

Overview and Scrutiny Board Meeting Schedule 2011/2012

APPENDIX A

DRAFT FOR OSB 7th December 2011

<p>Wednesday 30th November 2011 7pm</p> <p>Wednesday 7th December 2011</p> <p>The Courtyard Room Hammersmith Town Hall</p>	<p>Terms of Reference</p>	<p>Reports and Documentary Evidence</p>	<p>Key Witnesses</p>
<p>Get H&F Moving Public Utilities Lane Rental Scrutiny Task Group report</p>	<p>To agree the Get H&F Moving Public Utilities Lane Rental Scrutiny Task Group report and recommendations for referral to Cabinet.</p>	<p>The Get H&F Moving Public Utilities Lane Rental Scrutiny Task Group report</p>	<p>Councillor Rachael Ford – Chairman of the Task Group</p> <p>Cabinet Members:</p> <p>Councillor Nicholas Botterill - Cabinet Member for Environment and Asset Management</p> <p>Officers: Peter Smith</p> <p>Ian Hawthorn – Head of Network Management</p> <p>Michael Carr – Task Group Co-ordinator</p> <p>External Witnesses:</p>

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<p>The H&F Corporate Plan</p> <p>DEFERRED</p>	<p>To consider the draft H&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>Report Title: The H&F Corporate Plan</p> <p>Report Author: Peter Smith</p>	<p>Cabinet Members: The Leader</p> <p>Officers: Peter Smith</p> <p>External Witnesses:</p>
<p>Community Budgeting Case study: The Prison Link project</p>		<p>Report Title:</p> <p>Report Author: Peter Smith – Strategy Manager, FCS Strategy Performance & Procurement</p>	<p>Cabinet Members: The Leader</p> <p>Officers: Peter Smith</p>
<p>A Review of the Council Non-Residential Property Holdings</p> <p>DEFERRED</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"> i. What use the building are intended for ii. What are they being used as iii. The reasons why they are being under-utilised or have been allowed to become derelict the maintenance costs – annually and projected (inc staffing, upkeep, maintenance and repair) iv. Costed options for 	<p>Report Title:</p> <p>Report Author: Maureen McDonald-Khan - Assistant Director Building and Property Management</p>	<p>Cabinet Members: The Leader</p> <p>Officers:</p> <p>External Witnesses:</p>

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<p>Engaging With Young People Through Overview and Scrutiny – Presentation and Report by the Borough Youth Forum</p>	<p>renovation and/or sale.</p> <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 ways in which the process can be further enhanced.</p>	<p>Report Title: Engaging With Young People Through Overview and Scrutiny</p> <p>Report Authors: The Borough Youth Forum representatives (Brenda Whinnett - Children & Young People's Officer).</p>	<p>Cabinet Members: Cllr Helen Binmore</p> <p>Officers: Brenda Whinnett - Children & Young People's Officer</p> <p>Jane West – Director of Finance and Corporate Services</p> <p>Michael Carr – Scrutiny Development Officer</p> <p>External Witnesses: The Borough Youth Forum representatives</p>
<p>H&F Transformation Programmes 1: Introduction to all 5 programmes – e services (combine with H&F Bridge Partnership) / the LEAN Review / customer access and service delivery</p>	<p>To consider an introduction to the H&F Transformation Programme with specific focus on customer access and service delivery.</p>	<p>Report Title:</p> <p>Report Author: Marie Snelling – Assistant Director Customer Transformation</p>	<p>Cabinet Members:</p> <p>Officers: Marie Snelling – Assistant Director Customer Transformation</p> <p>External Witnesses:</p> <p>Focus group of council customers</p>

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<p style="text-align: center;">H&F Bridge Partnership Annual Performance Report</p>		<p>Report Title: H&F Bridge Partnership Annual Performance Report</p> <p>Report Author: Jackie Hudson - Assistant Director, Procurement</p>	<p>Cabinet Members:</p> <p>Officers: Jackie Hudson - Assistant Director, Procurement</p> <p>External Witnesses:</p>
<p style="text-align: center;">Tri-Borough IT Strategy</p>		<p>Report Title:</p> <p>Report Author:</p>	<p>Cabinet Members:</p> <p>Officers: Jackie Hudson – Assistant Director Procurement and IT strategy</p> <p>External Witnesses:</p>
<p style="text-align: center;">Monitoring Performance, 2010/2011, second quarter</p>		<p>Report Title: Monitoring Performance, 2011/2012, 2nd quarter</p> <p>Report Author: Dave Wilshire - Principal Consultant FCS Strategy and Performance</p>	
<p style="text-align: center;">High Level Revenue and Capital Budget Monitoring Report 2010/2011, Quarter Two</p>		<p>Report Title: High Level Revenue and Capital Budget Monitoring Report 2011-12</p> <p>Report Author: James Arthur – Principal Accountant Finance and Planning</p>	
<p>Update reports - Education Select Committee, Environment and Residents Services Select Committee, Health Housing and Adult Social care Select Committee.</p>		<p>Report Title:</p> <p>Report Author:</p>	<p>SC Chairman:</p> <p>Officers:</p>

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Wednesday 25th January 2012 7pm The Courtyard Room Hammersmith Town Hall	Terms of Reference	Reports and Documentary Evidence	Key Witnesses
The Draft Budget 2012-2013		<i>Report Title:</i> <i>Report Author:</i>	
Finance and Delivery Plans 2012-2013 - plans for each department	To review the finance and delivery plans for each department.	<i>Report Title:</i> <i>Report Author</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>	SC Chairman: Officers:

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<p>Tuesday 6th March 2012 7pm</p> <p>Hammersmith and Fulham Means Business – A Workshop style scrutiny meeting engaging with members of the local business community.</p> <p>The Courtyard Room Hammersmith Town Hall</p>	<p>Terms of Reference</p>	<p>Reports and Documentary Evidence</p>	<p>Key Witnesses</p>
<p>Hammersmith and Fulham Means Business</p>	<p>A Workshop style scrutiny meeting engaging with members of the local business community.</p>	<p>Report Title: Hammersmith and Fulham Means Business</p> <p>Report Author:</p>	<p>Cabinet Members:</p> <p>Officers:</p> <p>External Witnesses:</p>
<p>Market Management</p>	<p>Discussion on the Big Society (can it be mobilised?)</p>		<p>Cabinet Members:</p> <p>Officers:</p> <p>External Witnesses:</p> <p><i>A local social enterprise</i></p>
<p>Monitoring Performance, 2011/2012, third quarter</p>		<p>Report Title: Monitoring Performance, 2011/2012, third quarter</p> <p>Report Author: Dave Wilshire - Principal Consultant FCS Strategy and Performance</p>	

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<p>High Level Revenue and Capital Budget Monitoring Report 2011-12</p>		<p>Report Title: High Level Revenue and Capital Budget Monitoring Report 2011-12</p> <p>Report Author: James Arthur – Principal Accountant Finance and Planning</p>	
<p>Update reports - Education Select Committee, Environment and Residents Services Select Committee, Health Housing and Adult Social care Select Committee</p>		<p>Report Title:</p> <p>Report Author:</p>	<p>SC Chairman:</p> <p>Officers:</p>
<p style="text-align: center;">Wednesday 25th April 2012 7pm</p> <p style="text-align: center;">The Courtyard Room Hammersmith Town Hall</p>	<p>Terms of Reference</p>	<p>Reports and Documentary Evidence</p>	<p>Key Witnesses</p>
<p>H&F Transformation Programmes 2: Transforming the Way We Do Business</p>	<p>A review of the progress on Project Athena, plans for other support services and HR update.</p>	<p>Project Athena update Updates from other services HR update</p>	
<p>Tri-Borough Update</p>	<p>This should include the service mandates as evidence in the consideration of the tri-borough arrangements, as requested by the OSB 21st September 2011.</p>		<p>Cabinet Members:</p> <p>Officers:</p> <p>External Witnesses:</p>
<p>Update reports - Education Select Committee, Environment and Residents Services Select Committee, Health Housing and Adult Social care Select Committee</p>		<p>Report Title:</p> <p>Report Author:</p>	<p>SC Chairman:</p> <p>Officers:</p>