

Housing, Finance and Corporate Services Policy & Scrutiny Committee

Date:	10 April 2017
Classification:	General Release
Title:	2017/18 Work Programme Development
Report of:	Director of Policy, Performance & Communications
Cabinet Member Portfolio	Cabinet Member for Housing Cabinet Member for Finance and Corporate Services
Wards Involved:	All
Policy Context:	All
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1. Executive Summary

- 1.1 This report presents a draft list of items that the committee may wish to include in the work programme for 2017/18.

2. Key Matters for the Committee's Consideration

- 2.1 The Committee is asked to:

- Review the draft list of suggested items and identify any additional areas of interest for inclusion in the work programme; and
- Use the suggested prioritisation criteria to discuss and agree a work programme for 2017/2018.

3. Scope and remit of the committee

- 3.1 Under Section 21 of the Local Government Act 2000 local authorities are required to appoint at least one committee to provide overview and scrutiny. In Westminster there are four committees which are termed Policy and Scrutiny committees, recognising their contribution to pro-active policy and strategy development as well as reviews of existing services and policies. Scrutiny acts as a 'critical friend' to Council departments and Cabinet Members.
- 3.2 The Housing, Finance and Corporate Services Committee scrutinises the Cabinet Member portfolio for Housing which covers Housing Options; Sale & Purchase of Housing; Housing CPOs; Housing Regeneration (eg Church Street, Ebury, etc); Housing Management & CWH; Community Build; Housing Renewal Strategy; Empty Homes; Sheltered & Special Needs Housing; Homelessness & Temporary Accommodation; Hubs; Estates CCTV
- 3.3 The Committee's remit also includes the Cabinet member portfolio for Finance and Corporate Services which covers Property; IT & ICT; Digital; Capital & Revenue Budget Framework & Monitoring; Revenue Collection; Benefits & Benefits Policy; Internal Audit; Treasury; Customer Services; Website; Tri Borough Operations; Procurement; Contract Management & Central Commissioning; EU Grants; Westco; Performance; Equalities; HR; Legal; Corporate Complaints & FOI; Council Committee Services & Member Training; Scrutiny Liaison.

4. Developing the work programme

- 4.1 The process for developing the work programme starts in February/March time. In considering a work programme for this committee the following sources have been reviewed, at high level, in order to give the committee the wider context they need to help determine the best possible use of the committee's time.
- City for All
 - The Departmental Business Plans
 - KPI performance
 - City Survey feedback
 - Discussion with Cabinet Members, senior officers and frontline councillors
 - Complaints Analysis
 - National and regional policy developments
- 4.2 The rationale for the review of these documents is that Scrutiny should focus what is important to the City, on how it can support success towards our existing commitments and also to focus opportunities for improvement where services are not meeting stated objectives or performance indicators.

- 4.3 The Scrutiny committee has the option to establish task groups and single member enquiries where the subject merits a more in depth study entailing the need for research and detailed examination.
- 4.4 From these sources a long list of potential items has been developed (Appendix 1) for the committee's consideration.
- 4.5 There is a soft cap of two items per meeting in order to allow the committee to give appropriate consideration to the items on the agenda. For those issues where the committee would like to do a more in-depth review, tasks groups or single member studies can be established.
- 4.6 Given the number of items on the long-list is greater than the time available for the committee to consider them, the following criteria¹ is suggested to assist the committee with prioritising items for the work plan.

Public Interest:	The concerns of local people should influence the issues chosen for scrutiny (City for All annual resident survey)
Ability to change:	Priority should be given to issues that the committee can realistically influence.
Performance:	Priority should be given to the areas in which the Council or other agencies are not performing well. (Consideration of KPI's and other performance data)
Extent:	Priority should be given to issues that are relevant to all or large parts of the City
Replication:	Work programmes should take account of what else is happening in the areas being considered to avoid duplication or wasted effort.

- 4.7 In addition to the criteria above the committee may also wish to consider the following questions when assessing the overall work programme:
- Is the work programme **balanced**? Is the planned work evenly spread over the municipal year and are the topics balanced in terms of the scope of the Committee's remit?
 - Is the work programme too **onerous**? It is important to hold some capacity in reserve for any urgent issues that might arise.

¹Taken from the 2011 Centre for Public Scrutiny report 'A Cunning Plan?'

5. 2017/2018 Meeting Dates

5.1 The Committee will meet 5 times this year on the following dates:

12 June 2017

12 September 2017

6 November 2017

15 January 2018

26 March 2018

**If you have any queries about this Report or wish to inspect any of the
Background Papers please contact Tara Murphy**

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APPENDICES:

Appendix 1- List of potential items for work programme

Potential Items for HFCS Work Programme 2017/2018

Item	Method of Examination	Timeframe	Cabinet Member Portfolio
Supply and Allocation of Affordable and Social Housing	Committee Meeting	12 September	Housing
Re-commissioning the Housing Options Service	Briefing Note	Summer 2017	Housing
HRA Business Plan Review	Committee Meeting	6 November 2017	Housing
Rough Sleeping Strategy	Briefing Note	1 year post implementation	Housing
CityWest Homes Transformation	Committee Meeting	12 June 2017	Housing
Housing Regeneration Programme Progress	Site Visit Committee Meeting	6 November/ 15 January	Housing
Demand Management/Hubs	Committee Meeting	12 September	Housing
Private-rented sector			Housing
Homelessness Prevention Trailblazer Pilots	Committee Meeting	15 January 2018	Housing
Draft Treasury Management Strategy	Committee Meeting		Finance & Corporate Services
Treasury Performance Half Year Statutory Review	Committee Meeting		Finance & Corporate Services
Treasury Outturn	Committee Meeting		Finance & Corporate Services
Digital Programme Strategy	Committee Meeting		Finance & Corporate Services
Responsible procurement delivery	Committee Meeting		Finance & Corporate

Services

Equalities Policy/Objectives Review	Committee Meeting		Finance & Corporate Services
Council Complaints Process	Committee Meeting		Finance & Corporate Services
Business Rates – 100% Retention Pilot	Committee Meeting	12 June 2017	Finance & Corporate Services
Treasury Investment Opportunities	Short-life task group	TBC	Finance & Corporate Services
Budget and Performance	Short-life task group	Late Jan/early Feb	Finance & Corporate Services
Managed services re-procurement	Joint task group with Audit & Performance	July 2017	Finance & Corporate Services

National and Regional Policy Developments

UK Government

- Welfare Reform -
- Homelessness Reduction Bill – awaiting Royal Assent

GLA and London Assembly

- Mayor of London – London Housing Strategy consultation – summer 2017
- Planning Committee - [The potential of modular housing to help solve London's housing crisis](#) – closed January 2017, awaiting report
- Housing Committee – [Hidden Homelessness in London](#) – 8th March -9 July 2017