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<b>Scrutiny in Merton Annual Report May 2001 – April 2002</b>
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## Chair's Forward

Scrutiny was introduced in Merton in June 2000, as part of the Government's modernising local government agenda. The role of scrutiny is to review decisions taken by the Executive and to develop policy by looking in-depth at particular areas of the Council's work. In Merton, we established pilot arrangements for a Scrutiny Commission and a number of ad-hoc and standing scrutiny panels. A revised Constitution was agreed in October 2001, leading to new structures for the overview and scrutiny process.

There have been many challenges in this second year of scrutiny in Merton. We have achieved a lot and will take note of the lessons for the future. Our structures have been praised by external inspectors, particularly for cross-party working and policy development. I hope that this report highlights our successes as well as areas for development. A particular challenge for the coming year will be to put in place arrangements for scrutiny of local health services. We look forward to working with new partners to develop processes that will contribute to the development of health services for the people of Merton.

Much of the scrutiny programme for 2001/02 was conducted under the Chairmanship of my colleague, Councillor Joe Abrams, who was Chair of Overview and Scrutiny until February 2002 and I would like to commend him for his enthusiasm and his contribution to establishing scrutiny in Merton.

Many individuals and organisations have made an invaluable contribution to the work of the Overview and Scrutiny Commission and Panels. We, and our overview and scrutiny colleagues, would like to thank all those who have attended meetings, provided evidence and otherwise supported the overview and scrutiny process. I look forward to working with you in the future to further enhance the policy and decision-making process of our Council.

**Councillor Ian Munn**

Chair of Overview and Scrutiny Commission

**Scrutiny in Merton 2001/2002**

## 1. INTRODUCTION

This has been another busy year for what has now become *Overview and Scrutiny*. Following a seventeen month pilot of new political arrangements, the Council adopted its new constitution in October 2001. This resulted in some changes for the scrutiny function:

- A new role of scrutinising decisions not yet taken – i.e key decisions in the Forward Plan
- Called-in decisions – i.e those decisions already made to be considered by the Overview and Scrutiny Commission rather than by one of the scrutiny panels
- New criteria for call-in requests
- 4 Overview and Scrutiny Panels with a wider role than the previous Standing Scrutiny Panels

From **May – October 2001** the scrutiny structure remained as established for 2000/01:

- A Scrutiny Commission as a cross-party committee of 17 members meeting monthly. Its remit included examining decisions of the Executive Committee, Reviewing service quality and performance, undertaking general policy reviews, developing the Best Value Performance Plan and determining the work programme for the scrutiny function
- 5 Standing Scrutiny Panels of six members each and established as formal sub-committees of the Scrutiny Commission to consider those decisions of the Executive Committee referred to them by the Scrutiny Commission. Each covered specific Portfolio areas as follows:
  - Panel 1: Finance and Corporate Support
  - Panel 2: Regeneration and Physical Environment
  - Panel 3: Care Services & Housing Management and Support
  - Panel 4: Primary Education and Children's Services & Secondary Education
  - Panel 5: Special Projects (Schools Reorganisation)

A number of ad hoc policy review panels were also set up, although policy review work was also done by the portfolio-related Standing Scrutiny Panels meeting informally as Policy Review Scrutiny Panels.

**From October 2001**, following the Council meeting on 18 October 2001, the structure of overview and scrutiny changed (see Appendix A for a structure chart). The main features were:

- A 5-week cycle of formal meetings including 2 Commission meetings and 1 of each Panel meetings. The cycle, and agreed protocols for decision-making, allow for all

decisions to be published at the same time shortly after the Cabinet meeting, with one deadline for receipt of call-in requests

- An Overview and Scrutiny Commission made up of 20 Members, plus 4 co-opted members for Education matters.
- 4 Overview and Scrutiny Panels:
  - Finance and Corporate Support
  - Environment and Regeneration
  - Care Services and Housing Management
  - Education and Lifelong Learning
- Some ad hoc policy review panels remain for cross-cutting reviews. Most policy reviews, however, are now conducted by the relevant Overview and Scrutiny Panel during their scheduled meetings.

There are also 3 Best Value Panels which have operated under the same procedures as last year. Their role is to oversee the Best Value Reviews undertaken as part of the Council's five year programme. The outcomes of each Best Value Review together with the three year Improvement Plans are recommended to the Overview and Scrutiny Commission before being forwarded onto the Cabinet.

Membership of the Overview and Scrutiny Commission and Panels during 2001/02 is shown in Appendix B.

## **2. SCRUTINY IN 2001/02**

### ***Policy Reviews***

Appendix C gives details of the policy reviews undertaken during the last year. 15 reviews were undertaken this year, some of which were started during the previous year, whilst others will be carried over to 2002/03 for completion. Six of these reviews were short reviews held during one meeting, but the need for many of the shorter reviews carried out in the first year has largely been superseded by the introduction of pre-decision scrutiny. This gives the Commission and Panels the opportunity to offer views on policy documents and other key decisions before a decision is made.

Key Scrutiny Review reports published this year have included:

- Consultative Forums
- Use of Consultants
- IDeA Action Plan

We have also been pleased to see that the Executive Committee accepted all the recommendations of the Scrutiny report on setting up Area Forums in Merton and that four Area Forums have now been established and are meeting quarterly.

A number of policy reviews have now been ongoing for some time, often tracking major projects as they progress. Recommendations have been made, and taken on board by officers and the Cabinet, on an ongoing basis. This has been valuable to those progressing the issues, and highlighted the importance of non-Executive Member involvement in those 'big issues' for the Council. The Commission will be considering how best to take this vital element of overview and scrutiny forward as an area of work in itself, as distinct from policy reviews. Guidance and good practice on conducting a policy review is also being prepared and will be issued in 2002/03.

Since October 2001, most policy review work has been done by the 4 Overview and Scrutiny Panels, during their scheduled meetings. Analysis of how the Panels have spent their time suggests that time for effective policy review work has been squeezed by pre-decision scrutiny and other items such as monitoring.

***Pre-decision scrutiny***

From November 2001 each Overview and Scrutiny Panel and, in some cases, the Commission itself, reviewed the monthly Forward Plan and identified those issues they wished to examine in detail before a decision was made. This pre-decision scrutiny only applies to 'key decisions' to be taken by the Cabinet, individual Cabinet Members or Chief Officers, but has enabled scrutiny Members to debate issues more fully and to contribute to the development of Council policies.

31 items were selected for pre-decision scrutiny up to April 2002. Further details of these are shown within the summaries of each Panel's work in Appendices E1-E4. Over 95% of the recommendations were accepted in full or in part. Panel Members have spent approximately 50% of their time at meetings on pre-decision scrutiny since it was introduced.

***Called-in items***

7 items were called-in this year, significantly less than reported in last year's annual report (38). In part this is due to the tightening of criteria for call-in since October. The introduction of pre-decision scrutiny also appears to have had an impact. However, there were only 6 items between May and October, which continued the trend appearing at the end of last year for using the call-in procedures more strategically.

A summary of the outcome of called-in items is shown below:

<b>Decision called-in</b>	<b>Considered by</b>	<b>Outcome</b>
Morden Park Playing fields planning brief	Standing Scrutiny Panel *	Recommendations accepted in part by Executive Committee
Schools Reorganisation	Standing Scrutiny Panel*	No recommendations, comments noted
Secondary Schools PFI Project		No recommendations affecting decision, comments noted
Annual Library Plan (also a policy review )	Standing Scrutiny Panel*	All comments/action points agreed by Executive Committee

Prince George's Playing Fields	Scrutiny Commission	Recommendations accepted in part
Ward Survey	Scrutiny Commission	All recommendations accepted
Junction of Martin Way/Links Avenue	Overview and Scrutiny Commission	No formal recommendations made

\* *Standing Scrutiny Panels in existence before October, see above for details*

### ***Scrutiny of 2002-03 budget proposals***

Following the successful scrutiny of the 2001/02 budget proposals, a similar process was followed for scrutiny of the 2002/03 budget proposals in February. Four separate Panel meetings, a joint Panel meeting and then an Overview and Scrutiny Commission meeting were held. For the first time, 3-year budget proposals were considered (although the main focus was budget decisions for the coming year) and were linked to the Council's strategic objectives. Although the scrutiny process is intense and time-consuming, it produced, after thorough debate, recommendations to Cabinet and Council that were accepted in full.

### ***Preparing for health scrutiny***

The Scrutiny team has continued to develop links and relationships with the Merton and Sutton Community Health Council (MSCHC) and the London Borough of Sutton, with whom we are now 'sharing' the Sutton and Merton Primary Care Trust. Scrutiny team members attended regular joint liaison meetings with MSCHC and Sutton officers and have attended seminars on preparing for health scrutiny. The CHC gave a presentation on their work to the Overview and Scrutiny Commission in February, to which all Members were invited. Scrutiny Members met to agree the Council's response to the Government's consultation on Local Authority Health Scrutiny and we now await further Government guidance due later in 2002.

### ***Developing scrutiny in Merton***

We have continued to learn from what is happening elsewhere. Members of the Scrutiny team have attended public meetings of the Health Select Committee at the House of Commons, bringing back ideas which have been fed into our procedures and protocols. The Scrutiny Manager continues to be part of a London Scrutiny Network.

In October/November (following the changes to the Constitution) a briefing session was held for Chairs and Vice Chairs of the Commission and new Overview and Scrutiny Panels. An information/training pack was produced for use during this session. This pack was used as the basis for developing information for new Members after the May elections.

One of our aims for 2001/02 was to increase community engagement in the scrutiny process and some successful work has been achieved, for example:

- Co-optees appointed by two panels

- Evidence given by individuals and representatives of community groups at policy review panel meetings
- Panel members holding meeting with local residents at venues outside the Civic Centre

We intend to build on this during 2002/03.

District Audit's Annual Management Letter 2000/2001, published in December, referred to the good work that had been done in scrutiny to develop Council policy in specific areas. It also said that the use of call-in had slowed Council business early in the pilot stage, although the changes in the Constitution have gone a long way to improve this. We were pleased to note that District Audit's report on 'Democratic Renewal', published in January 2002, observed that, although initial experience of scrutiny in Merton had been mixed, "... there have been some excellent examples of policy formulation and complex issues have been tackled...".

### ***The Scrutiny team***

Once again we have been supported in our work by the Scrutiny team this year. Although recruitment to two vacant posts of Scrutiny Policy officer and Scrutiny and Policy Co-ordinator was finally achieved in October 2001, the secondment of the new Policy officer to the Corporate Governance team from November to March had an impact on the amount of research the team could undertake for us.

## **3. WORK UNDERTAKEN BY THE OVERVIEW and SCRUTINY COMMISSION AND PANELS**

This section provides a brief summary of the work and achievements of the Overview and Scrutiny Commission and its Panels. The work programme of the Overview and Scrutiny Commission is shown at Appendix D, whilst more detailed summaries of the Panels' work are shown in Appendices E1 – E4.

### ***Overview and Scrutiny Commission***

The Overview and Scrutiny Commission (Scrutiny Commission until October) met 12 times during 2001/02.

The Commission considered a wide range of issues including call-in, pre-decision scrutiny, best value reviews, policy reviews, scrutiny work programmes, strategic plans listed within the Council's Policy Framework and many other corporate, strategic issues that have been brought to the Commission as the voice of non-Executive Members. Since October, the Commission has dealt with called-in items itself rather than referring items to the Panels (although only one item has been called-in since October).

The Commission occasionally undertakes pre-decision scrutiny itself and has done so on two occasions.

### ***Finance and Corporate Support***

The Panel completed a major policy review on the Council's 'Use of consultants' and its recommendations were accepted in full. The Panel has already commenced its monitoring role in relation to numbers of consultants employed and the nature of their contracts.

The Panel considered 15 pre-decision scrutiny items between October and April.

### ***Environment and Regeneration***

The Panel commenced a scrutiny review of the State of the Environment in June 2001. Work on this review will be carried over to 2002/03.

The Panel considered 6 pre-decision scrutiny items between October and April.

### ***Care Services and Housing Management***

Work has continued and almost completed on two major policy reviews:

- Implementation of the Day Care Review
- Housing Stock Transfer

The Panel has also contributed to the Joint Review of Social Services by offering comments to the lead inspector during their February meeting.

The Panel considered 3 pre-decision scrutiny items between October and April.

### ***Education and Lifelong Learning***

The Panel has continued their ongoing policy review on the Schools Reorganisation project, which has followed the implementation of this major scheme.

The Panel considered 5 pre-decision scrutiny items between October and April.

### ***Ad hoc Policy Review Panels***

#### DDA

This Panel began their review in April 2001. They are considering the implementation of the Disability Discrimination Act in Merton – what has been achieved and what still needs to be done? The Panel have worked to ensure that the views of local residents, staff and community groups are heard and to promote the Council's community leadership role in this area. The Panel hope to finalise their review and report their recommendations by the end of 2002.

#### Consultative Forums,

This Panel met to continue the work they had begun the previous year through their review of 'Area Forums in Merton'. The Panel met eight times from February to September 2001 to consider the implications of the introduction of Area Forums on the existing consultative forums. Their report and recommendations were presented to the Executive Committee in October 2001, with 16 of the 17 recommendations accepted.

#### IDeA

This Panel was established at the request of the Cabinet to develop and recommend the Council's action plan in response to the IDeA Peer Review report. This was an



intensive piece of work over the Summer period in 2001. They have been monitoring the implementation of the agreed action plan; their continuation in this role will depend on the outcome of inspections in 2002.

#### Macpherson scrutiny panel

This Panel continued to meet to monitor and report upon progress in implementing the Stephen Lawrence Action Plan. They have reported their findings to the Cabinet.

### **4. HOW HAVE WE DONE? Impact of Overview and Scrutiny?**

As our role develops and matures, it is important for the effective running of the overview and scrutiny function to consider the effect that we are having on Council policies and services. Our aims are to contribute to the policy and decision-making process so that more effective decisions are taken; and in doing this to provide decision-makers with useful, timely, relevant information and views. To do this, we need to ensure that we make the best use of the time available for overview and scrutiny.

As time goes on and the scrutiny role develops further, we aim to develop measures to enable an annual assessment of how well the scrutiny function is performing.

Some conclusions we have drawn from our work over the past year are:

- The number of 'called-in' decisions has dropped significantly, which may suggest that Members are content to use the opportunity of pre-decision scrutiny to comment on issues before decisions are taken and that decision-makers are taking wider views into account
- The number of short-term policy reviews has also fallen since the introduction of pre-decision scrutiny. This seems a more appropriate way for Members to comment on issues where a decision is to be made shortly
- Appendix C shows that most policy reviews last for at least a year (short reviews apart, which would now be dealt with under pre-decision scrutiny). Of the longer term policy reviews, only 2 have been completed this year (Use of Consultants and Consultative Forums). The nature of some reviews, which shadow and monitor ongoing projects, has been commented on elsewhere in this report, and the Overview and Scrutiny Commission will be considering the future of this area of work
- The current length of some policy reviews is probably too long. To be effective, a policy review should report within a timescale to impact on policy development and decision-making. The forthcoming good practice guide on policy reviews is likely to recommend a time period of 6 to 12 months, with a definitive cut-off point

- The impact of Constitutional change was underestimated. Interpreting the Constitution and managing the changing processes has often been confusing and time-consuming for officers and Members
- Continuing Member and officer concerns at the number of meetings held, whilst acknowledging that there is still a backlog of business to get through

### ***Achievements and successes – what went well***

Notable achievements this year have been:

- Scrutiny of the budget process which was intense but thorough, and produced workable, realistic recommendations
- Two major Policy Review reports on 'Consultative Forums' and 'The Use of Consultants' have been produced with recommendations accepted by the Cabinet
- All completed policy review reports have now been produced in a 'house style' and copies sent to those involved
- The first overview and scrutiny protocol on liaison with Cabinet Members has been agreed and issued
- Revised procedures have been drawn up following adoption of new Constitution, including procedures for pre-decision scrutiny and call-in
- Chairs and Vice-chairs meeting held in November 2001 to agree a common approach to implementing the revised procedures

### ***Lessons learnt & areas for development***

Areas for development that we have noted are:

- Some strands of scrutiny's publicity strategy are still to be put into place, eg updating of the Council's website and putting policy review reports onto the website
- Policy review work has suffered since October in terms of the amount of time that the panels can dedicate to this, and the Commission will be considering ways of addressing this
- Policy research and development support for reviews has also suffered due to staff shortages and this is likely to continue in the short term
- Terms of reference for policy reviews have not always been clear and some reviews have tended to focus on ongoing operational issues rather than policy and strategy development
- The call-in procedures introduced in October 2001 are complex and have lead to some confusion amongst Members. These procedures should be reviewed when the constitution is next reviewed in Autumn 2002.

## **5. THE WAY AHEAD – CHALLENGES FOR 2002/03**

Overview and scrutiny continues to develop and change. With a further review of the constitution planned for the Autumn, and the new power of local NHS scrutiny coming into force from January 2003, the coming year promises to be as busy as the last. Below are details of some of the areas where we will be concentrating our efforts.

### ***All change – post May 2002***

The elections in May returned many new Councillors, many of whom have been appointed by the Council to serve on Overview and Scrutiny bodies. The challenge for 2002/03 will be to ensure that new overview and scrutiny Members receive the information and briefing materials they need to quickly understand their role and responsibilities.

We may need to review our processes and procedures again in the Autumn to take into account any changes to the Constitution agreed by Council.

### ***Health Scrutiny***

A new power of overview and scrutiny of local health services comes into force on 1 January 2003. This is likely to be our biggest challenge this year. Health scrutiny in this way is completely new to Local Authorities and the NHS and this is the first time we could be scrutinising the actions of another body. We will also be undertaking this new area of work without, at least initially, additional resources. Feedback from others and good practice seems to suggest that the most useful areas to scrutinise are:

- Service areas where the NHS and the Local Authority have a shared interest in and/or responsibility for a service/group of services, eg drug use/rehabilitation
- health promotion issues
- where a Local Authority decision impacts on an NHS service, or vice versa, eg transport to a local hospital

Resources permitting, we will be looking to run a short pilot health scrutiny review in the Autumn. By then, we should have further guidance and be in a better position to plan a future health scrutiny programme.

### ***Publicity and involving the public***

Although there have been some excellent examples of wider public involvement in policy reviews in 2001/02, this is an area for further development in the coming year.

An 'Introduction to decision making and scrutiny' leaflet will be produced as well as other information and materials, which together will form an information pack to be tailored as required. This, together with an expanded section on the Council's website, will ensure that information on the scrutiny process is more readily available.

To help ensure that people can become actively involved in the scrutiny process, guidance and protocols for involving external witnesses and co-optees are being developed. These, together with the policy review guidance, will be a framework for involving individuals and community groups in our work.

In addition, the Overview and Scrutiny Commission has agreed a new cross-cutting policy review on consultation with the public across the Council. The experience of looking in-depth at this area will help with our own strategy for involving the public in scrutiny.

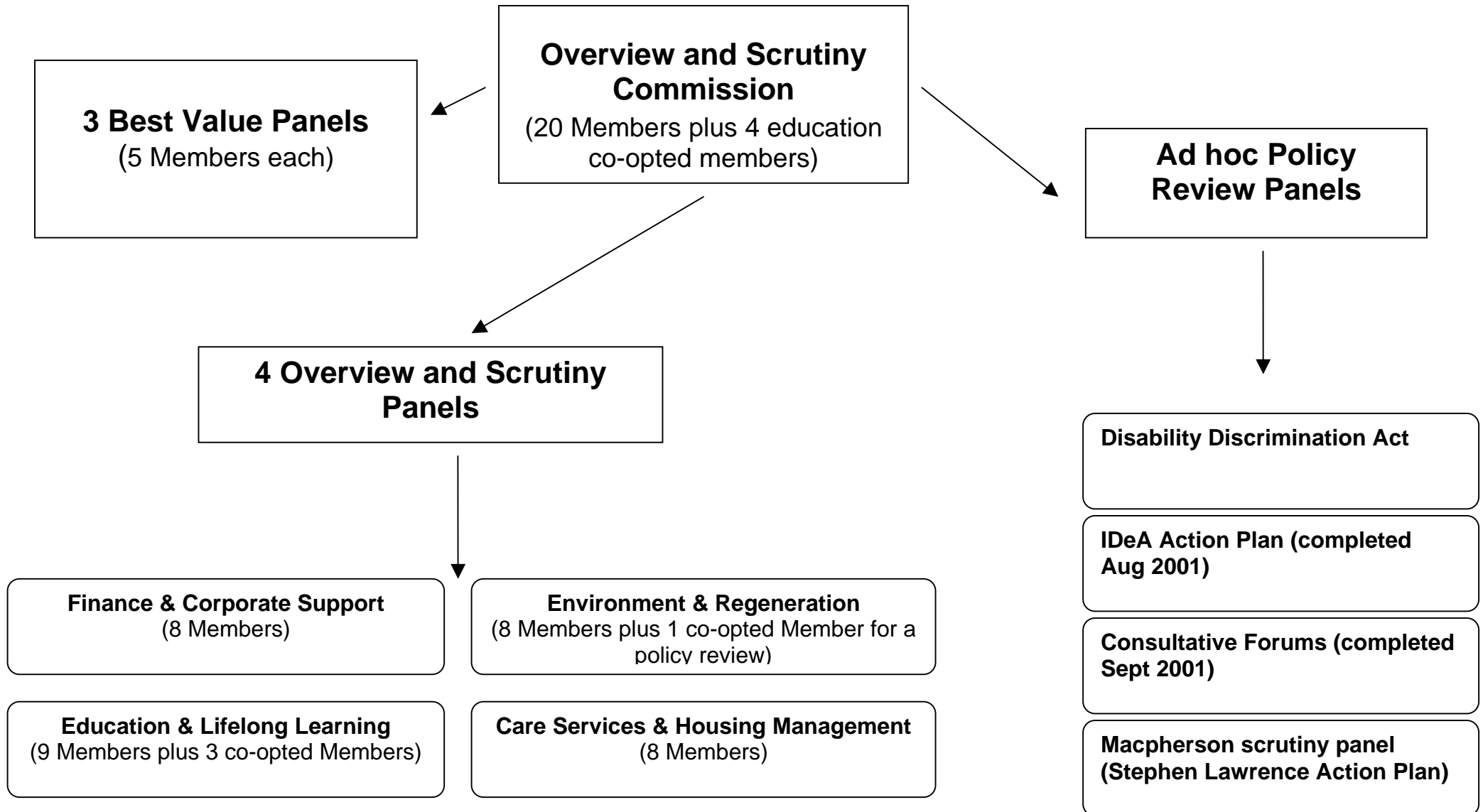
### ***Monitoring role***

All four Overview and Scrutiny Panels began to consider their role in monitoring the overall performance of the Council earlier this year. Further work will be done on this, in particular identifying 'baskets' of performance indicators that each Panel will monitor on a regular basis. This will complement the monitoring undertaken by Cabinet and the Corporate management team as part of the Council's new Performance Management Framework.

Further work on a tracking system/database will be progressed. Initial discussions have already taken place, but this has not been progressed as quickly as we would have hoped. The aim is to have a system that will enable quick access to the progress of particular decisions and to monitor the impact of scrutiny recommendations.

We have a lot to look forward to in 2002/03, our third year of overview and scrutiny. Things won't stand still any more than they have in the past 2 years, but we aim to make the most of the challenges ahead to further improve the overview and scrutiny role at Merton, and make our contribution to Council policy and decision-making.

**Appendix A: Overview and Scrutiny Structure from October 2001**



**Appendix B: Membership of Overview and Scrutiny Commission and Overview and Scrutiny and Best Value Panels during 2001/02**

<p><b>May – October 2001</b>  <b>SCRUTINY COMMISSION</b></p> <p>(17 seats)</p>	<ol style="list-style-type: none"> <li>1. Cllr Joe Abrams (Chair) (L)</li> <li>2. Cllr Paul Barasi (L)</li> <li>3. Cllr Vivien Guy (L)</li> <li>4. Cllr Paul Harper (L)</li> <li>5. Cllr Linda Kirby (L)</li> <li>6. Cllr Sheila Knight (L)</li> <li>7. Cllr Ian Munn (L)</li> <li>8. Cllr George Reynolds (L)</li> <li>9. Cllr Malcolm Searle (L)</li> <li>10. Cllr Mohammad Syed (L)</li> <li>11. Cllr Richard Harwood (Vice-chair) (C)</li> <li>12. Cllr Allan Jones (C)</li> <li>13. Cllr Jan Jones (C)</li> <li>14. Cllr Peter Morss (C)</li> <li>15. Cllr Barbara Bampton (IL)</li> <li>16. Cllr Iain Disart (LD)</li> <li>17. Cllr John Nelson-Jones (MPIR)</li> </ol>
<p><b>October 2001 – April 2002</b>  <b>OVERVIEW AND SCRUTINY COMMISSION</b></p> <p>(20 seats + 4 voting Co-opted Members)</p>	<ol style="list-style-type: none"> <li>1. Cllr Joe Abrams (Chair until Feb 2002) (L)</li> <li>2. Cllr Paul Barasi (L/Green Party from Feb 2002)</li> <li>3. Cllr Michael Brunt (L)</li> <li>4. Cllr Vivien Guy (L)</li> <li>5. Cllr Paul Harper (L)</li> <li>6. Cllr Linda Kirby (L)</li> <li>7. Cllr Sheila Knight (L)</li> <li>8. Cllr Ian Munn (Chair from Feb 2002) (L)</li> <li>9. Cllr Dennis Pearce (L)</li> <li>10. Cllr George Reynolds (L)</li> <li>11. Cllr Malcolm Searle (L)</li> <li>12. Cllr Mickey Spacey (L)</li> <li>13. Cllr Mohammad Syed (L)</li> <li>14. Cllr David Williams (Vice Chair) (C)</li> <li>15. Cllr Richard Harwood (C)</li> <li>16. Cllr Allan Jones (C)</li> <li>17. Cllr Peter Morss (C)</li> <li>18. Cllr John Nelson-Jones (MPIR)</li> <li>19. Cllr Iain Dysart (LD)</li> <li>20. Cllr Barbara Bampton (IL)</li> </ol> <p>Co-opted Members: Mr A Boxall  Revd. T Leary</p>

<b>OVERVIEW AND SCRUTINY PANELS</b>	
<p><b>May – October 2001</b> STANDING SCRUTINY PANEL (FINANCE AND CORPORATE SUPPORT)</p>	<ol style="list-style-type: none"> <li>1. Cllr Paul Harper (Chair) (L)</li> <li>2. Cllr John Cole (L)</li> <li>3. Cllr Charles Lucas (L)</li> <li>4. Cllr Mickey Spacey (L)</li> <li>5. Cllr Allan Jones (Vice-chair) (C)</li> <li>6. Cllr John Nelson-Jones (MPIR)</li> </ol>
<p><b>October 2001 – April 2002</b> FINANCE AND CORPORATE SUPPORT (8 seats)</p>	<ol style="list-style-type: none"> <li>1. Cllr Paul Harper (Chair) (L)</li> <li>2. Cllr John Cole (L)</li> <li>3. Cllr Charles Lucas (L)</li> <li>4. Cllr Judy Saunders (L)</li> <li>5. Cllr Mickey Spacey (L)</li> <li>6. Cllr Allan Jones (Vice Chair) (C)</li> <li>7. Cllr Peter Morss (C)</li> <li>8. Cllr John Nelson-Jones (MPIR)</li> </ol>
<p><b>May – October 2001</b> STANDING SCRUTINY PANEL (REGENERATION AND PHYSICAL ENVIRONMENT)</p>	<ol style="list-style-type: none"> <li>1. Cllr Linda Kirby (Chair) (L)</li> <li>2. Cllr Paul Barasi</li> <li>3. Cllr Ian Munn</li> <li>4. Cllr Malcolm Searle</li> <li>5. Cllr Richard Harwood (Vice-chair) (C)</li> <li>6. Cllr Barbara Bampton</li> </ol>
<p><b>October 2001 – April 2002</b> ENVIRONMENT AND REGENERATION (8 seats)</p>	<ol style="list-style-type: none"> <li>1. Cllr Linda Kirby (Chair) (L)</li> <li>2. Cllr Paul Barasi (L)</li> <li>3. Cllr Philip Jones (L)</li> <li>4. Cllr Ian Munn (L)</li> <li>5. Cllr Malcolm Searle (L)</li> <li>6. Cllr Richard Harwood(C)</li> <li>7. Cllr Gilli Lewis-Lavender(C)</li> <li>8. Cllr Barbara Bampton (Vice Chair) (IL)</li> </ol> <p>Co-opted Member: Mr D Waite</p>
<p><b>May – October 2001</b> STANDING SCRUTINY PANEL (CARE SERVICES &amp; HOUSING MANAGEMENT AND SUPPORT)</p>	<ol style="list-style-type: none"> <li>1. Cllr Sheila Knight (Chair) (L)</li> <li>2. Cllr Joyce Paton (L)</li> <li>3. Cllr Michael Mannion (L)</li> <li>4. Cllr Dennis Pearce (L)</li> <li>5. Cllr Jan Jones (Vice-chair) (C)</li> <li>6. Cllr Mark Thompson (IL)</li> </ol>

<p><b>October 2001 – April 2002</b>  <b>CARE SERVICES &amp; HOUSING MANAGEMENT</b>  (8 seats)</p>	<ol style="list-style-type: none"> <li>1. Cllr Sheila Knight (Panel Member &amp; Chair until Feb 2002) (L)</li> <li>2. Cllr John Cole (L)</li> <li>3. Cllr Michael Mannion (L)</li> <li>4. Cllr Joyce Paton (L)</li> <li>5. Cllr Dennis Pearce (L)</li> <li>6. Cllr Jan Jones (Vice Chair) (C)</li> <li>7. Cllr Margaret Brierly(C)</li> <li>8. Cllr Iain Dysart (LD)</li> <li>9. Cllr Vivien Guy (Panel Member and Chair from Feb 2002) (L)</li> </ol>
<p><b>May – October 2001</b>  <b>STANDING SCRUTINY PANEL (PRIMARY EDUCATION AND CHILDREN'S SERVICES &amp; SECONDARY EDUCATION)</b></p>	<ol style="list-style-type: none"> <li>1. Cllr Vivien Guy (Chair) (L)</li> <li>2. Cllr Michael Brunt (L)</li> <li>3. Cllr Karim (L)</li> <li>4. Cllr Mohammad Syed (L)</li> <li>5. Cllr Samantha George (Vice-chair) (C)</li> <li>6. Cllr Brian White (IL)</li> </ol>
<p><b>May – October 2001</b>  <b>STANDING SCRUTINY PANEL (SCHOOLS REORGANISATION)</b></p>	<ol style="list-style-type: none"> <li>1. Cllr George Reynolds (Chair) (L)</li> <li>2. Cllr Kingsley Abrams (L)</li> <li>3. Cllr Michael Brunt (L)</li> <li>4. Cllr Philip Jones (L)</li> <li>5. Cllr David Williams (C)</li> <li>6. Cllr Bridget Smith (Vice-chair) (MPIR)</li> </ol>
<p><b>October 2001 – April 2002</b>  <b>EDUCATION AND LIFELONG LEARNING</b>  (9 seats)</p>	<ol style="list-style-type: none"> <li>1. Cllr Vivien Guy (Panel Member &amp; Chair until Feb 2002) (L)</li> <li>2. Cllr Michael Brunt (L)</li> <li>3. Cllr Karim (L)</li> <li>4. Cllr George Reynolds (L)</li> <li>5. Cllr Mohammad Syed (L)</li> <li>6. Cllr Samantha George (Vice Chair; Chair from Feb 2002) (C)</li> <li>7. Cllr Maurice Groves(C)</li> <li>8. Cllr Bridget Smith (MPIR)</li> <li>9. Cllr Brian White(IL)</li> <li>10. Vacancy from Feb 2002</li> </ol> <p>Co-opted members: Mrs K Christie  Mr R Cargill  Mr A Boxall</p>



<p><b>April 2001 – April 2002</b> DDA POLICY REVIEW SCRUTINY PANEL</p>	<ol style="list-style-type: none"> <li>1. Cllr Sheila Knight (Chair) (L)</li> <li>2. Cllr John Cole (L)</li> <li>3. Cllr Karim (L)</li> <li>4. Cllr Charles Lucas (L)</li> <li>5. Cllr Jan Jones (Vice-chair) (C)</li> <li>6. Cllr Gilli Lewis – Lavender (C)</li> <li>7. Cllr Barbara Bampton (IL)</li> </ol>
<p>CONSULTATIVE FORUMS</p>	<ol style="list-style-type: none"> <li>1. Cllr Vivien Guy (Chair) (L)</li> <li>2. Cllr Michael Brunt (L)</li> <li>3. Cllr Paul Harper (L)</li> <li>4. Cllr Ian Munn (L)</li> <li>5. Cllr Allan Jones (Vice-chair) (C)</li> <li>6. Cllr Richard Harwood (C)</li> <li>7. Cllr Bridget Smith (MPIR)</li> </ol>
<p>IDEA ACTION PLAN</p>	<ol style="list-style-type: none"> <li>1. Cllr Paul Barasi (Chair) (L)</li> <li>2. Cllr Joe Abrams (L)</li> <li>3. Cllr Paul Harper (L)</li> <li>4. Cllr Philip Jones (L)</li> <li>5. Cllr Ian Munn (L)</li> <li>6. Cllr Malcolm Searle (L)</li> <li>7. Cllr Allan Jones (Vice-chair)(C)</li> <li>8. Cllr Richard Harwood (C)</li> <li>9. Cllr Dese Child (MPIR)</li> <li>10. Cllr Barbara Bampton (IL)</li> <li>11. Cllr Nick Harris (LD)</li> </ol>
<p>BEST VALUE PANELS</p>	
<p>PANEL 1</p>	<ol style="list-style-type: none"> <li>1. Cllr Philip Jones (Chair) (L)</li> <li>2. Cllr Michael Brunt (L)</li> <li>3. Cllr Vivien Guy (L)</li> <li>4. Cllr Maurice Groves(C)</li> <li>5. Cllr John Nelson-Jones (MPIR)</li> </ol>
<p>PANEL 2</p>	<ol style="list-style-type: none"> <li>1. Cllr Paul Barasi (Chair) (L)</li> <li>2. Cllr Lucas (L)</li> <li>3. Cllr Ian Munn (L)</li> <li>4. Cllr Peter Morss(C)</li> <li>5. Cllr Iain Dysart (LD)</li> </ol>

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PANEL 3	<ol style="list-style-type: none"><li>1. Cllr John Cole (L)</li><li>2. Cllr Sheila Knight (L)</li><li>3. Cllr Dennis Pearce (L)</li><li>4. Cllr Williams (Chair) (C)</li><li>5. Cllr Nick Harris (LD)</li></ol>
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**Appendix C: Policy Reviews in 2001/02**

<b>REVIEWS COMPLETED IN 2001/02</b>			
<b>Title of Policy Review</b>	<b>Length of review</b>	<b>Number of Meetings</b>	<b>Status of review</b>
Action Plan arising from the IDeA Report	2 months	2 between July and Aug	Review completed but Panel meets for ongoing monitoring role
Use of Consultants (follow on from Agency Staff Budgets)	9 months	5 between May and Feb	Recommendations accepted by Cabinet in Feb. Panel continues to monitor.
Annual Library Plan	1 meeting*	1 in June	Outcome reported to Executive Committee
Housing Strategy/HRA Business Plan/Preferred Partners	1 meeting*	1 in June	Report to Executive Committee and Scrutiny Commission in July
Complaints, Compliments and Suggestions	1 meeting*	1 in May	Report to Scrutiny Commission in June and Executive Committee in July
Asset Management Plan/Capital Strategy	1 meeting	1 in June	Report to Executive Committee July 2001
Prince George's Playing Fields Planning Framework	1 meeting*	1 in July	Report to Executive Committee in Aug and Scrutiny Commission in Sept
Response to PCT Consultation	1 meeting*	1 in Oct	Report to Cabinet Member/Leader via DHSS to meet deadline, report to Scrutiny Commission in Nov
Consultative Forums	7 months	8 between Feb – Sept 2001	Report to Scrutiny Commission in Sept and Executive Committee in Oct

\* similar scrutiny activity in the future would be likely to fall under 'pre-decision scrutiny'

<b>REVIEWS ONGOING</b>			
<b>Title of Policy Review</b>	<b>Length of review</b>	<b>Number of Meetings</b>	<b>Status of review</b>
Implementation of Day Care Review	18 months	18 between Oct 2000 and Apr 2002	Final report to go to Overview and Scrutiny Commission in Summer 2002
Housing Stock Options/Transfer	19 months	12 between Nov 2000 and April 2002	Proposal for draft report to be considered by the Panel in June/July 02
Schools Reorganisation	14 months	7 between Mar 2001 and Apr 2002, (issue has also been considered by OSC)	Interim report to Scrutiny Commission in April 01  Project due to finish in September 02
State of Merton's Environment (Streets)	11 months	6 between June 2001 and Feb 2002	Interim report due July 2002
Leasing of Commercial Properties	3months	3 between Feb - Apr 2002	Terms of Reference to be agreed June 2002
Disability Discrimination Act (ad hoc Panel)	12 months	11 meetings between Apr 01 and Apr 02	Review due to be completed October 2002

Copies of completed policy review reports are available from the Scrutiny Team (Contact Rosemary Doyle, Scrutiny Manager 8545 3662) and will be available on the Council's website shortly.

## Appendix D

### Overview and Scrutiny work programme 2001/02

#### Pre-decision scrutiny

The Commission occasionally undertakes pre-decision scrutiny itself and has done so for the following items:

- Admissions Criteria for Merton Community Schools (Feb)
- PFI Contract for schools (March)

#### Best Value Review reports:

- Revenues and benefits stage 1 report (June)
- Community Safety stage 1 report (June)
- Best Value Performance Plan Auditor's Report (July)
- Student Support Service stage 1 report (July)
- Housing Needs and Allocation stage 1 report (July)
- Housing Repairs and Capital Programme final report (Nov)
- Parking Services improvement plan (
- Special Educational Needs stage 1 report
- The Council's Support for the Voluntary Sector improvement plan (Dec)
- Adults with Learning Disabilities final report and improvement plan (Dec)
- Domiciliary Care stage 1 report (Apr)
- Housing Needs and Allocations update (Apr)

#### Other items considered include:

- Annual Library Plan (also considered by Standing Scrutiny Panel 2 and as a policy review) (June)
- Residents survey (June & July)
- Corporate asset management plan (June)
- Extension of hours licences/music and dancing (June)
- Eltandia Hall Care Centre contract (June)
- Action plan responding to District Audit Management Letter (July)
- Response to the Primary Care Trust Consultation (Nov)
- Meals on Wheels service failures (also considered by the Care Services & Housing Management Panel) (Dec and Feb)
- District Audit Annual Letter and final report (Dec)
- Community Plan (Dec)
- Council vision and strategic objectives (Dec)
- Performance management framework (Dec, Jan and Feb)
- BV and AC performance indicators (Dec)
- District Audit report on democratic renewal and modernising Merton (Jan)

- Conclusions from scrutiny team visit to House of Commons Select Committee (Jan)
- Response to consultation on local authority scrutiny of health services (also presentation by Merton and Sutton Community Health Council) (Feb)
- IDeA Report Action Plan update/scrutiny (July and Feb)

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## **Appendix E1 – E4**

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### **E1 – FINANCE and CORPORATE SUPPORT PANEL**

#### **Panel's remit:**

The Finance and Corporate Support Overview and Scrutiny Panel's remit included all finance and corporate support issues (Human Resources, Information Technology, Legal Services and Consultation).

#### **Pre-decision scrutiny done from October 2001 – April 2002**

- Voluntary Sector Grants
- Review of the Council's Approved List of Contractors
- Review of Property Holdings
- Disposal Procedure
- Budget Monitoring (Approval of virements above £500,000)
- Irrecoverable Debts (above £25,000)
- Irrecoverable Debts between £10,000 and £25,000)
- Pension Provision for School Sites and FM Staff Transferred under TUPE re Schools PFI
- LASER Contract
- Treasury Management Policy for 2002/3
- Treasury Management Strategy 2002/3
- Performance Management Framework
- Equal Opportunities Policy
- Verification Framework
- Race Equality Scheme

#### **Policy Reviews**

- Use of Consultants – Overview & Scrutiny Commission/Cabinet: May 2001-Feb 2002
- Commercial Properties: February 02 [ ] ongoing
- Complaints, Compliments, Suggestions: May 2001
- Asset Management Plan/Capital Strategy: May 2001

#### **Other items considered**

- Revenue budget monitoring
- Progress of agreed action plan on use of Agency Staff
- Monitoring of Consultants employed October 2001 – March 2002
- Criteria for use of 1<sup>st</sup>/2<sup>nd</sup> class post

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<b>Appendix E1 – E4</b>
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## **E2 – ENVIRONMENT AND REGENERATION**

### **Panel's remit:**

The Environment and Regeneration Overview and Scrutiny Panel's remit included physical environment, transport, environmental health, parks and open spaces, social regeneration, leisure and arts.

### **Pre-decision scrutiny done from October 2001 – April 2002**

- Draft Recycling Plan
- Kerbside Options Draft Report
- Review of Tourism Action Plan
- Development Brief for Site 2WTC (P3)
- Unitary Development Plan Inspector's Report
- The Trading Standards Plan

### **Policy Reviews**

- State of Environment: June 2001 [ ] ongoing
- Prince George's Playing Fields: July 2001



<b>Appendix E1 – E4</b>
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### **E3 – CARE SERVICES AND HOUSING PANEL**

#### **Panel's remit:**

The Care Services and Housing Management Overview and Scrutiny Panel's remit included all social care issues, housing issues and NHS/health services.

#### **Pre-decision scrutiny done from October 2001 – April 2002**

- Joint Investment Plan, Learning Disabilities
- Joint Investment Plan, Older People
- Housing Stock Transfer

#### **Policy Reviews**

- Implementation of Day Care Review: October 2000 [ ] ongoing
- Housing Stock Transfer: November 2000 [ ] ongoing
- Housing Strategy/HRA Business Plan: June 2001

#### **Other items considered**

- Meals on Wheels contract

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<b>Appendix E1 – E4</b>
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## **E4 – EDUCATION & LIFELONG LEARNING PANEL**

### **Panel's remit:**

The Education and Lifelong Learning Overview and Scrutiny Panel's remit included the responsibility for all schools issues, schools reorganisation, adult education and libraries.

### **Pre-decision scrutiny done from October 2001 – April 2002**

- Education Development Plan 2002/3
- PFI Contract For Schools
- Early Years and Childcare Partnership's Implementation Plan 2002-2003
- Adult Learning Plan
- Annual Library Plan

### **Policy Reviews**

- Schools Organisation: March 2001 [ ] ongoing
- Annual Library Plan: June 2001

### **Other items considered**

- Monitoring OFSTED action plan
- Update on Inclusion/Exclusion policy
- Admission criteria 2003/04
- Secondary Schools examination results
- Arts & Culture – work of Cultural Strategy Steering Group



