

# Overview and Scrutiny Board Meeting Schedule 2011/2012

DRAFT FOR OSB 26<sup>th</sup> July 2011

<p><b>Tuesday 26<sup>th</sup> July 2011</b> <b>7pm</b></p> <p>The Courtyard Room Hammersmith Town Hall</p>	<p><b>Terms of Reference</b></p>	<p><b>Reports and Documentary Evidence</b></p>	<p><b>Key Witnesses</b></p>
<p><b>Membership and Terms of Reference of the Overview and Scrutiny Board</b></p>	<p>To note the Membership and Terms of Reference of the Overview and Scrutiny Board</p>	<p><b>Report Title:</b> Membership and Terms of Reference of the Overview and Scrutiny Board</p> <p><b>Report Author:</b> Michael Carr – Scrutiny Development Officer</p>	<p><b>Cabinet Members:</b> N/A</p> <p><b>Officers:</b> Jane West – Director of Finance and Corporate Services</p> <p><b>External Witnesses:</b> N/A</p>
<p><b>Overview and Scrutiny Board Work Programme 2011-2012</b></p>	<p>To agree the Work Programme 2011-2012 of the Overview and Scrutiny Board</p>	<p><b>Report Title:</b> Overview and Scrutiny Board Work Programme 2011-2012</p> <p><b>Report Author:</b> Michael Carr – Scrutiny Development Officer</p>	<p><b>Cabinet Members:</b> The Leader</p> <p><b>Officers:</b> Jane West – Director of Finance and Corporate Services</p> <p><b>External Witnesses:</b> N/A</p>
<p><b>The Overview and Scrutiny Work Programme 2011-2012</b></p> <p><i>including the work planned for all of the scrutiny committees in Hammersmith and Fulham</i></p>	<p>To note the Overview and Scrutiny Work Programme 2011-2012, to identify and areas of potential overlap or required co-ordination among the committees and to refer any proposal to the respective Select Committee.</p>	<p><b>Report Title:</b> Overview and Scrutiny Board Work Programme 2011-2012</p> <p><b>Report Author:</b> Michael Carr – Scrutiny Development Officer</p>	<p><b>Cabinet Members:</b> The Leader</p> <p><b>Officers:</b> Jane West – Director of Finance and Corporate Services</p> <p><b>External Witnesses:</b> N/A</p>

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<p><b>The Tri-Borough Strategy 1</b></p>	<p>To consider and introduction to the Tri Borough arrangements and to agree the terms of reference for the consideration of this topic at the next meeting.</p>	<p><b>Report Title:</b> Tri-Borough Implementation Plans  <b>Report Author:</b> Ben Llewellyn</p>	<p><b>Cabinet Members:</b> The Leader  <b>Officers:</b>  <b>External Witnesses:</b></p>
<p><b>Children's Oral Health Task Group Report</b></p>	<p>To consider and agree the Children's Oral Health Task Group report and recommendations.</p>	<p><b>Report Title:</b> Children's Oral Health Task Group Report  <b>Report Author:</b> Cllr Marcus Ginn / (Michael Carr)</p>	<p><b>Cabinet Members:</b>  <b>Task Group Chairman:</b> Cllr Marcus Ginn  <b>Officers:</b>  <b>External Witnesses:</b></p>
<p><b>Health Inequalities Task Group Report</b></p>	<p>To consider and agree the Health Inequalities Task Group report and recommendations.</p>	<p><b>Report Title:</b> Health Inequalities Task Group Report  <b>Report Author:</b> (Sue Perrin)</p>	<p><b>Cabinet Members:</b> Cllr Joes Carlebach  <b>Task Group Chairman:</b> Cllr Robert Iggulden  <b>Officers:</b>  <b>External Witnesses:</b></p>
<p><b>Hammersmith and Fulham Annual Complaints Report</b></p>	<p>To review the Hammersmith and Fulham Customer Complaints report and to highlight any issues that may inform council policy.</p>	<p><b>Report Title:</b> Hammersmith and Fulham Annual Complaints Report  <b>Report Author:</b> Lyn Anthony</p>	<p><b>Cabinet Members:</b>  <b>Officers:</b> Lyn Anthony  <b>External Witnesses:</b></p>
<p><b>High Level Revenue and Capital Budget Monitoring Report 2010/2011</b></p>		<p><b>Report Title:</b></p>	<p><b>Cabinet Members:</b></p>

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		<i>Report Author:</i>	<i>Officers:</i> <i>External Witnesses:</i>
<b>Monitoring Performance, 2010/2011, fourth quarter</b>		<i>Report Title:</i>  <i>Report Author:</i> James Arthur – Principal Accountant, Financial Planning	<i>Cabinet Members:</i>  <i>Officers:</i> <i>External Witnesses:</i>
<b>Corporate Resources Review</b>	An introduction to the Government's forthcoming review of local government finance arrangements.	<i>Report Title:</i> Corporate Resources Review  <i>Report Author:</i> Andrew Lord	<i>Cabinet Members:</i>  <i>Officers:</i> Hitesh Jolapara – Deputy Direct of Finance  <i>External Witnesses:</i>
<b>Update reports - Education Select Committee, Environment and Residents Services Select Committee, Health Housing and Adult Social care Select Committee</b>		<i>Report Title:</i>  <i>Report Author:</i>	<i>SC Chairman:</i>  <i>Officers:</i>
<b>Wednesday 21<sup>st</sup> September 2011 7pm</b>  The Courtyard Room Hammersmith Town Hall	<b>Terms of Reference</b>	<b>Reports and Documentary Evidence</b>	<b>Key Witnesses</b>
<b>The Tri-Borough Strategy 2 – examination of key issues – invite K&amp;C/Westminster officers</b>		<i>Report Title:</i>  <i>Report Author:</i>	<i>Cabinet Members:</i>  <i>Officers:</i>

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<p><b>The H&amp;F Corporate Plan</b></p>	<p>To consider the draft H&amp;F Corporate Plan for Hammersmith and Fulham 2011-2012 and to identify any areas arising from the corporate priorities that should inform the Overview and Scrutiny Work Programme 2011-2012.</p>	<p><b>Report Title:</b> The H&amp;F Corporate Plan</p> <p><b>Report Author:</b> Peter Smith</p>	<p><b>Cabinet Members:</b> The Leader</p> <p><b>Officers:</b> Peter Smith</p> <p><b>External Witnesses:</b></p>
<p><b>Community Budgeting</b> <b>Case study: The Prison Link project</b></p>		<p><b>Report Title:</b></p> <p><b>Report Author:</b> Peter Smith – Strategy Manager, FCS Strategy Performance &amp; Procurement</p>	<p><b>Cabinet Members:</b> The Leader</p> <p><b>Officers:</b> Peter Smith</p> <p><b>External Witnesses:</b></p> <p><i>Central Government representatives???</i></p> <p><i>Offenders</i></p>
<p><b>A Review of the Council Non-Residential Property Holdings</b></p>	<p>To review Council Non-Residential Property Holdings and specifically under-utilised and derelict council owned property, including tenants halls and community halls, to consider:</p> <ul style="list-style-type: none"> <li>i. What use the building are intended for</li> <li>ii. What are they being used as</li> <li>iii. The reasons why they are being under-utilised or have</li> </ul>	<p><b>Report Title:</b></p> <p><b>Report Author:</b> Maureen McDonald-Khan - Assistant Director Building and Property Management</p>	<p><b>Cabinet Members:</b> The Leader</p> <p><b>Officers:</b></p> <p><b>External Witnesses:</b></p>

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	<p>been allowed to become derelict the maintenance costs – annually and projected (inc staffing, upkeep, maintenance and repair)</p> <p>iv. Costed options for renovation and/or sale.</p>		
<b>Monitoring Performance, 2010/2011, first quarter</b>		<i>Report Title:</i>	<i>Cabinet Members:</i>
		<i>Report Author:</i>	<i>Officers:</i>
<b>High Level Revenue Budget Monitoring Report 2010/2011, Quarter One</b>		<i>Report Title:</i>	<i>Cabinet Members:</i>
		<i>Report Author:</i>	<i>Officers:</i>
<b>Update reports - Education Select Committee, Environment and Residents Services Select Committee, Health Housing and Adult Social care Select Committee</b>		<i>Report Title:</i>	<i>SC Chairman:</i>
		<i>Report Author:</i>	<i>Officers:</i>
<p><b>Wednesday 30<sup>th</sup> November 2011</b> 7pm</p> <p>The Courtyard Room Hammersmith Town Hall</p>	<p><b>Terms of Reference</b></p>	<p><b>Reports and Documentary Evidence</b></p>	<p><b>Key Witnesses</b></p>
<b>Engaging With Young People Through Overview and Scrutiny – Presentation and Report by the Borough Youth Forum</b>	<p>To consider the ways in which the Overview and Scrutiny process in Hammersmith and Fulham helps to engage, include and consult with young people in the Borough through the Borough Youth Forum and</p>	<p><i>Report Title:</i> Engaging With Young People Through Overview and Scrutiny</p> <p><i>Report Authors:</i> The Borough Youth Forum representatives (Brenda Whinnett - Children &amp;</p>	<p><i>Cabinet Members:</i> Cllr Helen Binmore</p> <p><i>Officers:</i> Brenda Whinnett - Children &amp; Young People's Officer</p>

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	ways in which the process can be further enhanced.	Young People's Officer).	<p>Jane West – Director of Finance and Corporate Services</p> <p>Michael Carr – Scrutiny Development Officer</p> <p><b>External Witnesses:</b> The Borough Youth Forum representatives</p>
<b>H&amp;F Transformation Programmes 1: Introduction to all 5 programmes – e services (combine with H&amp;F Bridge Partnership) / the LEAN Review / customer access and service delivery</b>	To consider an introduction to the H&F Transformation Programme with specific focus on customer access and service delivery.	<p><b>Report Title:</b></p> <p><b>Report Author:</b> Marie Snelling – Assistant Director Customer Transformation</p>	<p><b>Cabinet Members:</b></p> <p><b>Officers:</b> Marie Snelling – Assistant Director Customer Transformation</p> <p><b>External Witnesses:</b></p> <p>Focus group of council customers</p>
<b>H&amp;F Bridge Partnership Annual Performance Report</b>			<p><b>Cabinet Members:</b></p> <p><b>Officers:</b></p> <p><b>External Witnesses:</b></p>
<b>Tri-Borough IT Strategy</b>		<p><b>Report Title:</b></p> <p><b>Report Author:</b></p>	<p><b>Cabinet Members:</b></p> <p><b>Officers:</b> Jackie Hudson – Assistant Director Procurement and IT</p>

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			strategy <i>External Witnesses:</i>
<b>Monitoring Performance, 2010/2011, second quarter</b>		<i>Report Title:</i> <i>Report Author:</i>	
<b>High Level Revenue and Capital Budget Monitoring Report 2010/2011, Quarter Two</b>		<i>Report Title:</i> <i>Report Author:</i>	
<b>Update reports - Education Select Committee, Environment and Residents Services Select Committee, Health Housing and Adult Social care Select Committee</b>		<i>Report Title:</i> <i>Report Author:</i>	<i>SC Chairman:</i> <i>Officers:</i>
<b>Wednesday 25<sup>th</sup> January 2012 7pm</b>  The Courtyard Room Hammersmith Town Hall	<b>Terms of Reference</b>	<b>Reports and Documentary Evidence</b>	<b>Key Witnesses</b>
<b>The Draft Budget 2012-2013</b>		<i>Report Title:</i> <i>Report Author:</i>	
<b>Finance and Delivery Plans 2012-2013 - plans for each department</b>	To review the finance and delivery plans for each department.	<i>Report Title:</i> <i>Report Author:</i>	
<b>Update reports - Education Select Committee, Environment and Residents Services Select Committee, Health Housing and Adult Social care Select Committee</b>		<i>Report Title:</i> <i>Report Author:</i>	<i>SC Chairman:</i> <i>Officers:</i>

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<p><b>Tuesday 6<sup>th</sup> March 2012</b> <b>7pm</b></p> <p><b>Hammersmith and Fulham Means Business – A Workshop style scrutiny meeting engaging with members of the local business community.</b></p> <p>The Courtyard Room Hammersmith Town Hall</p>	<p><b>Terms of Reference</b></p>	<p><b>Reports and Documentary Evidence</b></p>	<p><b>Key Witnesses</b></p>
<p><b>Hammersmith and Fulham Means Business</b></p>	<p>A Workshop style scrutiny meeting engaging with members of the local business community.</p>	<p><i>Report Title:</i> Hammersmith and Fulham Means Business  <i>Report Author:</i></p>	<p><i>Cabinet Members:</i>  <i>Officers:</i>  <i>External Witnesses:</i></p>
<p><b>Market Management</b></p>	<p>Discussion on the The Big Society (can it be mobilised?)</p>		<p><i>Cabinet Members:</i>  <i>Officers:</i>  <i>External Witnesses:</i>  <i>A local social enterprise</i></p>
<p><b>Monitoring Performance, 2010/2011, third quarter</b></p>		<p><i>Report Title:</i>  <i>Report Author:</i></p>	
<p><b>High Level Revenue and Capital Budget Monitoring Report 2010-11</b></p>		<p><i>Report Title:</i>  <i>Report Author:</i></p>	
<p><b>Update reports - Education Select Committee, Environment and Residents Services Select</b></p>		<p><i>Report Title:</i></p>	<p><i>SC Chairman:</i></p>



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Committee, Health Housing and Adult Social care Select Committee		<i>Report Author:</i>	<i>Officers:</i>
<b>Wednesday 25<sup>th</sup> April 2012</b> <b>7pm</b>  The Courtyard Room Hammersmith Town Hall	<b>Terms of Reference</b>	<b>Reports and Documentary Evidence</b>	<b>Key Witnesses</b>
<b>H&amp;F Transformation Programmes 2: Transforming the Way We Do Business</b>	A review of the progress on Project Athena, plans for other support services and HR update.	Project Athena update Updates from other services HR update	
<b>Tri-Borough Update</b>	A general update – we will be going live with the changed arrangements at this time		<i>Cabinet Members:</i>  <i>Officers:</i>  <i>External Witnesses:</i>
Update reports - Education Select Committee, Environment and Residents Services Select Committee, Health Housing and Adult Social care Select Committee		<i>Report Title:</i>  <i>Report Author:</i>	<i>SC Chairman:</i>  <i>Officers:</i>

## NON SCHEDULED TOPICS

		<i>Report Title:</i>  <i>Report Author:</i>	<i>Cabinet Members:</i>  <i>Officers:</i>  <i>External Witnesses:</i>
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