

Policy Development Committee Work Programme 2007 – 2008

The following work plan does not include additional work commissioned throughout the year. The programme is reviewed at each meeting of the committee.

| | Description | Terms of reference and objectives | Lead officer(s) | Timescale | Origin of review and main portfolio |
|---|---|---|---|-----------|---|
| 1 | Approval of annual work programme | The committee will agree a programme of work for the year, following consultation, and keep it under review | Adriana Stapleton, Scrutiny Manager | May 2007 | All |
| 2 | Panel re-appointment | Re-appoint to Service Delivery Review Panel, Diversity Group, Review of Leisure and Cultural Services, Community Centres Review and Parks and Landscapes Repositioning Review | Adriana Stapleton, Scrutiny Manager | May 2007 | All |
| 3 | Annual report from Cabinet | The Constitution requires that the Leader reports to the first meeting of the year on the Cabinet's priorities for the year. The Leader will also report on performance in the past year. This is an opportunity for the committee to respond to the report. | Adriana Stapleton, Scrutiny Manager/ Cathy Manning, Cabinet and Electoral Services Manager | May 2007 | All |
| 4 | Review of annual reporting and corporate planning cycle | The committee monitors the corporate planning and performance framework. A major review was carried out during 2005, but the committee will need to update the Corporate Plan for 2007-2017 to reflect changes and to ensure it continues to support the process. | Head of Chief Executive's Office | May 2007 | Committee's corporate planning responsibility Performance and Organisational Development Portfolio |
| 5 | Asset Management Plan and Capital Strategy | The committee will review this annual report on the performance of the AMP for 2006/07 and proposals for implementation in 2007/08. The Plan identifies the ideal and sustainable property portfolio to meet the council's needs. | Betty Albon, Corporate Property Officer | May 2007 | Corporate Priority 4 Economy and Asset Management Portfolio |

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| 6 | Choice Based Lettings | At its meeting in October 2006 the committee asked to be involved in the future options with regard to the new system of Choice Based Lettings to be introduced in 2007/08. The draft policy was brought to Committee in January 2007 for consultation, and following consultation the policy will be brought back for approval in September 2007. This review will require an Equalities Impact Assessment. The review may also need a Sustainability Impact Assessment. | Carole Herries, Head of Environmental Health and Housing | September 2007 | Affordable housing is a high community priority Corporate Priority 1 Community Portfolio |
| 7 | Review of Community Centres | Cabinet requested this review of the future management and funding options for borough council-owned community centres. The Asset Management process and Community Development Unit are leading on this review, and it has been incorporated into the AMP Action Plan. The baseline for the review was agreed by the committee in January 2006. Progress was reviewed in March 2007, and the review will be completed under this work programme. This review will require an Equalities Impact Assessment. The review may also need a Sustainability Impact Assessment. | Carole Herries, Head of Environmental Health and Housing Betty Albon, Corporate Property Officer | September 2007 | Corporate Priorities 1 and 4 Community Portfolio |
| 8 | Review of Leisure and Cultural Services | A strategic review of the value of Cultural Services, and how they contribute to the Corporate Plan and the wider agenda of the Council. A long term analysis of the council's cultural services provision. Due to the emergence of new guidance the review was deferred to this work programme. This review will require an Equalities Impact Assessment. The review may also need a Sustainability Impact Assessment. | Mike Dawson, Corporate Director Community, and Neil Anthony, Head of Leisure | September 2007 | Community priority Corporate Priorities 1 and 2 Culture and Sport Portfolio |

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| 9 | Review of the Parks and Landscapes Service | The scope of the Review was approved by the committee in June 2006. The recommendations arising from this service repositioning will be brought to the committee as part of its budget responsibilities. This review will require an Equalities Impact Assessment. It may also need a Sustainability Impact Assessment. | Jean English, Parks Manager | September 2007 | Community priority Corporate Priorities 1 and 2 Culture and Sport Portfolio |
| 10 | Housing Strategy Review | The existing Housing Strategy ends in 2008 and a new strategy is being developed by all the district councils in the Cambridge sub region. The action plans for the strategy will have a local focus and the St Edmundsbury plan will be developed from the Housing Market Assessment recently undertaken. Consultation will include RSLs, other statutory and voluntary housing organisations This review will require an Equalities Impact Assessment. The review may also need a Sustainability Impact Assessment. | Carole Herries, Head of Environmental Health and Housing | October 2007 | High community priority Community Portfolio |
| 11 | Homelessness Strategy Review | The existing Homelessness Strategy ends in 2008 and a new strategy is being developed. A review of homelessness has been undertaken with stakeholders and this will form the basis of the new strategy. Consultation will include RSLs, other voluntary and statutory groups. This review will require an Equalities Impact Assessment. The review may also need a Sustainability Impact Assessment. | Carole Herries, Head of Environmental Health and Housing | October 2007 | High community priority Community Portfolio |
| 12 | Capital Programme Review | At its meeting in September 2005, the Cabinet asked that the Capital Programme be subject to annual scrutiny review to keep it up to date and identify any pieces of work which are no longer a priority. In November 2006 it further asked that this take place each year prior to and in support of the budget setting process. This review may need a Sustainability Impact Assessment. | Graham Moore, Chief Finance Officer | October 2007 | Corporate Priority 4 Resources and Efficiency Portfolio |

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| 13 | Vision 2025 Project | Vision 2025 formalises and articulates a future vision for St Edmundsbury. The committee monitored two of the six themes of Vision 2025 during 2006/07, and will monitor two during 2007/08 and two during 2008/09, where possible linking them to existing reviews on the work programme. In Year 4 (2009/10) the committee will carry out a complete refresh of the Vision. This review may need a Sustainability Impact Assessment. | Head of Chief Executive's Office | October 2007 and March 2008 | Cross cutting |
| 14 | DR-IVE Year 4 (Dynamic Review – Innovation, Value, Enterprise) | The committee will consider the recommendations for new income and cost reductions arising from Year 4 of DR-IVE. Individual ideas will require Equalities Impact Assessments where they introduce or amend charges, or propose service changes. They may also need Sustainability Impact Assessments. | Jerry Massey, Corporate Director Resources | May 2007 to January 2008 | Corporate Priority 4 Resources and Efficiency Portfolio |
| 15 | Service Planning and Budget Development – Policy Based Budgeting Year 5 | The committee will play a lead role in the development of Service Plans and the 2007/08 Budget. It will make recommendations to Cabinet on any growth items for the 2008/09 budget and beyond. Individual proposals will require Equalities Impact Assessments where they propose service changes. | All Chief Officers/ Head of Chief Executive's Office | September 2007 to January 2008 | Corporate Priority 4 Resources and Efficiency Portfolio |
| 16 | Environmental Enforcement | The council's adopted enforcement policies were amended by the committee last year (an Equalities Impact Assessment was carried out at this time). Additionally, a new way of working is being developed around enforcement across the authority, with the aim of some enforcement officers, where appropriate, being able to work generically and enforce each others' areas of work. This investigation will also include the council's partners. The review may need a Sustainability Impact Assessment. | Carole Herries, Head of Environmental Health and Housing; Sandra Pell, Head of Waste Management; Patsy Dell, Head of Planning and Engineering Services; Hilary Workman, Licensing Services Manager | October or November 2007 | Requested by Committee. Corporate Priorities 1 and 2 Environment and Street Scene Portfolio |

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| 17 | Review of the Private Sector Grants System (Homes Assistance Policy) | The council has a capital programme of approx £200,000 to award grant funding to private sector landlords and owner occupiers to ensure their properties are brought up to a decent standard, and are not 'unfit'. The committee will review the policy to improve and widen the scope of assistance offered. This will now link to a housing stock condition survey to take place in 2007. A separate issue regarding funding of the scheme will be brought through the committee's Policy Based Budgeting process as a growth bid. This review will require an Equalities Impact Assessment. It may also need a Sustainability Impact Assessment. | Richard Whitehead, Principal Environmental Health Officer | March 2008 | Affordable housing high community priority Corporate Priority 1 Community Portfolio |
| 18 | Cabinet's Forward Plan | To peruse each new Cabinet Forward Plan in order to keep the committee up to date with the Cabinet's work, to identify potential areas of work for this committee and to give the committee the opportunity to request further information on any forthcoming decisions of the Cabinet. | Cathy Manning, Cabinet and Electoral Services Manager | Throughout the year | Cross cutting |
| 19 | Service Delivery Review | The committee leads on this review, the purpose of which is to inform the future shape of public access to and delivery of council services. This review will require an Equalities Impact Assessment. The review may also need a Sustainability Impact Assessment. | Deborah Farrow, Customer Services Programme Manager | Throughout the year | Cross cutting Performance and Organisational Development Portfolio |
| 20 | Diversity | The committee has responsibility for diversity across the council, and will review the current position in respect of the Council's work on diversity within the community. It will make recommendations for further action via the Diversity Group, and ensure a member lead on diversity. | Mike Dawson, CD Community | Throughout the year | Cross cutting Performance and Organisational Development Portfolio |