likely:
 - to result in the incurring of expenditure which is, or the making of savings which are, significant (namely £200,000 or above per annum) having regard to the budget for the service or function to which the decision relates; or
 - to be significant in terms of their effects on communities living or working in an area comprising one or more wards in the area of Central Bedfordshire.
- 2) The Forward Plan is a general guide to the key decisions to be determined by the Executive and will be updated on a monthly basis. Key decisions will be taken by the Executive as a whole. The Members of the Executive are:

Executive Member

To be appointed at the Council’s AGM on 19 May 2011

- 3) Those items identified for decision more than one month in advance may change in forthcoming Plans. Each new Plan supersedes the previous Plan. Any person who wishes to make representations to the Executive about the matter in respect of which the decision is to be made should do so to the officer whose telephone number and e-mail address are shown in the Forward Plan. Any correspondence should be sent to the contact officer at the relevant address as shown below. General questions about the Plan such as specific dates, should be addressed to the Head of Democratic Services, Priory House, Monks Walk, Chicksands, Shefford SG17 5TQ.
- 4) The agendas for meetings of the Executive will be published as follows:

Meeting Date	Publication of Agenda
15 March 2011	03 March 2011
05 April 2011	24 March 2011
31 May 2011	19 May 2011
12 July 2011	30 June 2011
23 August 2011	11 August 2011
4 October 2011	22 September 2011
15 November 2011	3 November 2011
6 December 2011	24 November 2011
10 January 2012	22 December 2011
14 February 2012	2 February 2012
27 March 2012	15 March 2012
15 May 2012	3 May 2012

Central Bedfordshire Council

Forward Plan of Key Decisions for the period 1 June 2011 to 31 May 2012

Key Decisions

Date of Publication: 13.05.11

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
1.	Local Economic Plan -	To approve the Central Bedfordshire Local Economic Plan.	12 July 2011		Draft final Local Economic Plan	Executive Member for Sustainable Communities – Strategic Planning & Economic Development Comments by 11/06/11 to Contact Officer: James Cushing, Head of Economic Policy Email james.cushing@centralbedfordshire.gov.uk Tel: 0300 300 4984
2.	Biggleswade Town Centre Strategy and Masterplan -	To consider and formally adopt the Biggleswade town centre strategy and masterplan as a supplementary planning document.	12 July 2011	Non statutory consultation – July 2009 comprising public exhibition Non statutory consultation – 3 July to 27 August 2010, 4 public exhibitions in addition to web and print consultation methods Formal statutory consultation – Early November 2010 for a period of four to six weeks	Biggleswade town centre strategy and masterplan	Executive Member for Sustainable Communities – Strategic Planning & Economic Development Comments by 11/06/11 to Contact Officer: Liz Wade, Assistant Director Economic Growth and Regeneration Email: liz.wade@centralbedfordshire.gov.uk Tel: 0300 300 6288

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
3.	Award of Contract: 24/7 Community Alarm and Emergency out of hours telephone call handling service -	To award the contract.	12 July 2011		Tender report	Executive Member for Social Care, Health & Housing Comments by 11/06/11 to Contact Officer: Basil Quinn, Housing Asset Manager Performance Email: basil.quinn@centralbedfordshire.gov.uk Tel: 0300 300 5118
4.	Post 16 Transport Policy -	To approve the draft policy to be implemented from September 2012.	12 July 2011	Consultation to run between 9 May 2011 and 24 June 2011. Workshops to be held with schools, colleges, neighbouring authorities and Youth Parliament.	Report Consultation forms and feedback Draft policy Equality Impact Assessment	Executive Member for Children's Services Comments by 11/06/11 to Contact Officer: Sylvia Gibson, Interim Assistant Director, Learning and Strategic Commissioning or Ben Pearson, Head of Joint Strategic Commissioning Email: sylvia.gibson@centralbedfordshire.gov.uk Tel: 0300 300 5522 or ben.pearson@centralbedfordshire.gov.uk Tel: 0300 300 5679

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
5.	Business Case for Integrated Children's System Improvement -	To consider the business case for the procurement of a replacement Integrated Children's System and improvement of related processes and workflows.	12 July 2011		Report	Executive Member for Corporate Resources Comments by 11/06/11 to Contact Officer: Clive Jones, Assistant Director Customer and Systems Email: clive.jones@centralbedfordshire.gov.uk Tel: 0300 300 4168
6.	Consultation on Central Bedfordshire's draft Approach to Parking Management -	To consider the consultation on Central Bedfordshire's draft Approach to Parking Management.	12 July 2011	Members and Town and Parish Councils Exhibitions at Priory and Watling House Tuesday 6 June 2011	Draft Approach to Parking Management	Executive Member for Sustainable Communities Services Comments by 11/06/11 to Contact Officer: Basil Jackson, Assistant Director Highways & Transport Email: basil.jackson@centralbedfordshire.gov.uk Tel: 0300 300 6171
7.	Budget Management - Provisional Outturn 2010/11 -	To provide information on the budget outturn as at 31 March 2011.	12 July 2011		Report	Executive Member for Corporate Resources Comments by 11/06/11 to Contact Officer: John Unsworth, Interim Assistant Director of Finance Email: john.unsworth@centralbedfordshire.gov.uk Tel: 0300 300 6147

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
8.	Community Engagement Strategy -	To endorse the refresh of the Community Engagement Strategy.	23 August 2011		Report	Leader of the Council Comments by 22/07/11 to Contact Officer: Ian Porter, Assistant Director Policy, Partnerships & Performance Email: ian.porter@centralbedfordshire.gov.uk Tel: 0300 300 6529
9.	Transforming learning and our relationship with schools - Review of school places in Leighton & Linslade -	To consider the responses to the consultation on the preferred option(s) and to authorise the publication of statutory notices.	4 October 2011		Education Vision, Children and Young People's Plan, Learning Transformation Dunstable and Houghton Regis Review Protocol	Executive Member for Children's Services Comments by 03/09/11 to Contact Officer: Sylvia Gibson, Interim Assistant Director, Learning and Strategic Commissioning Email: sylvia.gibson@centralbedfordshire.gov.uk Tel: 0300 300 5598
10.	Budget Management Report - Quarter 1 -	To consider the quarter 1 budget management report.	4 October 2011		Report	Executive Member for Corporate Resources Comments by 03/09/11 to Contact Officer: John Unsworth, Interim Assistant Director of Finance Email: john.unsworth@centralbedfordshire.gov.uk Tel: 0300 300 6147

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
11.	Transforming learning and our relationship with schools - Review of school places in Leighton & Linslade -	To approve the statutory proposals and financial commitment to implement the chosen option.	15 November 2011		Education Vision, Children and Young People's Plan, Learning Transformation Dunstable and Houghton Regis Review Protocol	Executive Member for Children's Services Comments by 15/10/11 to Contact Officer: Sylvia Gibson, Interim Assistant Director, Learning and Strategic Commissioning Email: sylvia.gibson@centralbedfordshire.gov.uk Tel: 0300 300 5598
12.	Central Bedfordshire Approach to all Age Skills -	To approve Central Bedfordshire's approach to All Age Skills in order to: A: establish the priorities and actions requirement to ensure the skills challenges facing Central Bedfordshire can be met; and B: demonstrate the Council's commitment to demonstrate leadership in driving the skills agenda forward.	15 November 2011	Workshops and focus groups will be held throughout May/June with partners, stakeholders and individuals. From July – September the Council will be running a formal consultation for a minimum of 13 weeks.	Local Economic Assessment	Executive Member for Sustainable Communities – Strategic Planning and Economic Development Comments by 14/10/11 to Contact Officer: Kate McFarlane, Head of Community Regeneration & Adult Skills Email: kate.mcfarlane@centralbedfordshire.gov.uk Tel: 0300 300 5858

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
13.	Budget Management Report - Quarter 2 -	To consider the quarter 2 budget management report.	6 December 2011		Report	Executive Member for Corporate Resources Comments by 05/11/11 John Unsworth, Interim Assistant Director of Finance Email: john.unsworth@centralbedfordshire.gov.uk Tel: 0300 300 6147
14.	Review of Central Bedfordshire Council Library Service -	Approval is sought to: A: agree the Central Bedfordshire vision for the Libraries Service; and B: agree a sustainable model of future Library Service provision.	6 December 2011	Throughout May/June a series of focus groups and workshops with service users and partners and stakeholders. From July – September/October a formal consultation for a minimum of 13 weeks on the vision and potential service delivery models.	Emerging vision, core service offer and aspiration Libraries Service Review Report Outcomes from consultation process Equality Impact Assessment	Executive Member for Sustainable Communities Services Comments by 05/11/11 Kate McFarlane, Head of Community Regeneration & Adult Skills Email: kate.mcfarlane@centralbedfordshire.gov.uk Tel: 0300 300 5858

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
15.	Gypsy & Traveller DPD -	To recommend to Council the adoption of the Gypsy & Traveller DPD.	10 January 2012	Statutory LDF consultation process and Examination by Planning Inspector.	Gypsy & Traveller DPD (DLF North)	Executive Member for Sustainable Communities – Strategic Planning and Economic Development Comments by 09/12/11 to Contact Officer: Richard Fox, Head of Development Plan Email: richard.fox@centralbedfordshire.gov.uk Tel: 0300 300 4105
16.	Award of the Housing Responsive Maintenance and Void Repairs Contract -	To award the housing responsive maintenance and void repairs contract.	10 January 2012		Report	Executive Member for Social Care, Health & Housing Comments by 09/12/11 to Contact Officer: Basil Quinn, Housing Asset Manager Performance Email: basil.quinn@centralbedfordshire.gov.uk Tel: 0300 300 5118
17.	Community Safety Partnership Priorities and the Community Safety Partnership Plan for 2012-2013 -	To adopt the Community Safety Partnership Priorities and the Community Safety Partnership Plan for 2012-2013.	27 March 2012	Strategic Assessment & Partnership Plan will be considered at the Community Safety Partnership Executive meeting in November/December, Overview and Scrutiny Committee and the Local Strategic Partnership.	Strategic Assessment Priorities & Community Safety Partnership Plan 2012-2013	Executive Member for Sustainable Communities Services Comments by 26/02/12 to Contact Officer: Jeanette Keyte, Community Safety Manager Email: jeanette.keyte@centralbedfordshire.gov.uk Tel: 0300 300 5232

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
18.	Food Law Enforcement Service Plan 2012-2013, Age Restricted Sales Plan 2012-2013 and the Health and Safety (as a Regulator) Service Plan 2012-2013 -	To approve the Food Law Enforcement Service Plan 2012-2013, Age Restricted Sales Plan 2012-2013 and the Health and Safety (as a Regulator) Service Plan 2012-2013.	27 March 2012		Central Bedfordshire Enforcement Policy; FSA Framework Agreement on Local Authority Food Law Enforcement; Food Law Code of Practice (England); HSE Section 18 Standard on Enforcement	Executive Member for Sustainable Communities Services Comments by 26/02/12 to Contact Officer: Susan Childerhouse, Head of Public Protection (North) Email: susan.childerhouse@centralbedfordshire.gov.uk Tel: 0300 300 4394
19.	Budget Management Report - Quarter 3 -	To consider the quarter 3 budget management report.	27 March 2012		Report	Executive Member for Corporate Resources Comments by 26/02/11 to Contact Officer: John Unsworth, Interim Assistant Director of Finance Email: john.unsworth@centralbedfordshire.gov.uk Tel: 0300 300 6147

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
NON KEY DECISIONS						
20.	Quarter 4 Performance Report -	To highlight key Quarter 4 performance for Central Bedfordshire Council.	12 July 2011		None.	Executive Member for Corporate Resources Comments by 11/06/11 to Contact Officer: Ian Porter, Assistant Director Policy, Partnerships & Performance Email: ian.porter@centralbedfordshire.gov.uk Tel: 0300 300 6529

Postal address for Contact Officers: Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford SG17 5TQ

**Central Bedfordshire Council
Forward Plan of Decisions on Key Issues**

For the Municipal Year 2011/12 the Forward Plan will be published on the fifteenth day of each month or, where the fifteenth day is not a working day, the working day immediately proceeding the fifteenth day, or in February 2012 when the plan will be published on the fourteenth day:

Date of Publication	Period of Plan
15.04.11	1 May 2011 – 30 April 2012
13.05.11	1 June 2011 – 31 May 2012
15.06.11	1 July 2011 – 30 June 2012
15.07.11	1 August 2011 – 31 July 2012
15.08.11	1 September 2011 – 31 August 2012
15.09.11	1 October 2011 – 30 September 2012
14.10.11	1 November 2011 – 31 October 2012
15.11.11	1 December 2011 – 30 November 2012
15.12.11	1 January 2012 – 31 December 2012
13.01.12	1 February 2012 – 31 January 2013
14.02.12	1 March 2012 – 28 February 2013
15.03.12	1 April 2012 – 31 March 2013