

Lead AD	AD (Stevenage Direct Services) Vacant
Deputy	AD Planning & Regulatory
Chair	Cllr Michael Downing

Environment & Economy Select Committee Scrutiny Work Programme 2017-18

Scrutiny Review items 2017/18: (Priority of potential scrutiny review items High/Medium/Low and suitability in 2017/18)	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Other details: i.e. (i) Number of meetings item can be covered in? (ii) Whether scoping required? (iii) Expectation/ style of meeting & (iv) other details	Comment by lead Assistant Director/ Deputy	SD/AD Comment - Likelihood of being delivered in 2017/18?	Chair/ Vice-Chair Preference & Priority
<u>Indoor Market</u> (High priority & suitable for scrutiny in 2017/18)	SD Tom Pike, AD Clare Fletcher (lead officers Julie Herbert/Carlo Perricone) Portfolio Holder for Economy, Enterprise & Transport, Cllr Ralph Rayner	Review start Monday 3 July 2017 (to be confirmed) Further dates to be confirmed from the generic Select Committee dates for 2017/18	(i) Would require a number of meetings, to be determined – (typically this would be 4 – 6 meetings) (ii) Full scope required (iii) Consider data on the market, current and historical & business case. Interviews with Market Traders Assoc. Market Holders (iv) The first meeting could agree the scope and receive a presentation from Carlo Perricone re the current service and recent developments. Members want to look at the long term viability.	Comment from SD Tom Pike - We have taken a number of steps in March 2017 to support the Market. A review of this, options for further improvement and longer-term direction would be welcomed. Propose to commence from summer onwards.	High – strong contender for main review item	Chair – First choice priority

Item 6

Scrutiny Review items 2017/18: (Priority of potential scrutiny review items High/Medium/Low and suitability in 2017/18)	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Other details: i.e. (i) Number of meetings item can be covered in? (ii) Whether scoping required? (iii) Expectation/ style of meeting & (iv) other details	Comment by lead Assistant Director/ Deputy	SD/AD Comment - Likelihood of being delivered in 2017/18?	Chair/ Vice-Chair Preference & Priority
<u>Open Spaces - specifically facilities at Fairlands Valley Park</u> (High priority & suitable for scrutiny in 2017/18)	SD Tom Pike, AD Stevenage Direct Services (Vacant)/ Portfolio Holder for Environment & Regeneration, Cllr John Gardner		(i) Would require a number of meetings, to be determined – (typically this would be 4 – 6 meetings) (ii) full scope required (iii) Officer report/presentation leading to interview with officers/Exec Member/Users (iv) Include 26 Sep 2017 Member Briefing as background data	Comment from SD Tom Pike - Note this will link with review of SLL contract. Timing should align with that if possible.	Medium	Chair – Second choice priority
<u>Flood Risk Management</u> (Medium priority & suitable for Scrutiny in 2017/18)	SD Tom Pike, AD Zayd Al-Jawad, Portfolio Holder for Environment & Regeneration, Cllr John Gardner	Date to be confirmed.	(i) Potentially could be covered by one meeting (ii) simple scope (iii) Receive a report from the AD Zayd Al-Jawad re Sustainable Drainage Systems. Issues in an urban area (iv) Members comment on the AD's report, which could lead to further scrutiny -Invite Portfolio Holder.	Comment from SD Tom Pike & AD Zayd Al-Jawad - Early briefing note in Summer is recommended and deliverable	This is a one off – High	Chair – Flood defence is an important issue and should be routinely reviewed (by officers).
<u>Buses</u> (Medium priority & suitable for Scrutiny in 2017/18)	SD Tom Pike, AD Zayd Al-Jawad, Portfolio Holder for Environment & Regeneration, Cllr John Gardner		(i) Ideally this would be covered in a one-off joint discussion meeting with BUGS (ii) simple scope (iii) Joint meeting with BUGS (date to be agreed) (iv)	Comment from SD Tom Pike – The Council wishes to support bus users. However, the scope of the review is likely	Unknown	Chair - The Council can offer support to GUGS re buses

Item 6

Scrutiny Review items 2017/18: (Priority of potential scrutiny review items High/Medium/Low and suitability in 2017/18)	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Other details: i.e. (i) Number of meetings item can be covered in? (ii) Whether scoping required? (iii) Expectation/ style of meeting & (iv) other details	Comment by lead Assistant Director/ Deputy	SD/AD Comment - Likelihood of being delivered in 2017/18?	Chair/ Vice-Chair Preference & Priority
			Scrutiny Officer Comment - Essentially this joint meeting would be about establishing what more the Council can do (beyond its current backing) to support Bus users in Stevenage	to be limited given the authorities narrow role in this area, as such officers are looking to Members to be clear what they would be scrutinising.		
<u>Neighbourhood Maintenance</u> (Recommended item remain on the work programme but may need to be deferred until 2018/19)	SD Tom Pike, AD Communities & Neighbourhood (position vacant) Portfolio Holder for Environment & Regeneration, Cllr John Gardner	Potential to plan for a start date in <u>Feb/March 2018</u> when the first phase of the Community Neighbourhood Management should be implemented, but any further work would likely roll into 2018/19.	(i) <u>Would require a number of meetings</u> , to be determined – (typically this would be 4 – 6 meetings) (ii) Full scope (iii) Officer report presentation leading to interviews with officer Neighb’hood Wardens/ Exec Member and local businesses/ Shops (iv) Neighbourhood Maintenance involving friends of groups and residents taking on their own patch. Focus on lessons learned from first phase of CNM programme	Comment from SD Tom Pike - As lessons learned from first phase of CNM programme in key wards this could be picked up by Scrutiny in early 2018 and roll into or start of 2018/19 Municipal Year.	Low – aim for 2018	

Item 6

Monitoring of Previous Recommendations/Actions							
Scrutiny items: (Follow up in 2017/18)	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Number of meetings item can be covered in?	Expectation/Style of meeting	Scoping details (whether full scope or simple scope required)	Other details	Comment by lead Assistant Director/ Deputy
<u>Allotments – Consider Exec Member Response</u>	AD Stevenage Direct Services (Vacant) / Portfolio Holder for Environment & Regeneration, Cllr John Gardner	Monday 3 July 2017 (to be confirmed)	<u>Yes, covered in one meeting</u>	This will feature as an item on the agenda of a meeting combined with other items being revisited	Not applicable	Opportunity for Members to consider Exec Member response	Comment from SD Tom Pike - Suggest we take in early spring
<u>Promotion of publicly available toilets – Progress Report on policy options</u>	Stevenage Direct Services (Vacant) AD Andy Sowden Acting HoS / Portfolio Holder for Environment & Regeneration, Cllr John Gardner	Date in Sep/Oct 2017 (to be confirmed)	<u>Yes, covered in one meeting</u>	This will feature as an item on the agenda of a meeting combined with other items being revisited	Not applicable	Officer report on final settled Policy Options which Members comment on.	
<u>Inward</u>	SD Tom Pike, AD		<u>Potentially one</u>	Data provided by	Discuss with	<u>Matter could be</u>	Comment from SD

Item 6

<p><u>Investment Opportunities & Business Support</u> – revisit to previous review (completed 2012 & revisited 2015) (Low priority re resources)</p>	<p>Zayd Al-Jawad, Portfolio Holder for Economy, Enterprise & Transport, Cllr Ralph Raynor</p>		<p>meeting if it can be combined with the Business Relationship Manager's Annual Report Policy Dev item.</p>	<p>officers for Members to discuss.</p>	<p>AD Planning & Regulatory</p>	<p>addressed at <u>Policy Dev meeting</u>. Cllr J Brown wishes to address info on avg income for SG residents who live and work in town</p>	<p>Tom Pike - Take as a PD item with the Annual Business Relat. Mgt. Report. New AD/team comment on direction for Business Relationship & refer back to previous review work.</p>
--	---	--	--	---	-------------------------------------	---	---

Policy Development Items:	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Number of meetings item can be covered in?	Expectation/Style of meeting	Scoping details (whether full scope or simple scope)	Other details	Comment by lead Assistant Director/ Deputy
Car Parks Strategy	Tom Pike SD/ Zayd Al-Jawad AD /Robert Woodisse, Exec Portfolio for Environment & Regeneration, Cllr John Gardner	Date in Oct/Nov 2017 for Policy Development meeting. (Date to be agreed with all parties)	Ideally one meeting	Opportunity for Executive Portfolio Holder to meet with officers and Scrutiny Members to discuss content and shape of a Policy document before it is finalised in order to shape the final outcome		These meetings are informal, not clerked by Constitutional Services so ADs would need to arrange support from own team. Con Services will help with meeting set up i.e. room booking & invites but not agenda/notes	Comment from SD Tom Pike - Take in autumn 2017 pre-budget cycle
Town Centre Manager's Annual Report	Tom Pike SD, Zayd Al-Jawad AD, (Julie	Date in Jan/Feb 2018 for Policy	Ideally one meeting	Opportunity for Executive Portfolio Holder to meet		These meetings are informal, not clerked by Constitutional	Comment from AD Zayd Al-Jawad suggests a Jan/Feb

Item 6

Policy Development Items:	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Number of meetings item can be covered in?	Expectation/Style of meeting	Scoping details (whether full scope or simple scope)	Other details	Comment by lead Assistant Director/ Deputy
	Herbert/Carlo Perricone) Exec Portfolio for Economy, Enterprise & Transport, Cllr Ralph Raynor	Development meeting. (Date to be agreed with all parties)		with officers and Scrutiny Members to discuss content and shape of a Policy document before it is finalised in order to shape the final outcome		Services so ADs would need to arrange support from own team. Con Services will help with meeting set up i.e. room booking & invites but not agenda/notes	2018 date to review current work and events.
Business Relationship Manager's Annual Report	Tom Pike SD/ Zayd Al-Jawad AD Exec Portfolio for Economy, Enterprise & Transport, Cllr Ralph Raynor	Date in Jan/Feb 2018 for Policy Development meeting. (Date to be agreed with all parties)	Ideally one meeting	Opportunity for Executive Portfolio Holder to meet with officers and Scrutiny Members to discuss content and shape of a Policy document before it is finalised in order to shape the final outcome		These meetings are informal, not clerked by Constitutional Services so ADs would need to arrange support from own team. Con Services will help with meeting set up i.e. room booking & invites but not agenda/notes	Comment from AD Zayd Al-Jawad - suggest a Jan / Feb 2018 date to review current work.
Refuse & Recycling – Options for future direction	Tom Pike SD/ Vacant AD/ Interim Lead Kevin Basford/Exec Portfolio for Environment &	Date in March 2018 for Policy Development meeting. (Date to be agreed with all parties)	Ideally one meeting	Opportunity for Executive Portfolio Holder to meet with officers and Scrutiny Members to discuss content and shape of a		These meetings are informal, not clerked by Constitutional Services so ADs would need to arrange support from own team. Con	Comment from SD Tom Pike – This issue could be considered later in the 2017/18 year should a proposal come forward from

Item 6

Policy Development Items:	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Number of meetings item can be covered in?	Expectation/Style of meeting	Scoping details (whether full scope or simple scope)	Other details	Comment by lead Assistant Director/ Deputy
	Regeneration, Cllr John Gardner			Policy document before it is finalised in order to shape the final outcome		Services will help with meeting set up i.e. room booking & invites but not agenda/notes	the new AD
Green Travel Plan Refresh 2018-2023	T Pike SD/ Zayd AD /R Woodisse, Portfolios for Env & Regen, & Econ Ent & Travel	Not to be scheduled in 2017/18.	Ideally one meeting	Ditto above		Ditto above	Comment from SD Tom Pike – Recommend that we do this at the start of 2018/19