

Meeting:	Sustainable Development and Enterprise Scrutiny Sub-Committee
Date:	25 September 2006
Subject:	Light Touch Review – Residents’ Information Pack Final Report
Responsible Officer:	Paul Najsarek, Director, People Performance and Policy
Contact Officer:	Ed Hammond, Scrutiny Officer
Portfolio Holder:	Business Development
Key Decision:	No
Status:	Part I

Section 1: Summary

Decision Required

Members are requested:

- 1) To note the report.
- 2) To endorse the report’s findings and recommendations
- 3) To submit the report to Cabinet at the next available opportunity.

Reason for report

At the first meeting in July, the Sustainable Development and Enterprise Scrutiny Sub-Committee agreed to establish a review group to examine the feasibility of providing an information pack to residents.

The panel met at three separate meetings in August to consider evidence from a number of witnesses.

Benefits

Approval of the report and its recommendations will allow the sub-committee to influence the future development of the Access Harrow project, and to influence the way that the council communicates with the public at a time of financial difficulty for the authority.

Cost of Proposals

There are no immediate financial implications, although the report makes recommendations which, if implemented, would involve expenditure which would have to be approved by Cabinet.

Risks

Not applicable

Implications if recommendations rejected

- 1) Scrutiny will be unable to impact upon an important area of policy development.

Section 2: Report

2.1 Brief History

The Sub-Committee agreed at their meeting in July that they would carry out a review into welcome packs for new residents, and report on their findings in September. A scope was presented to the sub-committee, which was approved.

As the initial evidence was gathered, the group agreed to partially amend the scope, including all residents within the programme, for value for money reasons. All other aspects of the review remained the same, however.

2.2 Methodology

Full information on methodology is provided in the report.

Three meetings were held along with seven focus groups to ascertain residents' views about the provision of information. Evidence was sought from a number of council officers and outside bodies.

2.3 Consultation

Members of the review group and officers directly involved have been consulted on the findings and recommendations in the report.

2.4 Financial Implications

This report is not seeking additional financial resources. Review expenses will be met from the agreed scrutiny budget for 2006/07, which is £340,400, of which £266,050 is paid in salaries and £74,350 is available for projects and other expenditure.

Members may be interested to know the total cost of the review, as follows:

Focus groups (@ £5 claim per head)	£50
Community consultation providers (@ £25 per half day)	£75
Total	£125

2.5 Legal Implications

There are no legal implications arising from this report.

2.6 Equalities Impact

None specific to this report.

2.7 Section 17 Crime and Disorder Act 1998 Considerations

None specific to this report.

Section 3: Supporting Information/Background Documents

Report of Light Touch Review of Residents' Information Packs
Appendices