



LONDON BOROUGH OF HILLINGDON

OVERVIEW AND SCRUTINY COORDINATING COMMITTEE

2003/4

ANNUAL REPORT TO COUNCIL

Members of the Committee

Cllr Catherine Dann *Chairman*

Cllr Anthony Way

Cllr Richard Lewis *Vice-Chairman*

Cllr Peter Ryerson

Cllr Michael Cox

Cllr Keith Burrows



OVERVIEW AND SCRUTINY COORDINATING COMMITTEE

2003/4

Members

Cllr Catherine Dann <i>Chairman</i>	<i>Health and Social Care</i>
Cllr Anthony Way	<i>Community Partnerships and Economic Development</i>
Cllr Richard Lewis <i>Vice-Chairman</i>	<i>Corporate Services</i>
Cllr Peter Ryerson	<i>Education (including Youth and Leisure Services)</i>
Cllr Michael Cox	<i>Environment</i>
Cllr Keith Burrows	<i>Housing</i>

HILLINGDON'S OVERVIEW AND SCRUTINY WEBSITE

You can find us on the Internet at

<http://www.hillingdon.gov.uk/central/democracy/scrutiny/index.php>

CONTENTS

Chairman's Foreword

* * *

Introduction.....Page 1

Main areas of work.....Page 1

New developments this year.....Page 2

Achievements in 2003/4.....Page 3

Major review topics.....Page 5

Scrutinising decision-making and service delivery.....Page 11

Audit Commission review.....Page 12

Overview and Scrutiny budget.....Page 14

Member development.....Page 14

* * *

Appendix 1 – Assessment tool.....Page A1

Appendix 2 – Scrutinising decision making and service delivery.....Page A3

CHAIRMAN'S FOREWORD



This is the second year in which Hillingdon has operated the new Overview and Scrutiny arrangements. Overview and Scrutiny has an essential contribution to make in long-term policy reviews and in holding Hillingdon's Cabinet and Primary Care Trust to account on behalf of the people of Hillingdon.

I am pleased to say that 2003/4 has been a year when we have made great improvements to the way Overview and Scrutiny works, its effectiveness and its influence on the Council and on local health services.

With my colleagues on the Overview and Scrutiny Coordinating Committee we set out at the start of the year to take a more rigorous approach to prioritising and planning the work programmes of the six subject-area Overview and Scrutiny Committees (OSCs). We have sought to ensure that the OSCs focus on those areas where they have most to contribute.

On Overview, by the Annual Council Meeting fourteen major reports are expected to have been completed this year. Our reviews cover a wide range of topics touching on the lives of every person living in Hillingdon.

On Scrutiny, we have analysed and investigated key aspects of the Council's decision making during the year. This has included careful examination of the Budget setting process for 2004/5, commenting on Council officers' proposals to Cabinet and, where necessary, calling in Cabinet decisions for further consideration. We also monitor the Council's service delivery and identify the implications of audit, Best Value and external inspection reports.

I would like to pay tribute to all my fellow Councillors on the OSCs for the determined efforts they have made this year to strengthen and revitalise Overview and Scrutiny. On behalf of all the Councillors involved I would also like to express our thanks to the witnesses who gave their time and expertise to help us and to the Council's officers without whom little of this would have been possible.

Catherine Dann

OVERVIEW AND SCRUTINY TEAM

The Overview and Scrutiny Team are based at the Civic Centre and are part of Democratic Services in the Chief Executive's Office

Guy Fiegehen

*Head of Scrutiny and Members' Services
01895 277733*

Andrew Nankivell
*Scrutiny Manager
01895 277488*

Corporate Services

Martine Cazeau
*Scrutiny Advisor
01895 250692*

*Community Partnerships and
Economic Development
Education*

Alan King
*Scrutiny Advisor
01895 250833*

*Health and Social Care
Domestic Violence Working
Party*

Charles Francis
*Scrutiny Advisor
01895 556454*

*Environment
Housing*

Jane Coker
*Democratic Management
Officer
01895 250813*

*Education Appeals
General Support*

The Team can be contacted by telephone at the numbers above or as follows:-

E-mail scrutiny@hillingdon.gov.uk

Fax 01895 277373

Post Overview and Scrutiny Team
London Borough of Hillingdon
3E/05 Civic Centre
High Street, Uxbridge
UB8 1UW

OVERVIEW AND SCRUTINY

ANNUAL REPORT TO COUNCIL FOR 2003/4

INTRODUCTION

1. This report covers the work of Hillingdon Council's Overview and Scrutiny function in the municipal year from 15th May 2003 to 13th May 2004. It was completed on 30th April 2004.
2. Councillors' involvement in Overview and Scrutiny is through six subject-area Overview and Scrutiny Committees (OSCs) and the Overview and Scrutiny Coordinating Committee that comprises the Chairmen of those committees.
3. The six subject-area OSCs cover

Community Partnerships and Economic Development
Corporate Services
Education (including the Youth and Leisure Services)
Environment
Health and Social Care
Housing.

4. Terms of reference and procedural rules for all the committees are in the Council's Constitution, which is available via the Internet on the Council's website at

<http://www.hillingdon.gov.uk/central/democracy/constitution/index.php>

Health scrutiny work is based on separate legislation approved by Parliament. A guide to this is available at

<http://www.dh.gov.uk/assetRoot/04/06/62/38/04066238.pdf>

MAIN AREAS OF WORK

5. The work of Overview and Scrutiny divides into two broad areas.

(a) Major review topics (mostly 'Overview' items)

Major reviews tend to involve long-term policy issues and the development of policy frameworks based on evidence collected by the OSC. Detailed decision-making and implementation of policy is primarily a matter on which the Cabinet and the PCT lead.

Topics are usually identified by the subject-area OSCs. Their proposals are passed for endorsement to the Coordinating Committee who are responsible for agreeing the Overview and Scrutiny Work Programme, ensuring the efficient use of OSCs' time and minimising the potential for duplication of effort.

In some cases Hillingdon Cabinet or Hillingdon Primary Care Trust (PCT) may also refer issues to Overview and Scrutiny for review or to allow for consultation.

(b) Scrutinising decision-making and service delivery

This involves monitoring and, where necessary, detailed investigation of the following

- items on Hillingdon Cabinet's Forward Plan for decision-making
- decisions made by Hillingdon Cabinet that OSCs have the right to 'call in' for further consideration
- the way Hillingdon Council service departments are spending their budgets
- Hillingdon Council's budget setting process for the following financial year
- Hillingdon Council service department plans
- Best Value reviews, audit and inspection reports.

6. The Health and Social Care OSC may also deal with a number of other matters affecting the health of people living in Hillingdon, including any substantial variation in health service provision.

NEW DEVELOPMENTS THIS YEAR

7. A number of changes were made this year as a result of the Audit Commission's review of Hillingdon's Overview and Scrutiny function. Key recommendations were that
- Overview and Scrutiny should take more of the initiative in setting their own Work Programme priorities and spend more time focusing on major reviews and less considering items being dealt with as part of the Cabinet's agenda
 - more use should be made of project management techniques to ensure that OSCs complete the reviews they have begun.

More information about the Audit Commission report is on page 10.

8. At the start of the Council year the Coordinating Committee asked each OSC to identify up to two topics on which they would focus their Overview activity for the 2003/4 Council year and to use a common set of selection criteria to assess the topics it would be most productive to review – see Appendix 1. The Coordinating Committee also asked the OSCs to use a common template to draw up a project plan for each topic they intended to review. The Coordinating Committee confirmed the OSCs' choice of topics on 1st September 2003.

9. In addition to those twelve Overview topics the OSCs also worked on a number of other major reviews during 2003/4

- three they had begun in 2002/3
- a review required under the new Joint Authority Health Scrutiny regulations to respond to the consultation proposals on the future of Mount Vernon Hospital
- a further topic - school budgets - identified by the Education OSC during the course of the year.

In total, OSCs worked on 17 major reviews during 2003/4.

ACHIEVEMENTS IN 2003/4

10. As Table 1 shows, the OSCs have produced reports on fourteen major reviews. Twelve are for reviews they have completed this year. This is a great improvement on Overview and Scrutiny's performance last year.

11. The OSCs have continued with a large workload scrutinising decision-making and service delivery. In line with the Audit Commission recommendations they have sought to focus their interventions on areas where they can make a difference and to evaluate the resulting outcomes.

12. Two of the OSCs - for Education and for Health and Social Care - also held a joint meeting on 6th November 2003 to consider the Government's Green Paper, *Every Child Matters*, on services for children to which all Councillors were invited and which was attended by the Leader of the Council and by the Chief Executive of the PCT. The two committees' comments and recommendations helped form the basis for Hillingdon's consultation response.

TABLE 1: MAIN REVIEW TOPICS IN 2003/4

Committee	Main review topic	Status	Comments
Community Partnerships and Economic Development	Heathrow City Growth Strategy	Interim report produced	Review likely to continue next year
	Voluntary Sector	Completed	Linked into Budget Setting process
Corporate Services	Anti-Social Behaviour	Agreed not to proceed	Project plan agreed but did not go ahead due to shortage of officer time
	The Role of Community Councillor	<i>On track to produce report</i>	Final report on 4 th May On Cabinet Forward Plan for July
	Rigorous Inspection of Contracts (carried over from 2002/3)	<i>On track to produce report</i>	Expected early 2004/5
Education	Engage Youth	<i>On track to produce report</i>	Expected early 2004/5
	Standards at Key Stage 3	Completed	Recommendations to officers and schools Cabinet Member to be advised
	Pressures on School Budgets	Completed	Recommendations to officers and schools Cabinet Member to be advised
Environment	Development of an Action Plan for Air Quality	<i>On track to produce report</i>	Final report on 4 th May
	Transport Strategy	<i>On track to produce report</i>	Final report on 4 th May Review may continue next year
	Waste Strategy	Completed	Awaiting slot on Cabinet Forward Plan
Health and Social Care	Vision for Health	Completed	Recommendations to PCT, LAS, TfL & Cabinet
	Implications of Domestic Violence for Children (Working Party)	Completed	Recommendations to Cabinet, PCT & Mayor of London
	Mount Vernon Hospital	Completed	Input to first-ever Joint Authority Health Scrutiny
	Delayed Hospital Discharge (carried over from 2002/3)	Completed	Cabinet agreed Majority Report recommendations
Housing	Houses in Multiple Occupation	Completed	Cabinet agreed recommendations
	Innovative Affordable Housing Solutions	Completed	Recommendations to officers Cabinet Member to be advised

MAJOR REVIEW TOPICS

COMMUNITY PARTNERSHIPS AND ECONOMIC DEVELOPMENT OSC



Cllr Anthony Way
Chairman

Cllr Richard Barnes

Cllr Steve Carey from January

Cllr Geoff Courtenay

*Cllr Frank Filgate to
December*

Cllr John Hensley

Cllr Ken Lakhan

Cllr John Major Vice-Chairman

Heathrow City Growth Strategy

13. The Hayes Heston Southall Partnership Project - 'Heathrow City' - is at an early stage of development. The Committee discussed and considered information provided by officers and produced an interim report in April. The Committee wish to continue their review next year.

Voluntary Sector

14. The Committee held two meetings devoted to Voluntary Sector issues. Local groups were invited to and attended the first meeting at Key House, and at the second examined Cabinet budget proposals with the help of expert witnesses. The Committee also commented on the need for better Service Level Agreements to support the Compact between local government and the Voluntary and Community Sector. The Committee completed their report in April.

CORPORATE SERVICES OSC



Cllr Richard Lewis
Chairman

Cllr Ann Banks
Cllr Richard Barnes

*Cllr Bruce Baker Vice-
Chairman*
Cllr Steve Carey

Cllr Paul Harmsworth
Cllr Phoday Jarjussey
Cllr Mike Usher

Anti-Social Behaviour

15. The Committee agreed a project plan due to start in December 2003 but later decided not to proceed with the review as officers in the Community Safety Unit were unable to give effective support due to a new appointment not taking up post. The Committee have continued to receive periodic reports on Anti-Social Behaviour issues.

The Role of Community Councillor

16. The Committee have examined the wider role of Councillors in the community, apart from their formal roles within the Council. The Committee have investigated good practice elsewhere and identified seven sets of recommendations and made good progress with the project plan they agreed last autumn. The Committee completed their report in May.

Rigorous Inspection of Council Contracts

17. The Committee began this review in the 2002/3 Council year. In autumn 2003 they completed a report that was submitted to Cabinet but which was subsequently withdrawn for additional consideration. The Committee have established a working party, and an updated report is anticipated early in the 2004/5 Council year.

EDUCATION OSC



Cllr Peter Ryerson
Chairman

Reverend Doug Cave
Cllr Peter Curling Vice-
Chairman

Cllr Brian Crowe
Cllr Mike Gettleson
Cllr John Hensley

Tony Little
Cllr David Payne
Cllr Paramjit Sethi

Engage Youth

18. The Committee have considered presentations and officers' reports on how Council and voluntary services can assist young people in the transition from adolescence to adulthood. An informal working party met in December to produce a timetable for hearing witnesses and gathering evidence. The Committee expect to complete their report early in the 2004/5 Council year.

Standards at Key Stage 3

19. After agreeing a project plan in September 2003 the Committee considered reports and presentations from officers and visited schools to gather evidence. The Committee's recommendations are aimed at improving student learning and school effectiveness. The Committee completed their report in April.

Pressures on School Budgets

20. The Committee received officer reports and heard witnesses from schools. The Committee found that schools in deficit often lacked the appropriate management structures to enable them to take timely and effective remedial action on their budgets. They recommended that schools should have mechanisms in place to anticipate potential problems such as changed budgets, pupil numbers and staffing levels. The Committee completed their report in February.

ENVIRONMENT OSC



Cllr Michael Cox
Chairman

Cllr Bruce Baker from April
Cllr Dalip Chand
Cllr Janet Duncan Vice-
Chairman

Cllr Henry Higgins
Cllr David Horne

Cllr Sandra Jenklins to
December
Cllr David Routledge

Development of an Action Plan for Air Quality

21. After agreeing a project plan in July the Committee considered officer reports and presentations and heard witnesses. This review is closely related to the Borough Transport Strategy - see below. The Committee expect to complete their report in May.

Transport Strategy

22. The Committee agreed a project plan in July 2003. They have considered officer reports and presentations and heard witnesses. Members attended the borough-wide transport strategy consultation conference in November. The Committee expect to complete their report in May.

Waste Strategy

23. The Committee returned to this topic, on which they had begun working the previous Council year. They have recommended to Cabinet that Hillingdon should introduce limited waste incineration. The Committee completed their report in April. A Cabinet decision is awaited.

HEALTH AND SOCIAL CARE OSC



Cllr Catherine Dann
Chairman

Cllr Janet Gardner
Cllr Lee Griffin

Cllr Shirley Harper-O'Neill
Cllr John Major

Cllr Mary O'Connor *Vice-Chairman*
Cllr Jill Rhodes

Vision for Health

24. The Committee agreed a project plan in November covering GP services, issues around medication and patients' transport. The Committee considered reports, questioned the Chief Executive of the Primary Care Trust (PCT) and heard from a wide range of witnesses. The Committee completed their report in April making recommendations for the PCT, Hillingdon Hospital, London Ambulance Service and Transport for London, as well as Hillingdon Cabinet.

The Implications of Domestic Violence for Children

25. A working party comprising Members from three OSCs chaired by Cllr Janet Gardner conducted this review. Evidence was taken from a range of witnesses across service areas and from a survivor of domestic violence. The Committee completed their report in April with recommendations for all sections of the Council, the PCT, Hillingdon Hospital, the Mayor of London and the Pan-London Domestic Violence Fora.

Mount Vernon Hospital

26. The Committee considered the consultation reports issued by the Bedfordshire and Hertfordshire and North West London Strategic Health Authorities in summer 2003 and took evidence from witnesses representing Hillingdon interests. Those formed the basis for the report the Committee completed in August that they submitted to the Joint Authority Scrutiny Committee, two members of which were Councillors from Hillingdon. The Joint Authority Committee was established at

short notice under new health scrutiny legislation and required to report in September on behalf of all the affected authorities.

Delayed Hospital Discharge

27. The Committee continued hearing witnesses for this review that they had begun the previous Council year. The Committee completed their report in September 2003 which, together with a minority report, was sent to Cabinet. Cabinet accepted the four recommendations in the majority report in slightly amended form.

HOUSING OSC



Cllr Keith Burrows
Chairman

Cllr Josephine Barrett

Cllr Margaret Grant Vice-Chairman

Cllr Avtar Sandhu

Cllr Cathy Stocker

Cllr Mike Usher

Cllr Andrew Vernazza

Houses in Multiple Occupation

28. The Committee agreed a project plan in September, considered officer reports and presentations and heard witnesses. The Committee completed their report in February. Cabinet accepted the Committee's recommendations and asked officers to prepare a corporate strategy based on the report.

Innovative Affordable Housing Solutions

29. The Committee agreed a project plan in September, considered officer reports and presentations and heard witnesses. They also commissioned a report from an external consultant. The Committee completed their report in April with recommendations covering cross-departmental working, the planning process, regional and sub-regional strategies and partnership working with housing associations.

SCRUTINISING DECISION-MAKING AND SERVICE DELIVERY

30. The following paragraphs highlight some of the OSCs' work scrutinising decision-making and service delivery. A fuller account is at Appendix 2.

COMMUNITY PARTNERSHIPS AND ECONOMIC DEVELOPMENT OSC

31. The Committee sought views from Graeme Betts, Chief Executive of the Primary Care Trust, and Chief Inspector Mick Morris from the Metropolitan Police on how the Community Plan could support the work of the Council's partners and the difference it could make to Hillingdon residents. This work was fed into the continuing development of the Plan.
32. Cabinet accepted the Committee's recommendations on grants to the Voluntary Sector as part of the budget setting process, and the Committee were thanked by the Leader of the Council for the work they had done. The Committee also considered
- Local Public Service Agreements
 - Hillingdon Improvement Programme
 - the Best Value Review Programme & Annual Performance Plan.

CORPORATE SERVICES OSC

33. The Committee have continued to spend a large amount of their time monitoring the Council's budgetary and audit processes. The Committee recommended changes to the involvement of OSCs in Budget setting, and a training event was held for members of the Coordinating Committee and the Chairmen of the other OSCs. A review of this year's Budget Setting Process concluded that it 'showed a significant improvement on that for the previous year'.
34. The Committee have also commented on specific Best Value review topics and monitored recruitment difficulties in key finance posts.

EDUCATION OSC

35. The Committee commented on six Cabinet Forward Plan items. They endorsed all of the proposals in the officers' report, subject to qualification in one instance.

ENVIRONMENT OSC

36. The Committee commented on four Cabinet Forward Plan items and called in four Cabinet decisions for further consideration. The Committee had mixed success in influencing the final Cabinet decision, though in the case of London Biodiversity Centre they did cause an earlier decision to be reversed.

HEALTH AND SOCIAL CARE OSC

37. The Committee's comments to Cabinet included backing Hillingdon's participation in the Local Improvement Finance Trust, that any Council financial shortfall should have no adverse effect on frontline services and that fees and charges should rise by no more than 1.9%.
38. The Committee are also awaiting a number of further reports from Social Services.

HOUSING OSC

39. The Committee reviewed the arrangements needed to ensure they are informed about the activities of Hillingdon Homes and have received reports on Best Value Performance Indicators. They also considered the Review of Choice Based Lettings, recommending Hillingdon's continued membership of LOCATA as well as improvements for its operation.

AUDIT COMMISSION REVIEW

40. Following the Audit Commission's review of Hillingdon's Overview and Scrutiny function conducted by Barbara Gowland the Coordinating Committee agreed a series of changes. These included
- encouraging OSCs to take more of the initiative in setting Work Programme priorities and to spend more time focusing on major reviews and less considering items being dealt with as part of the Cabinet's agenda
 - making more use of project management techniques to ensure reviews are completed and, when completed, assessing the way reviews have been conducted
 - devising procedures for tackling cross-cutting issues; the Domestic Violence Working Party is an example of this

- involving OSCs in Best Value Reviews at key points when their input will be most valuable
- taking systematic account of audit and inspection work and performance information in Work Programme planning
- using external support more widely
- in preparing to question witnesses, devoting time to planning the scope of the discussion
- redefining the role of the Coordinating Committee to provide more proactive leadership – see next paragraph
- involving Members more in detailed research and drafting, and backbenchers in overview and scrutiny activity generally, with officer and development support.

The Action Plan to implement these changes has been completed, subject to the availability of resources in relation to the last item.

41. On 7th April 2004 the Coordinating Committee agreed proposals to strengthen their role as follow
1. Request to Council that the Coordinating Committee be given the power to determine the terms of reference for each Overview and Scrutiny review, subject to taking into account the views of the OSC concerned
 2. Issuing clearer guidelines to OSCs on spending the Overview and Scrutiny budget
 3. The Coordinating Committee to meet quarterly with additional meetings to deal with any urgent business
 4. OSC Chairmen to be responsible for reporting on the work of their committee to the Coordinating Committee
 5. A new format for reporting the Overview and Scrutiny Work Programme to the Coordinating Committee
 6. 'Stakeholder' satisfaction surveys to inform the Coordinating Committee on how Overview and Scrutiny is perceived.

OVERVIEW AND SCRUTINY BUDGET

42. A budget of £10,000 was agreed for Overview and Scrutiny Committees to spend in support of their research and other activity. This money is controlled by the Head of Scrutiny and Member Services, who submits regular reports to the Coordinating Committee. The Committee's role is to advise on overall direction and priorities.
43. About half of this budget was spent in 2003/4 compared with none in 2002/3. Details are in Table 2 below.

TABLE 2: OVERVIEW AND SCRUTINY BUDGET 2003/4

Item	£
1. Hillingdon's share of the costs of the Joint Authority Scrutiny on Mount Vernon Hospital	2,000
2. Consultant support to Housing OSC for review of Innovative Affordable Housing Solutions	1,500
3. Budget Scrutiny training for Coordinating Committee and Corporate Services OSC	1,200
4. Publications	150
5. Community Partnerships and Economic Development OSC meeting at Key House with Voluntary Sector organisations	50
Total	5,000

MEMBER DEVELOPMENT

44. Members of the Coordinating Committee and the Corporate Services OSC took part in training on Budget Scrutiny. Individual Members have also attended Overview and Scrutiny meetings at neighbouring authorities and seminars on the lessons for Overview and Scrutiny from the experience of Parliament's Select Committees.

30th April 2004

ASSESSMENT TOOL

PART ONE: SELECTION CRITERIA

(a) Possible reasons for scrutiny

1. Strong public interest
2. Government pressure
3. Included in Hillingdon Improvement Programme
e.g. performance standards poor/below target
4. Inspection report recommendation

(b) Scope for making an impact

1. Area within Council's control/influence
2. High impact on residents
3. Expertise available on which to draw
4. Good practice available elsewhere

Topics that score highest should have priority for consideration

PART TWO: BACKGROUND SUMMARY INFORMATION

To be provided by Group Director

Intended scope

- scale of Council programme
- trends in spending, staff etc
- performance data
- service plan objectives

Suggested structure

Introduction

Core purpose

Key data

- number of customers
- Council spend
- staff involved

Delivering the service

- range of services
- structure of organisation
- other key support
 - internal
 - external

Budget

- sources of funding
- grants sought/obtained
- pressures ahead

Leader's Statement

Community Plan

Hillingdon Improvement Programme

Best Value Programme

Statutory, professional & policy context

ICT strategy

HR strategy

Performance monitoring

- how done
- main indicators

Service Plan

- objectives
- action plan

APPENDIX 2

SCRUTINISING DECISION-MAKING AND SERVICE DELIVERY

COMMUNITY PARTNERSHIPS & ECONOMIC DEVELOPMENT OVERVIEW AND SCRUTINY COMMITTEE

Comments on Cabinet Forward Plan items	01/07/03	The Community Strategy 2003/04 CEO 72 Outcome: OSC made a series of comments on the draft Cabinet report (10/7/03) & recommended that Council adopt the draft, subject to changes supported by the Local Strategic Partnership Executive being incorporated into the report.
	18/11/03	OSC reviewed this item again. Representatives from Hillingdon PCT, Police, Hayes & Harlington Community Development Forum spoke to OSC about their experience of working in Partnership with the Council.
	05/02/04	OSC received progress report on implementation of Community Plan
	18/11/03	Uxbridge/Cowley Economic Support Strategy Quarterly Report ENV 179. Outcome: Report noted
Cabinet decisions called in		None
Budget Monitoring		This OSC does not monitor departmental budgets.
Budget Setting Scrutiny	16/12/03	Allocation of Financial Assistance to the Voluntary Sector Outcome: OSC commented on the report and appendices due to go to Cabinet on 18/12/03
	13/01/04	OSC considered evidence from HAVS, Hillingdon Law Centre, Hillingdon Race Equality Council, Hillingdon Autistic Care & Support and recommended to Cabinet (1) more transparency in negotiating Service Level Agreements (SLAs) and giving feedback (2) reinstating the 40% cut for Hillingdon Law Centre & negotiating a Service Level Agreement be with them (3) investigating

		<p>partnership SLAs with external funders (4) reconsidering Hillingdon Race Equality Council's (HREC's) application and the possibility of negotiating a three-year SLA being explored (5) a further report to Cabinet on Hillingdon Autistic Care and Support from the Officers of the Community Resources Team.</p> <p>Outcome: Cabinet accepted OSC's recommendations except the proposed SLAs for the Law Centre & HREC. Council leader thanked OSC for work on grants budget</p>
Service Plans	05/02/04	<p>Hillingdon Improvement Programme</p> <p>OSC received update</p> <p>Outcome: Noted update and commented on the importance of improving management and ensuring that staff have the necessary tools to deliver change</p>
Best Value Reviews, Audit or Inspection Reports	01/07/03 05/02/04	<p>The Overview and Scrutiny Function</p> <p>Outcome: OSC adopted Audit Commission & Coordinating Committee recommendations</p> <p>Best Value Review Programme & Annual Performance Plan 2004/05</p> <p>Outcome: OSC commented on the outline layout and content of the Plan. Recommended that the scope of BV Reviews for 2004/5 should be more focused on community needs</p>

**CORPORATE SERVICES
OVERVIEW AND SCRUTINY COMMITTEE**

Comments on Cabinet Forward Plan items	02/09/03	Grant of Leases to Voluntary Sector Organisations EYL 99 Outcome: Commended report to Cabinet and made recommendation on composition of a proposed Panel
Cabinet decisions called in		None
Budget Monitoring	02/09/03 23/10/03 26/11/03 30/03/04	Outcome: Informed OSC's lead role in overseeing budget developments for Overview & Scrutiny
Budget Setting Scrutiny	02/09/03 23/10/03 26/11/03 30/03/04	Outcome: (i) OSC contributed to the development of the Council's budget 2004/5, collating comments from all OSCs and referring to Coordinating Committee. (ii) Training provided to OSC chairmen & members of Corporate Services OSC on local government budgeting. (iii) Changes recommended and implemented in how Council budgets are presented. (iv) Changes recommended for 2005/6 budget-setting process, not yet considered by Cabinet
Service Plans	01/04/03	OSC considered in reviewing central services budgets Outcome: Noted and specific comments made to Cabinet
Best Value Reviews, Audit or Inspection Reports	03/07/03 03/07/03 02/09/03 02/09/03 23/10/03	The Overview and Scrutiny Function Outcome: OSC adopted Audit Commission & Coordinating Committee recommendations Cash Collection Arrangement – Internal Audit report Outcome: Noted and requested additional information to be sent to members by letter Internal Audit Annual Report 2003/4 and Strategic Audit Plan 2003/4 to 2006/7 Outcome: Noted and welcomed planned reporting to Committee every 3 months Treasury Management – Internal Audit report Outcome: Noted Sundry Debtors – Internal Audit report Outcome: Noted

	26/11/03	Recruitment and Retention – Internal Audit report <i>Outcome:</i> Noted
	26/11/03	Internal Audit Progress <i>Outcome:</i> Noted
	26/11/03	Review of Payroll by Internal Audit <i>Outcome:</i> Noted
	26/11/03	Implementation of Internal Audit recommendations <i>Outcome:</i> Noted, and any questions to be raised directly with auditors
	30/03/04	Internal Audit Progress Report <i>Outcome:</i> Noted
	30/03/04	Council’s Annual Audit Letter and interviewed external auditors <i>Outcome:</i> Noted the report and answers
	30/03/04	Implementation of Internal Audit recommendations <i>Outcome:</i> Noted
	28/04/04	Best Value Review of Street Management <i>Outcome:</i> To be considered
	28/04/04	Internal Audit Strategic Plan <i>Outcome:</i> To be considered
	28/04/04	Internal Audit Service Plan 2004/5 <i>Outcome:</i> To be considered
Post Cabinet Decision Implementation Review	02/09/03	Report on withdrawal of Nine-day Fortnight Flexi Scheme and Introduction of Flexible Working Hours Scheme <i>Outcome:</i> Requested follow-up report to allow more complete evaluation
	04/05/04	Follow up of change in Flexi Scheme <i>Outcome:</i> To be considered

EDUCATION OVERVIEW AND SCRUTINY COMMITTEE

Comments on Cabinet Forward Plan items	10/06/03	BV Review of Cultural Services EYL 85 Outcome: OSC endorsed the recommendations
	10/06/03	Education Development Plan EYL 93 Outcome: OSC endorsed the recommendations
	10/06/03	Education External Funding Bids EYL 94 Outcome: OSC endorsed the recommendations
	10/06/03	School Places in North of the Borough EYL 96 Outcome: OSC endorsed the proposal
	10/06/03	Discretionary Assistance for Home to School Transport EYL 97 OSC endorsed the recommendation and requested redrafting of one paragraph Outcome: Cabinet approved the mechanism for determining eligibility in the officers' report
	08/07/03	Children's Centres EYL 98 OSC welcomed the setting up of the Hayes Early Years Centre & expressed reservations about going beyond one centre in view of future funding uncertainty. Outcome: One Centre has been set up
Cabinet decisions called in		None
Budget Monitoring	25/11/03 & 11/12/03	Month 6 Monitoring report (Cabinet 27/11/03) Outcome: OSC noted the report
Budget Setting Scrutiny	25/11/03	Draft Revenue Budget 2004/5 (Cabinet 18/12/03) Outcome: OSC noted prospects for schools budgets and standards fund
	08/01/04	Latest budget proposals 2004/5 and Capital Programme 2004/05 (Cabinet 18/12/03) Outcome: OSC noted the report
	29/01/04	Fees & Charges 2004/5 (Cabinet 15/01/04) Further information on Fair Funding Outcome: OSC noted the report
	05/02/04	Further information on fees & charges Outcome: OSC noted the report

	30/03/04	Received oral update on final schools settlement Outcome: OSC noted the update
Service Plans	10/06/03	Education Development Plan 2003/4 OSC received a presentation Outcome: OSC endorsed recommendations and agreed to monitor progress made against the plan
	10/06/03	Best Value Review of Cultural Services EYL 85 See Forward Plan items above
	10/06/03	Standards & Effectiveness: 2002 Schools Data Outcome: OSC noted the presentation
Best Value Reviews, Audit or Inspection Reports	10/06/03	The Overview and Scrutiny Function Outcome: OSC adopted Audit Commission & Coordinating Committee recommendations

ENVIRONMENT OVERVIEW AND SCRUTINY COMMITTEE

Comments on Cabinet Forward Plan items	19/11/03	<p>Service Improvements (for Planning and Transportation) arising from the ODPM ENV 223 OSC recommended to Cabinet (1) the Planning Budget be increased (2) a market sector supplement be introduced for key hard to recruit posts Outcome: Cabinet asked, in response to obstacles identified by ODPM hindering sustained performance improvement, officers to propose changes to the Council's Planning Committee structure</p>
	19/11/03	<p>Draft Local Development Scheme for the Local Development Framework ENV 203 OSC recommended to Cabinet (1) setting up an OSC working party comprising three OSC members & three Planning Committee members 'to examine documentation arising as part of the Local Development Framework process and inform the officer development process' (2) that funding be made available to support development of the Local Development Framework. Outcome: Cabinet agreed the recommendations</p>
	15/12/03	<p>Proposed Changes to the Planning Structure OSC recommended (1) constitutional changes (2) three-weekly planning cycles (3) joint party briefings (4) to retain constituency based planning Committees. Outcome: Cabinet agreed recommendations (1) to (3) but decided to introduce two area-based Planning Committees, contrary to OSC wishes</p>
	15/12/03	<p>Green Spaces Strategy Implementation Review ENV 214 Outcome: OSC endorsed recommendations to Cabinet</p>

Cabinet decisions called in	16/05/03	Acceptance of Tenders for Parking Enforcement Services ENV 128 OSC asked Cabinet to reconsider on the basis that (a) the system used to evaluate tenders was too weighted towards quality & not enough towards price and (b) two parts of the quality evaluation were detrimental to the in-house bid and that those parts of the evaluation be re-marked. OSC also asked that more careful attention be given in future to wording of communications to staff. Outcome: Cabinet did not change decision
	07/08/03	Adjustments to the waiving of certain delegate powers by the Head of Planning and Transportation Outcome: OSC decided to take no action
	30/09/03	London Biodiversity Centre ENV OSC asked Cabinet to reverse decision not to establish Service Level Agreement with the London Bio-Diversity Records Centre. Outcome: Cabinet Member decision reversed
	02/12/03	Uxbridge Industrial Estate ENV 179 OSC asked that the residual funding from key projects should be allocated towards implementing CCTV on the Uxbridge Cowley Industrial Estate Outcome: Cabinet did not change decision
Budget Monitoring	02/12/03	Month 6 Monitoring Report (Cabinet 27/11/03) Outcome: OSC noted the report
	02/12/03	ESG Growth Monies Progress Report April - Sept 03 Outcome: OSC noted the report
Budget Setting Scrutiny	02/12/03	Draft Revenue Budget 2004/2005 (Cabinet 18/12/03) Outcome: OSC noted the report
	19/01/04	2004/5 Budget Outcome: OSC noted the report
Service Plans	26/06/03	Environmental Service Group Plan 2003/6 Outcome: OSC noted the report
Best Value Reviews, Audit or Inspection Reports	26/06/03	The Overview and Scrutiny Function Outcome: OSC adopted Audit Commission & Coordinating Committee recommendations
	24/02/04	ESG Performance Report Outcome: OSC noted the report
	24/03/04	Best Value Monitoring Report Outcome: OSC noted the report

**HEALTH AND SOCIAL CARE
OVERVIEW AND SCRUTINY COMMITTEE**

Comments on Cabinet Forward Plan items	14/01/04	Local Improvement Finance Trust ('LIFTCO') SOC 60 OSC welcomed the proposed Council commitment to participate in LIFT and accepted officers' advice to favour Option 2, initial participation at Level 1. Outcome: Cabinet agreed to participate at Level 1.
	06/05/04	Modernisation of Learning Disabilities Services SOC 73 Outcome: OSC to consider report
Cabinet decisions called in		None
Budget Monitoring	09/12/03	Month 6 Monitoring report (Cabinet 27/11/03) Outcome: OSC noted the report
	16/03/04	3rd Quarter Social Services budget monitoring OSC noted report and requested further information & progress report on rise in number of school exclusions Outcome: OSC awaiting further report
Budget Setting Scrutiny	09/12/03	Draft Revenue Budget 2004/5 (Cabinet 18/12/03) Outcome: OSC noted the budget report presented to Cabinet on 30/10/03 & agreed not to submit any initial comments to Cabinet on 18/12/03 but to wait until January for a more detailed report
	14/01/04	Draft Social Services Budget 2004/5 (Cabinet 18/12/03) OSC welcomed moves to cut use of agency staff, asked for further report on cost of residential placements, supported officers' attempts to bring Social Services budget under control & welcomed efforts by officers and the Leader to resolve the unaccompanied child asylum seekers funding issues. Outcome: OSC awaiting further report on residential care costs
	11/02/04	Fees and charges 2004/5 (Cabinet 15/01/04) OSC urged that any Council financial shortfall should have no adverse effect on frontline services and that fees and charges should be increased by no more than 1.9%. Outcome: Cabinet limited rise in fees & charges to 1.9%

Service Plans	03/07/03	Social Services Department Plan OSC noted report & requested a report on the Respite Care Strategy at a future meeting. Outcome: OSC awaiting further report
	09/12/03	Social Services Autumn Position Statement Outcome: OSC noted late report
Best Value Reviews, Audit or Inspection Reports	03/07/03	The Overview and Scrutiny Function Outcome: OSC adopted Audit Commission & Coordinating Committee recommendations
	16/10/03	Joint Review Action Plan Outcome: OSC noted late report

HOUSING OVERVIEW AND SCRUTINY COMMITTEE

Comments on Cabinet Forward Plan items	14/10/03	Frank Welch Court HSG 39 OSC agreed to disposing of Frank Welch Court. Outcome: Cabinet agreed to disposal
	14/10/12	37-39 Kirtlands HSG 65 OSC agreed to disposing of Kirtlands Outcome: Cabinet agreed to disposal
	10/12/03	HRA Affordable Housing Programme HSG 82 Outcome: OSC endorsed recommendations to Cabinet
	25/02/04	Supplementary Housing Needs Survey HSG 94 Outcome: OSC considered this as briefing and noted report
Cabinet decisions called in		None
Budget Monitoring	10/12/03	Housing Service Budget Monitoring (Aug 03) Outcome: OSC noted the report
Budget Setting Scrutiny	06/01/04	Capital Programme 2004/5-2007/8 Outcome: OSC endorsed recommendations to Cabinet
	06/01/04	General Fund Revenue Budget 2004/5 Outcome: OSC noted recommendations to Cabinet
	28/01/04	Fees and Charges 2004/5 Outcome: OSC endorsed recommendations to Cabinet
Service Plans	02/07/03	Housing Department Plan 2003/4-2005/6 Outcome: OSC noted the report
Best Value Reviews, Audit or Inspection Reports	02/07/03	The Overview and Scrutiny Function Outcome: OSC adopted Audit Commission & Coordinating Committee recommendations
	06/01/04	Review of Choice-Based Lettings & LOCATA OSC recommended Hillingdon's continued membership of LOCATA and steps to improve the scheme's running. OSC also asked for management information reports on a quarterly basis to scrutinise progress of the system against the identified weaknesses. Outcome: Cabinet agreed recommendations

	09/09/03	Best Value Inspection of Housing Management, Elderly Services, and Caretaking <i>Outcome:</i> OSC noted the report
	25/02/04	Hillingdon Homes Performance Monitoring (Quarterly Update) <i>Outcome:</i> OSC noted the report
	11/03/04	Internal Audit report on Housing Benefits <i>Outcome:</i> OSC noted the report
	05/04/04	Choice-Based Lettings (LOCATA) <i>Outcome:</i> OSC reviewed arrangements needed to ensure OSC can maintain an overview of how LOCATA is managed/operated