

Report

3

Report to:	Performance and Review Scrutiny Forum
Date of Meeting:	18 May 2010
Report by:	Chief Executive

Subject:	Member/Officer Task and Finish Groups
----------	--

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ advise the Performance and Review Scrutiny Forum of the detailed terms of reference and membership for the short life member/officer Task and Finish Groups

2. Recommendation(s)

2.1. The Forum is asked to approve the following recommendation(s) :-

- (1) that the detailed terms of reference for the short life member/officer Task and Finish Groups be endorsed;
- (2) that the membership of the Groups be noted;
- (3) that the Forum consider the Chairs for each of the Groups; and
- (4) that the matter be referred to the Executive Committee for approval

3. Background

3.1. The Performance and Review Scrutiny Forum at its meeting on 2 March 2010 decided:

- (1) that the following areas be reviewed by a Task and Finish Group
 - Community Councils
 - Play Areas
 - School Transport
- (2) that the terms of reference arising from the completion of the pro-forma by the lead Executive Director and nominated Chair be considered at the next meeting of this Forum; and
- (3) that political groups give consideration to their representation on the Groups and report back to the next meeting of this Forum

4. Membership

4.1. Task and Finish Groups will comprise seven members drawn proportionately from the Council with the Chair drawn from the seven members. Officer representation will be tailored to meet each Group's needs.

- 4.2. Following feedback from individual political groups, membership of the Task and Finish Groups is as follows:

Community Councils –

Councillors Andy Carmichael, Lynn Filshie, Jim Malloy, Lesley McDonald, Graham Scott, Hamish Stewart and Jim Wardhaugh

Fixed Play Areas –

Councillors John Anderson, Eileen Baxendale, Graeme Campbell, Gordon Clark, Jean McKeown, John McNamee and Davie McLachlan

School Transport –

Councillors John Cairney, Lynn Filshie, Bobby Lawson, Brian McCaig, Alice Marie Mitchell, Graham Simpson and George Sutherland

The Forum is asked to consider Chairs for each Task and Finish Group.

5. Terms of Reference

- 5.1. Executive Directors or their nominated lead officers have completed the attached terms of reference for each of the groups (Appendix 1 refers).

6 Next Steps

- 6.1. The Forum is asked to
- consider and endorse the detailed terms of reference for the short life member/officer Task and Finish Groups
 - note the membership of the Groups
 - consider the Chairs for the Groups
 - refer the matter to the Executive Committee for approval
- 6.2. Following this, it is proposed that the Resource lead officer sets up a schedule of meetings to take forward the projects with progress on all reviews to be reported to the Corporate Management Team during November/December 2010 and to the Forum at its meeting on 18 January 2011.
- 6.3. It should be noted that, as a guide, the reviews should aim to complete between 6 – 12 months.

7. Employee Implications

- 7.1. Resource participants and lead officers have been identified on Appendix 1.
- 7.2. It is also proposed that the Corporate Improvement Unit would be available to support the Chair and Resource lead officer if required throughout the process.

8. Financial Implications

- 8.1. There are no financial implications at this stage, however should any arise, they will be highlighted to the Forum as required and/or as part of the progress reports.

9. Other Implications

- 9.1. The development of Task and Finish member/officer groups contributes to the Council's commitment to developing and enhancing the role which elected members play in scrutinising service performance.

10. Equality Impact Assessment and Consultation Arrangements

- 10.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore, no impact assessment is required.
- 10.2. Consultation has taken place with the Corporate Management Team (CMT) and previously with the Performance and Review Scrutiny Forum on the project topics

Archibald Strang
Chief Executive

11 May 2010

Link(s) to Council Values and Objectives

- Performance Management and Improvement

Previous References

- Performance and Review Scrutiny Forum - 2 March 2010

List of Background Papers

- Report by Executive Director (Corporate Resources) – Review of Member Scrutiny Forums - Executive Committee report – 8 July 2009

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

Heather McNeil, Head of Improvement

Ext: 5915 (Tel: 01698 455915)

E-mail: heather.mcneil@southlanarkshire.gov.uk



Task and Finish Group - Task Pro Forma

Proposed task project	Review of Community Council Arrangements
Please indicate proposed objectives	Develop proposals for consideration through the Council's decision making process in relation to Community Council arrangements, in particular the development of a revised Scheme for the Establishment of Community Councils taking account of the national model scheme, constitution and code of conduct as well as local circumstances. As part of this, consideration to be given to the number of community councils/boundaries, funding and roles and responsibilities.
Please highlight potential benefits identifiable at this stage: <ul style="list-style-type: none"> • Customer advantages • Resource efficiencies & financial savings • Opportunities for cross resource working and sharing of good practice 	<p>Customer Advantages</p> <ul style="list-style-type: none"> ◆ Clear statement of Council's arrangements for support to Community Councils ◆ Scheme and procedures/documentation, based on Model Scheme, etc promoted by the Scottish Government, consistent with other Scottish local authorities but with adjustments to reflect local circumstances ◆ Scheme, Code of Conduct, etc easier to understand and to work within ◆ Improved communication framework <p>Resource Efficiencies and Financial Savings</p> <ul style="list-style-type: none"> ◆ Likely to be largely non-cashable, e.g. less involvement from officers in disputes, providing points of clarification and attending meetings ◆ Review of communication channels has potential to realise savings in printing/postage costs <p>Opportunities for Cross Resource Working and Sharing of Good Practice</p> <ul style="list-style-type: none"> ◆ Cross Resource working to develop arrangements and rationalise communication ◆ Potential for Local Authority Community Council Liaison Officers to share information/good practice more easily when working within similar frameworks.
Group representatives (consider trade union representation)	<ul style="list-style-type: none"> ◆ Councillors Andy Carmichael, Lynn Filshie, Jim Malloy, Lesley McDonald, Graham Scott, Hamish Stewart, Jim Wardhaugh ◆ Lead Officer - Gordon Bow, Administration Adviser ◆ Margaret Armstrong, Community Council Liaison Officer ◆ Legal Services' representative ◆ Election Team representative ◆ Other Council Resources/Services as required, eg Central Research Unit, Corporate Communications and Public Affairs, Community Resources, Finance, Licensing, Planning ◆ External input as required, eg representative of Scottish Government Working Group, Community Council representation

<p>Proposed timescale for completion and key milestones</p>	<p>The process required and timescales for undertaking consultation for the review of a Scheme for the Establishment of Community Councils are laid down in legislation.</p> <p>Requirement to assess most appropriate date for implementation of revised Scheme and this will inform start date for statutory process and anticipated completion date.</p> <p>Aug 2010 Following Council recess, commence initial review of existing arrangements, documentation and supporting information in relation to content of Model Scheme, etc and determine level of input required from internal/ external sources in early stages of review, eg community consultation, focus groups, etc.</p> <p>Dec 2010 Action plan and timetable in place for progressing review of Scheme in line with legislative requirements.</p> <p>Early 2011 Commence statutory process in line with agreed timetable. Note – an indicative 10 month timetable for review has been provided by the Scottish Government Working Group. However, it should be noted that the number and subject matter of representations submitted in the course of consultation can impact on the overall timescales.</p>
--	--



Task and Finish Group - Task Pro Forma

Proposed task project	Review of Fixed Play Provision
<p>Please indicate proposed objectives</p>	<ul style="list-style-type: none"> ◆ Establish, through a robust audit, the current condition, value and level of provision of fixed play areas through the authority. ◆ Generate clear principles of play provision, acknowledging key areas of play value and sustainability, which will be the foundation in which to build a strategic approach to play areas. ◆ Recommend a course of action to address current high levels of provision and low levels of play value, health and safety and anti social behaviour issues.
<p>Please highlight potential benefits identifiable at this stage:</p> <ul style="list-style-type: none"> • Customer advantages • Resource efficiencies & financial savings • Opportunities for cross resource working and sharing of good practice 	<p><i>Customer advantages</i></p> <ul style="list-style-type: none"> ◆ Provision of a clear policy on fixed play which will create a robust structure to aid external funding initiatives by community groups. ◆ Provide a diverse range of strategically located quality play facilities maintained to a high standard for a wide range of ages. ◆ Reduce the number of sites of little play value which are inaccessible, have unavoidable health and safety concerns and attract high levels of anti-social activity. <p><i>Resource Efficiencies and Financial Savings</i></p> <ul style="list-style-type: none"> ◆ Savings realised by reducing sites of little or no play value, reducing insurance costs liability and maintenance costs. ◆ Rationalisation and reinvestment will reduce ongoing revenue costs associated with high maintenance items of equipment and removal of obsolete equipment. ◆ Re-targeting maintenance monies to key sites which will raise the standard of provision without increasing costs. ◆ Declared surplus assets (play areas) could provide income for re-investment. <p><i>Opportunities for Cross Resource working and Sharing of Good Practice</i></p> <ul style="list-style-type: none"> ◆ The fixed play stock is not only provided by Community Resources with a number of MUGA facilities now available through the School Modernisation Programme and therefore cross working and sharing of good practice opportunities exist with Housing and Technical Resources and Education. ◆ Enterprise Resources through external funding and the Planning Department in regards to provision of new facilities and planning gain monies where appropriate. ◆ Genuine interface with the communities on the provision of fixed play will synchronise efforts by the Council and these successful community groups into where to best invest in fixed play.

Group representatives (consider trade union representation)	<ul style="list-style-type: none"> ◆ Councillors John Anderson, Eileen Baxendale, Graeme Campbell, Gordon Clark, Jean McKeown, John McNamee, Davie McLachlan ◆ Lead Officer - Stephen Kelly, Head of Facilities and Cultural Services
--	---

Proposed timescale for completion and key milestones	<ul style="list-style-type: none"> ◆ Complete audit of fixed play (June 2010 start) by end of August 2010. ◆ Evaluation survey findings and establish fixed play policy criteria – end of October 2010. ◆ Create recommendation/implementation schedule on behalf of review – end of November 2010.
---	--

Completed by: Stephen Kelly, Head of Facilities and Cultural Services
Date: 29 March 2010



Task and Finish Group - Task Pro Forma

Proposed task project	School Transport Review
Please indicate proposed objectives	To implement an inclusive and efficient school transport model within the legislative criteria.
Please highlight potential benefits identifiable at this stage: <ul style="list-style-type: none"> • Customer advantages • Resource efficiencies & financial savings • Opportunities for cross resource working and sharing of good practice 	<ul style="list-style-type: none"> ◆ Inclusive travel arrangements for all pupils. ◆ Reduction in number and costs of vehicles involved if qualification criteria are reviewed and more inclusive transport is offered. ◆ Transport currently operating between education, fleet and SPTE using a variety of procurement methods and vehicles which could be co-ordinated centrally.
Group representatives (consider trade union representation)	<ul style="list-style-type: none"> ◆ Councillors John Cairney, Lynn Filshie, Bobby Lawson, Brian McCaig, Alice Marie Mitchell, Graham Simpson, George Sutherland ◆ Sara Fellows, Head of Education ◆ David Hinshelwood, Support Services Manager ◆ Trade Union membership as required
Proposed timescale for completion and key milestones	Implementation for August 2011. Key milestone December 2010.

Completed by: Sara Fellows
Date: 09/04/2010