

## Overview and Scrutiny Committee

### Work Programme – 2009/10

Overview and Scrutiny Committee – 27 <sup>th</sup> May 2009				
Pre Meeting Planning		Post Meeting Actions		
Subject and Witness	Issue	Outcomes and Actions Arising	Responsible Officer	Deadline and Status
Crime and Disorder Reduction Partnership – Genny Renard, Interim Head of Community Safety	Crime targets – This item should be considered by the Overview and Scrutiny Committee to give members an overview of the main issues in Brent for the police and the Crime and Disorder Reduction Partnership. This will include information on how the different partners in the CDRP work together to reduce crime in the borough. It is also now a requirement under the Police and Justice Act 2006 for councils to scrutinise the CDRP.	<p>The committee requested the following:</p> <p>Information on operation payback The project being run by the probation service to work with people sentenced to prison for less than 12 months.</p> <p>Information on Section 60, stop and search powers - how this works, when it's been used in Brent, including a breakdown of the age, gender and ethnicity of those people searched under S60 in the last 12 months.</p> <p>These issues should come back to the committee by December 2009. This will form part of its formal work as the Crime and Disorder Scrutiny Committee of the Council.</p>	Genny Renard, Interim Head of Community Safety	December 2009
Voluntary Sector Strategy – Linda Martin, Head of Service Development and	The Committee would like an update on the progress in preparing the Voluntary Sector Strategy. This work is likely to have been moved on following the	<p>The Committee requested a progress update in 6 months focussing on:</p> <ul style="list-style-type: none"> <li>the development of the voluntary sector</li> </ul>	Linda Martin, Head of Service Development and	8 <sup>th</sup> December 2009

Commissioning	Voluntary Sector conference held in Brent in March 2009, which was one of the task group's original recommendations.	<p>strategy</p> <ul style="list-style-type: none"> <li>• relationships with the voluntary sector</li> <li>• the use of Grant Tracker to avoid double funding organisations.</li> </ul> <p>It was suggested that some voluntary sector representatives might also attend the committee for this item.</p>	Commissioning	
Town Centre Regeneration Task Group Follow Up – Andrew Davies, Policy and Performance Officer	The Committee will follow up the recommendations made by the Town Centre Regeneration Task Group to ensure they have been implemented, or are being implemented where agreed.	<p>The committee has asked for answers to the following questions:</p> <ol style="list-style-type: none"> <li>1. What is the likely timescale for developing a protocol to agreeing priorities and respond to environmental issues raised by town centre managers?</li> <li>2. Does the council have an existing town centre strategy and is it still relevant, as the development of a new strategy appears to be reliant on funding for an external consultant?</li> <li>3. Are there still plans to review the possibility of introducing dual use of properties in town centres e.g. retail or residential through the LDF in 2010?</li> <li>4. When are PCSOs to begin environmental monitoring as the introduction of this power for PCSOs was one of the reasons why members agreed to stop funding a street warden service?</li> </ol> <p>These will be reported to the next meeting of the committee, in July 2009.</p>	Andrew Davies, Policy and Performance Officer	9 <sup>th</sup> July 2009
Regeneration Task Group Updates - Andrew Davies, Policy and Performance Officer	The Committee will be given progress reports on each of the task groups currently in progress. They are:	Reports noted		Completed. Task Groups will report in due

Performance Officer	Transition Services Recycling in Flats Services for people exiting prostitution Climate change			course.
Task Group Scopes - Andrew Davies, Policy and Performance Officer	The Committee will receive two scoping documents:  Services for adults with learning disabilities Review of councillors commission report  From these scoping documents, members should select which of these task groups they would like to establish once current task groups have been completed.	Agreed to add services for adults with learning disabilities to the list of task groups.	Andrew Davies, Policy and Performance Officer.	Task Group will begin once there is capacity amongst officers to start work on this project.
Review and Scrutiny Committee Work programme - Andrew Davies, Policy and Performance Officer	The Committee should consider the items currently listed in the work programme and decide what they wish to prioritise and which items can be removed from the work programme. Members should also add in any issues they wish to consider at future meetings.	Work programme agreed. Members will have the opportunity to discuss the programme at each committee meeting this year to add or take away items depending on priorities.	Andrew Davies, Policy and Performance Officer	Work programme agreed.

### Overview and Scrutiny Committee – 9<sup>th</sup> July 2009

**Pre Meeting Planning**

**Post Meeting Actions**

Subject and Witness	Issue	Outcomes and Actions Arising	Responsible Officer	Deadline and Status
Introduction to work of Business Transformation Department – Graham Ellis, Director of Business Transformation	Business Transformation - Graham Ellis has been invited to the Overview and Scrutiny Committee so members can learn more about the new Business Transformation Department and priorities for the year ahead.	The committee has asked for a progress update on transformation projects to be presented to members in February 2010.	Graham Ellis	9 <sup>th</sup> February 2010.
Leader's Update on Council Priorities – Cllr Paul Lorber	<p>Councillor Paul Lorber, leader of the council, will be invited to the Overview and Scrutiny Committee to provide an update on the work of the administration and to give the committee the chance to question him on performance and policy. Members have asked for an update on four areas:</p> <ul style="list-style-type: none"> <li>• the impact of the recession on local people and how the Council is responding to this</li> <li>• progress on delivering the improvement programme</li> <li>• progress on providing new social housing and</li> <li>• efforts made to recruit more permanent social care staff.</li> </ul>	<p>Deputy Leader attended the committee in place of the Leader. As a result, members have asked that the Leader attends in October to answer questions on the following issues:</p> <ol style="list-style-type: none"> <li>1. The provision of school places in the borough</li> <li>2. The impact of the recession on local people and on the council.</li> <li>3. Efforts to recruit social care staff, especially in children's services.</li> </ol>	Andrew Davies to arrange with Ian Young	13 <sup>th</sup> October 2009
One Stop Service – Sandra Walker, Assistant Director, Customer Services	One Stop Service redesign update – Update to include specific information on nature of enquiries and increases / decreases in demand for specific services following discussion on this issue at the Overview and Scrutiny Committee in March 2009.	Report noted by the committee. Members wish to follow up the issue of falling numbers of service users, and the implications this has for the service. This has been scheduled in to the work programme for February 2010.	Sandra Walker	9 <sup>th</sup> February 2010.

<p>Overview and Scrutiny Annual Report – Stella Akintan, Policy and Performance Officer</p>	<p>The Overview and Scrutiny Committee will consider the annual report as part of the process of improving the scrutiny function, to assess what aspects of O&amp;S worked well in 2008/09 and consider areas for improvement in 2009/10.</p>	<p>Report agreed. Will go forward to Full Council.</p>	<p>Stella Akintan</p>	<p>September 2009</p>
<p>Children's Centre Generation Task Group – Answers to members questions - Andrew Davies, Policy and Performance Officer</p>	<p>Answers to questions about this task group for information, following request in May 2009.</p>	<p>Andrew Davies to follow up and provide answers to members questions.</p>	<p>Andrew Davies / Michael Read</p>	<p>August 2009</p>
<p>Cricklewood Library</p>	<p>The chair of the committee has asked for a briefing on the future plans for Cricklewood Library. This is in response to media reports suggesting the use of the building may be changed. Members will need to decide how they want to take this issue forward if they are concerned about the proposals.</p>	<p>The committee discussed this issue in detail, following representations from two members of the public on the plans for Cricklewood Library and the borough archive. Members support the project to move the archive and refurbish the library to include a children's centre. The following recommendations were made:</p> <ol style="list-style-type: none"> <li>1). That steps are taken to fully inform Cricklewood Library users on what children's centres do, how they operate, how the centre and library will interact within the refurbished building.</li> <li>2). That information is made available to Cricklewood Library users setting out:             <ol style="list-style-type: none"> <li>a). How the £400,000 investment in the building will be spent</li> <li>b). How noise from children's centre will be contained to reduce the impact on library users</li> <li>c). How access to the building will be separately</li> </ol> </li> </ol>	<p>Sue McKenzie, Head of Libraries, Arts and Heritage</p>	<p>September 2009</p>

		for users of the library and children's centre, again to minimise disruption for library users  3). That the outcome of the legal investigations regarding the covenant on the building be reported to the Overview and Scrutiny Committee		
Plans for people with physical or learning disabilities	The chair has asked for a briefing on the requirement for local authorities to produce care plans for people with physical or learning disabilities and how these are delivered in Brent Such information will inform questioning on social care items that come to the committee in the future.	Report noted		

### Overview and Scrutiny Committee – 13<sup>th</sup> October 2009

Pre Meeting Planning		Post Meeting Actions		
Subject and Witness	Issue	Outcomes and Actions Arising	Responsible Officer	Deadline and Status
Mayor's Update on Council Priorities – Cllr Paul Lorber	Councillor Paul Lorber, leader of the council, has been invited to the Overview and Scrutiny Committee as he was unable to make the July meeting. The purpose of the invite is to provide an update on the work of the administration and to give the committee the chance to question him on performance and policy.	<p>The Committee has asked for written answers to questions on the following:</p> <ul style="list-style-type: none"> <li>Information on referrals to children's services for child neglect / safety issues. Are referrals increasing and what is this attributed to, Baby P, the recession?</li> <li>Information on the number of companies that have</li> </ul>	Cllr Paul Lorber and Ian Young, Liberal Democrat Group Office	December 2009

	<p>Members have asked for an update on:</p> <ol style="list-style-type: none"> <li>1. The provision of school places in the borough</li> <li>2. The impact of the recession on local people and on the council.</li> <li>3. Efforts to recruit social care staff, especially in children's services.</li> <li>4. Shared services opportunities. Original request was to focus on adult social care, but the committee would like a general update on the progress made in this area.</li> </ol>	<p>taken up the council's reduction in business rates, being offered to small business during the recession.</p> <ul style="list-style-type: none"> <li>• Information on the shared services agenda, specifically when the West London Alliance begins to commission services. How much is this arrangement saving the council?</li> </ul>		
Learning disabilities day centres – Lance Douglas, Assistant Director, Quality and Support	<p>Consultation on learning disabilities day centres – Report on outcomes of the consultation and the way forward. This follows on from the committee item on this issue considered in March 2009. A visit to a day centre may also be organised to tie in with this item.</p>	<p>Report back on the further progress agreed for February 2010.</p> <p>The Committee has also requested a visit to a day centre to happen before the report back.</p>	<p>Andrew Davies to liaise with Lance Douglas</p>	<p>December 2009</p>
Local Strategic Partnership Annual Report – Cathy Tyson, Assistant Director, Policy	<p>Overview and scrutiny has a responsibility to bring democratic accountability to local strategic partnerships. Reviewing the LSP's annual report is a useful way of carrying out this role and assessing the impact the partnership has had on services, and the outcomes from those services.</p>	<p>Agreement that future scrutiny of LSP matters will be on where the partnership is adding value. Forward Plan to be added to OSC work programme so that work of LSP can be monitored.</p>	<p>Joanna McCormick</p>	<p>February 2010</p>
Local Strategic Partnership Self Evaluation – Cathy Tyson, Assistant Director, Policy.	<p>LSP Self Evaluation / Assessment – review of LSP self assessment work as part of member involvement in partnership scrutiny.</p>	<p>As above – LSP Annual Report</p>		
Woburn Road Councillor Call for Action	<p>Councillor James Powney has submitted a councillor call for action request</p>	<p>The Committee has agreed to consider this item at its next meeting in December 2009. A site visit</p>	<p>Andrew Davies to arrange</p>	<p>December 2009</p>

	regarding traffic and congestion concerns at Tubbs Road, Kensal Green. The committee should consider whether it wishes to look at this issue in more detail at its meeting in December 2009.	to Tubbs Road will be arranged to take place before full consideration of the issue.		
cycling in Flats Task Group	Final report of the task group, for committee endorsement. The report will be sent to the Executive for approval, once recommendations have been agreed by the Overview and Scrutiny Committee.	Recommendations endorsed to be passed to the Executive for approval. Members have requested an update on the Waste Contract Service Review that is to take place.	Jacqueline Casson and Andrew Davies.	February 2010.

### Overview and Scrutiny Committee – 8<sup>th</sup> December 2009

Pre Meeting Planning		Post Meeting Actions		
Subject and Witness	Issue	Outcomes and Actions Arising	Responsible Officer	Deadline and Status
Tubbs Road Councillor for Action	The Overview and Scrutiny Committee has been asked by Cllr Powney to investigate the traffic issues at Tubbs Road. The committee should call witnesses to the meeting to outline the problem and agree recommendations for a way forward.	The committee made a number of recommendations on this issue for consideration by the Highways Committee in January 2010. The outcome of the Highways Committee discussion on the issue will be reported to Overview and Scrutiny Committee in February 2010.	Andrew Davies to prepare report for Highways Committee.	Highways Committee on 19 <sup>th</sup> January 2010. Report back to O&S in February 2010.
Safeguarding Adults Annual Report – Martin Peseaman, Director, Rising and	Safeguarding Adults Annual Report – Partner organisations will be invited	Report noted. O&S requested that additional information on unsubstantiated claims be included in the next report, so that they are aware of the reasons why cases haven't been	Sarah McDermott to prepare 2009/10 report for	December 2010.



Community Care		pursued.	committee.	
Voluntary Sector Strategy – Linda Martin, Head of Service Development and Commissioning	<p>In May 2009 the Committee requested a progress update focussing on:</p> <ul style="list-style-type: none"> <li>the development of the voluntary sector strategy</li> <li>relationships with the voluntary sector</li> <li>the use of Grant Tracker to avoid double funding organisations.</li> </ul> <p>It was suggested that some voluntary sector representatives might also attend the committee for this item.</p>	<p>O&amp;S agreed to consider two issues when they follow this up in the future:</p> <ul style="list-style-type: none"> <li>The communication issues raised by CAB and how these will be addressed.</li> <li>Councillors requested area based information on voluntary and community sector organisations in the borough, to help them in their work and to get to know the voluntary sector in their area.</li> </ul> <p>The timetable for developing the strategy is still to be confirmed, but future updates will fit in with this.</p>	Linda Martin	To be confirmed
Climate Change Task Group	<p>Final report of the task group, for committee endorsement. The report will be sent to the Executive for approval, once recommendations have been agreed by the Overview and Scrutiny Committee.</p>	<p>Recommendations endorsed and one other recommendation added:</p> <p>“That each report presented to the council's Executive contains a paragraph outlining its environmental impact, in order to mainstream climate change mitigation in service delivery”.</p>	Stella Akintan	Executive in early 2010. Follow up by O&S in 2010/11
Strengthening Local Democracy – motion in council	<p>Details of the motion to council, passed to Overview and Scrutiny Committee will be included on the agenda. The matter relates to strengthening local democracy and the possibility of an overview and scrutiny task group to look into this. Members should decide how they wish to take the matter forward.</p>	<p>The committee agreed that this task group should take place and have asked for a scope to be presented in February 2010. They have also asked for a scope on a task group to review the ally gating schemes in the borough.</p>	Andrew Davies	February 2010

## Overview and Scrutiny Committee – 9<sup>th</sup> February 2010

Pre Meeting Planning		Post Meeting Actions		
Subject and Witness	Issue	Outcomes and Actions Arising	Responsible Officer	Deadline and Status
One Stop Service Design – Sandra Walker, Assistant Director, Customer Services	The Overview and Scrutiny Committee have considered two reports previously on the redesign of the one stop service. They are keen to follow up on the reasons why the numbers of clients using the service is reducing (as reported in July 2009), and the implications this has.	Agreed that the committee would receive an update on progress with the project in 9 months, with focus on Harlesden customer contact arrangements and falling number of customer contacts using the one stop service.	Graham Ellis / Sandra Walker.	November 2010
Next Commissioning Registered Social Landlord Performance Report – (Sona Chumun 4)	This item will give members of the Overview and Scrutiny Committee an opportunity to question RSLs in the borough on their performance during the past 12 months. Information will be sought from all RSLs with housing stock in Brent.	Report back to Overview and Scrutiny Committee in the summer of 2010, to include the following information: <ul style="list-style-type: none"> <li>• Summary of 2009/10 performance for RSLs in Brent.</li> <li>• An overview of street properties in Brent and the issues connected with these, such as repairs / ASB. RSLs with street properties to attend the committee to answer councillors' questions.</li> <li>• The committee should go on a tour of sites prior to consideration of the report.</li> <li>• An overview of the new performance regime should be included in the report.</li> </ul>	Tony Hirsh	Summer 2010
Neighbourhood Working	Neighbourhood Working – Feedback on	The committee has asked for a briefing on	Christine Collins.	TBC

Christine Collins, Neighbourhood Working Manager	key issues: member engagement, commitment and satisfaction with the process and new ways of involving residents and presentation of Annual Report.	Neighbourhood Working budget spend in 2009/10, in time for their March meeting. In addition, the committee will consider the NW annual report, either in summer 2010 or wait until summer 2011.		
Services for women ending prostitution task group	Final report of the task group, for committee endorsement. The report will be sent to the Executive for approval, once recommendations have been agreed by the Overview and Scrutiny Committee.	Report approved, with an additional recommendation included: <ul style="list-style-type: none"> <li>The task group and social issues connected to the subject are the basis of an article in the Brent magazine.</li> </ul>	Jacqueline Casson	March 2010
Task Group Scopes – Improving local democracy	Scope requested at the Overview and Scrutiny Committee in December 2009.	Scope approved – to begin in June 2010.	Andrew Davies	June 2010
Tubbs Road councillor call for action	Report back from Highways Committee meeting on 19 <sup>th</sup> January 2010.	The committee will follow up the recommendations from the Tubbs Road Councillor Call for Action in the summer of 2010 (meeting date still to be confirmed).	Andrew Davies	Summer 2010
Willesden Junction councillor call for action	Submitted to overview and scrutiny committee by Cllr Powney for consideration.	The Committee will follow up the Willesden Junction Councillor Call for Action once it has heard whether Hammersmith and Fulham Council are willing to establish a joint task group to look into the issue. Neighbourhood Working will also be looking into this in the meantime.	Andrew Davies	Spring / summer 2010

## Overview and Scrutiny Committee – 23<sup>rd</sup> March 2010

Pre Meeting Planning		Post Meeting Actions		
Subject and Witness	Issue	Outcomes and Actions Arising	Responsible Officer	Deadline and Status
Crime and Disorder Issues follow up – Tony Renard, Interim Lead of Community Safety	<p>In May 2009 the committee requested the following:</p> <ul style="list-style-type: none"> <li>• Information on operation payback</li> <li>• The project being run by the probation service to work with people sentenced to prison for less than 12 months.</li> <li>• Information on Section 60, stop and search powers - how this works, when it's been used in Brent, including a breakdown of the age, gender and ethnicity of those people searched under S60 in the last 12 months.</li> </ul> <p>These issues will form part of its formal work as the Crime and Disorder Scrutiny Committee of the Council.</p>			
Transitions Services Task Group	Final report of the Transitions Services Task group, looking at services for vulnerable young people as they move from children's to adult's services.			
Transforming Adult Social Care – update on / Centres for people	The Overview and Scrutiny Committee has requested an update on this project, to follow on from the meeting in October			

Learning disabilities ance Douglas, Assistant Director, Quality and Support	2009 where the members discussed this issue most recently.			
Gating	The chair of the committee has requested a report looking at the success of ally gating projects in Brent. The report will include information on their history, the process of installing them, successes and failures and how their use can be improved.			
vn Centre eneration Task up Follow up	The committee wishes to follow up the recommendations from this task group in order to complete its review.			

**Outstanding items – To be carried forward to 2010/11.**

Proposed Item	Issue for Overview and Scrutiny Committee to consider	Meeting Date
ngs in Brent – Phil Newby, ector, Policy and eneration	Independent research into the nature and prevalence of gang activity in Brent has been commissioned. The Overview and Scrutiny Committee may wish to consider the results of this research and could also choose to carry out a task group looking at this issue.	
untary Sector Strategy low up – Linda Martin	<p>O&amp;S agreed to consider two issues when they follow this up in the future:</p> <ul style="list-style-type: none"> <li>• The communication issues raised by CAB and how these will be addressed.</li> <li>• Councillors requested area based information on voluntary and community sector organisations in the borough, to help them in their work and to get to know the voluntary sector in their area.</li> </ul> <p>The timetable for developing the strategy is still to be confirmed, but future updates will fit in with this.</p>	
eguarding Adults Annual	O&S requested that additional information on unsubstantiated claims be included in	

port	the next report, so that they are aware of the reasons why cases haven't been pursued.	
process for registering town greens in Brent	Issues suggested by member of the public. This will be allocated if members are interested in the item. It has been prompted by application to register Gladstone Park as a town green.	
Tubbs Road Councillor Call for Action	The committee will follow up the recommendations from the Tubbs Road Councillor Call for Action in the summer of 2010 (meeting date still to be confirmed).	
Willesden Junction Station Councillor Call for Action	The Committee will follow up the Willesden Junction Councillor Call for Action once it has heard whether Hammersmith and Fulham Council are willing to establish a joint task group to look into the issue. Neighbourhood Working will also be looking into this in the meantime.	
Annual Performance Report	Report back to Overview and Scrutiny Committee in the summer of 2010, to include the following information: <ul style="list-style-type: none"> <li>• Summary of 2009/10 performance for RSLs in Brent.</li> <li>• An overview of street properties in Brent and the issues connected with these, such as repairs / ASB. RSLs with street properties to attend the committee to answer councillors questions.</li> <li>• The committee should go on a tour of sites prior to consideration of the report.</li> <li>• An overview of the new performance regime should be included in the report.</li> </ul>	
One Stop Service Redesign	Agreed that the committee would receive an update on progress with the project in 9 months, with focus on Harlesden customer contact arrangements and falling number of customer contacts using the one stop service.	
Neighbourhood Working Annual Report	To be considered by the Committee in summer 2010 (depending on need to do this following briefing in March 2010) or summer 2011.	
Review of Fees and Charges Adult Social Care	The chair of the committee has asked that this report be included on the committee's work programme. She wants members to monitor the implementation of the new fees and charges for adult social care, and in particular consider the impact on service users and carers. The report will also contain information on fees and charges in relation to personalised social care services. Guidance on this has been released by Government. More likely to come forward in 2010/11.	
Services for women in and ending prostitution – task group follow up	Follow up of task group recommendations, within 6 months of their approval by the Executive.	