

**KENNET DISTRICT COUNCIL
CHIEF EXECUTIVE'S GROUP**

OVERVIEW & SCRUTINY MANAGEMENT BOARD - 12TH JULY 2005

**Report Number C/08/05
Work plan – Terms of reference**

Report by Karen Cook, Policy Support Manager

1.0 Purpose of the Report

- 1.1 To develop a workplan for the Overview and Scrutiny Management Board for 2005/06 and to agree terms of reference and member involvement.

2.0 Financial, Staffing & Legal Implications

- 2.1 There are no potential staffing, financial or legal implications arising out of this report.

3.0 Background

- 3.1 At its meeting on 29th March 2005, the Overview & Scrutiny Management Board resolved to include the following areas for scrutiny review in 2005/06.

- A review of planning policies in relation to agricultural buildings.
- A review of the strategic provision of public car parks.
- A review of the council's consultation strategy.
- A review to consider the allocation of staffing resources in relation to council strategies.
- A review of the council's role on outside bodies and its partnership arrangements.
- A tourism task group.

- 3.2 The Management Board delegated the Policy Support Manager to identify members who would assist with drafting the terms of reference. A set of draft terms of reference were circulated to all Members for comment and a revised draft is shown in section four of this report.

4.0 Draft terms of reference

4.1 Reviews

1. Planning Policies in relation to agricultural buildings

- To investigate the officer approach and policy background relating to planning applications for equestrian and agricultural workers dwellings/buildings.
2. Parking – to consider as two or more separate reviews.
- 2a Planning policy in relation to parking.
- To review the maximum and minimum levels of parking provision permitted on residential and commercial development sites, as a result of existing local and national planning policies.
 - To consider the impact of changes to local and national policy.
- 2b Car parking strategy.
- To appoint a review team to respond to the current consultation on the draft car Parking Strategy for Kennet. The response could comment on:-
 - Current charging policies adopted by the council.
 - The impact of implementation of decriminalised parking and the implications for the car parking strategy.
3. Consultation Strategy
- To review the existing strategy and guidance adopted by the council in 2001.
 - To look at new best practice and new requirements such as the LDF and compact and consider implications for a future strategy.
4. Allocation of staffing resources in relation to council strategies.
- To undertake a scoping exercise to identify key areas to scrutinise.
 - Subject to agreement of those key areas future scrutiny team/s be established to:-
 - To consider the specific areas identified to ensure adequate resourcing arrangements are in place to implement relevant policies and strategies.
 - To investigate the use of resources in terms of people, money and equipment in relation to the attainment of key national and local performance indicators that drive the areas identified.
- Note that if more than one area is identified one or more scrutiny teams could be timetabled to deal with each area in turn.
5. The council's role on outside bodies and its partnership arrangements.

- To consider the recommendations in the audit commission review of the council's partnership arrangements, as agreed in the annual audit and inspection letter 2003.
- To investigate membership on outside bodies to identify any scope for rationalisation.

6. Tourism Task Group

- To be considered once the report of the Director of Resources has been received. (min 47 of O&S, 29th March 2005 refers).

5.0 Prioritisation

5.1 The draft workplan has potentially some very big areas of work to be undertaken and it is suggested that it should be prioritised to ensure enough resources are available.

5.2 Members need to consider the current vacant posts in Forward Planning, the need to respond to the Regional Spatial Strategy and the development of the Local Development Framework in the prioritisation of reviews requiring Forward Planning staff.

5.3 A draft timetable for consideration is suggested as follows:-

Review start date	Review item	Review Description	Reason
12/07/2005	2b	Draft car parking strategy – prepare consultation response	To fit in with the current consultation period, with the report due to go to committee by 13 th September 2005.
12/07/2005	4	Allocation of resources scoping exercise	To identify some areas to look at further and to report the priority areas back to O&S on 11 th October, with recommendations on further review.
30/08/2005	5	The council's role on outside bodies	To consider the recommendations to be adopted by Resources Exec on 30 th August 2005 (subject to the final report being received).
11/10/2005	2a	Parking planning policies	To enable the work on 2b and 4 to be complete.
11/10/2005	3	Consultation Strategy	To review the current strategy to inform the development of a new strategy.
TBA	1	Planning policies in relation to agricultural buildings	Subject to Forward Planning staffing resources.

TBA	6	Tourism	Subject to a future report by the Director of Resources.
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6.0 Recommendations:-

It is recommended that:-

1. That the draft terms of reference are adopted.
2. That the Overview & Scrutiny Management Board agree the prioritisation and timescales of the workplan.
3. That membership of relevant task groups are agreed.

KDC
June 2005