

Meeting:	Overview and Scrutiny Committee
Date:	10th July 2007
Subject:	Reconfiguring Scrutiny
Responsible Officer:	Paul Najsarek, Director People, Performance and Policy
Portfolio Holder:	Cllr Paul Osborn, Portfolio Holder, Strategy and Business Support
Exempt:	No
Enclosures:	Report to the Overview and Scrutiny Committee 24th April 2007

SECTION 1 – SUMMARY AND RECOMMENDATIONS

1.1 This report sets out proposals for the reconfiguration of the Overview and Scrutiny function.

RECOMMENDATIONS:

1.2 The Overview and Scrutiny Committee is requested to:

- i Agree the proposed establishment the new Overview and Scrutiny committee and Performance and Finance sub committee
- ii Agree the proposed terms of reference for the Overview and Scrutiny committee and Performance and Finance sub committee
- iii Agree the proposed committee size, composition and special responsibilities of the new structure
- iv Agree the principles for the payment of Special Responsibility Allowance for scrutiny councillors and refer these principles to the Leader of the council
- v Agree the proposals regarding the frequency of meetings for each committee
- vi Agree to ask the Chairmen, Vice Chairmen and policy and performance leads to review the effectiveness of the reconfigured function after 6 and 12 months and identify and report back appropriate changes as necessary

1.3 The Overview and Scrutiny Committee is requested to recommend that Full Council:

- Agree the reconfiguration according to the recommendations of the Overview and Scrutiny Committee
- Establish the reconfigured O&S committee
- Appoint the Chairman of the Overview and Scrutiny committee
- Appoint the members and reserves of the Overview and Scrutiny committee
- Agree the terms of reference of the O&S committee

SECTION 2 - REPORT

2. Brief Background

- 2.1 The guiding principle for the work of the Overview and Scrutiny committee and scrutiny sub committees is that it should be consensual and constructive. A strong emphasis of the work should be on making a proactive and positive contribution to the development of policy and challenging the effective discharge of the council's function. This is best achieved by an inclusive process covering members, partners, service users and employees. Scrutiny is an independent, councillor-led function which works with local people to improve service – a part of but apart from the council.
- 2.2 The fundamental purposes of the scrutiny function are to:
- Hold the executive to account as part of its checks and balances role
 - Consider, comment upon and challenge the Executive's (and increasingly partners') performance of its functions
 - Identify and investigate areas of service delivery which appear to be problematic (or conversely highly successful)
 - Identifying options for improving service performance
 - Helping the Executive and the council as a whole to respond to the changing policy environment
- 2.3 At its meeting in April 2007, the Overview and Scrutiny committee recommended the reconfiguration of the scrutiny structure in order to provide a more efficient and focussed scrutiny process. The committee agreed a number of key features for reconfigured scrutiny:
- Overview and Scrutiny Committee
 - Performance and Finance Sub Committee
 - Lead/Deputy Scrutiny Member
- 2.4 The committee instructed officers to work up more detailed proposals for the reconfiguration. This report provides this detail and represents the outcome of a number of meetings of the chairmen and vice chairmen of scrutiny committees.

3. Issue to be determined

- 3.1 The chairmen and vice chairmen have considered a number of issues:
- General terms of reference and specific arrangements of the 2 committees
 - Scrutiny Policy Leads and Scrutiny Performance Leads – as a replacement for the earlier proposal of Scrutiny Lead and Deputy Leads
 - Process of escalation
 - Special responsibility allowance
 - Relationship with other committees
- 3.2 Further work will be undertaken over the summer months to:
- Communicate changed arrangements
 - Prepare councillors and officers for the changes
 - Ensure that the work programme is developed effectively
- 3.3 The report also includes early thinking of the compatibility of the reconfigured scrutiny structure with leadership proposals incorporated in the Local Government White Paper

Strong and Prosperous Communities, and the associated Local Government and Public Involvement in Health Bill.

General terms of reference and specific arrangements of the 2 committees

3.4 The reconfigured scrutiny model described in this report proposes the abolition of the service theme focus for the sub committees and instead establishes:

- An Overview and Scrutiny committee (O&S) to oversee a more targeted and proportionate work programme that can help secure service improvement through in depth investigation of poor performance and the development of an effective strategy/policy framework for the council and partners.
- A Performance and Finance sub committee (P&Fs) as a key driver of the scrutiny function's work programme and the body responsible for monitoring the performance of the council and partners in relation to their stated priorities.

Overview and Scrutiny Committee

3.5 The O&S committee is the strategic scrutiny body with a clear focus on the council's high level policy framework with oversight of the scrutiny function and responsibility for commissioning all investigations and for undertaking in-depth investigations and standing reviews. The principle terms of reference for the O&S committee are proposed as follows:

- To have general oversight of the council's scrutiny function
- To support the executive's policy development function and the long-term strategic direction of the borough
- To anticipate policy changes and determine their potential impact on residents
- To consider the council and partners strategic approach to service delivery
- To undertake detailed investigation of service/financial performance in order to recommend policy changes and to commission light touch investigations by the Performance and Finance sub committee
- To consider items included in the Forward Plan as appropriate
- To consider such urgent items as are appropriate – CCfA, area scrutiny

3.6 The O&S committee must focus its investigations on those issues of the highest priority for the council and, like the P&Fs committee below, must add value to and not duplicate other council functions. In order to safeguard this, it is proposed that the committee's work plan is derived from the following:

- The council's improvement plan – which incorporates the priority projects that the council must undertake to secure satisfactory improvement in service performance
- Reference from P&Fs committee of priority issues that appear to require a more detailed investigation than that which is within the remit of the sub committee (see below)
- Formal consideration of the Forward Plan
- 'In-year' – referrals from Cabinet for policy development support or in-depth investigation
- Formal holding to account through set piece and specifically themed meetings with Leader/Chief Executive and partners
- Issues arising from the implementation of area-based scrutiny or community calls for action

- 3.7 It is the responsibility of both the O&S committee and P&Fs committee to hold to account the relevant portfolio holders for the performance and policy development issues being scrutinised.
- 3.8 It is proposed that the committee would investigate specific issues through time-limited projects using the more in-depth methodologies available to scrutiny – in-depth reviews, standing reviews. The O&S committee will also hold the leadership of the council to account for policy issues. A specific standing review of the budget is one of the early proposals for the O&S committee and the standing review of NHS finances will continue.
- 3.9 The model will need to ensure that anticipated activity around area-based scrutiny and community calls for action can be accommodated.
- 3.10 It is proposed that the members of the O&S committee nominate from within their numbers 4 lead policy councillors to take specific policy responsibility for particular areas of service provision as outlined below.
- 3.11 In addition to the existing terms of reference, Sections 19-21 and Schedule 8 of the Police and Justice Act 2006 provide for the establishment of O&S committees for crime and disorder matters. This requirement will be fulfilled by the terms of reference of the O&S Committee and the P&Fs committee as appropriate and does not require the establishment of a separate committee. The remit of scrutiny is extended to crime and disorder reduction partnership activity.

Performance and Finance Sub Committee

- 3.12 This sub committee will play a key role in determining the work programme of scrutiny by focusing in a much more strategic way than in the past upon the realities of financial and service performance. It will not have a service-specific brief and will consider the activities of *both council and partners*, in particular health and police, that are of the highest priority. It is therefore proposed that the sub committee should have the following principle terms of reference:
- To consider/monitor, on an **exception** basis, the financial and service performance of the organisation:
 - To consider/monitor the performance of the Local Area Agreement
 - To undertake specific investigation of identified ‘hot spots’ through Q&A, reports or challenge panels – subject to endorsement by Overview and Scrutiny committee
 - To refer ‘hot spots’ to O&S for more detailed investigation where necessary.
 - To consider such urgent items as are appropriate – ad hoc, CCfA, area scrutiny
- 3.13 It is proposed that this sub committee focuses its activities upon the financial and service performance of the authority and partners. However, the model also recognises that in fact, analysis of the financial and service performance of the authority is the responsibility of the cabinet, as the custodians of the council’s business. As such, the reconfiguration must ensure that it is adding value to this process and not duplicating activity being undertaken elsewhere. It is therefore proposed that the committee focuses its activities in the following areas:
- Identified financial risk areas – the Corporate Director for Finance has developed a register of financial risks for the authority. For the forthcoming financial year these are social care expenditure, delivery of the council’s savings plan and the impact of the Primary Care Trust (PCT) turnaround plan on council finances;

- Performance of priority services – the Council has identified key service areas in which performance must either be maintained or improved.
- Performance ‘failures’ – where no improvement plan exists or where improvement plan does not appear to be making a difference. These will probably be referred from cabinet
- Priority risks as identified by the council’s risk manager
- ‘In-year’ – referrals from Cabinet of areas in which service or financial performance is failing
- Issues arising from the implementation of area-based scrutiny or community calls for action

- 3.14 Work for this committee will not be generated from areas where a difference cannot be made or which are low priorities for the council.
- 3.15 In order to safeguard scrutiny’s existing and future commitment to scrutinise the performance of our partners and their contribution to the improvement in the quality of life of local people, it is proposed that the Local Area Agreement scorecard is also monitored by the sub committee. It is also suggested that, for the specific responsibilities in relation to partners, e.g. the annual health checks for the health service, specific meetings of the sub committee will be allocated to consider relevant information.
- 3.16 In the light of the community calls for action and scrutiny’s role in resolving them, it may be appropriate for the sub committee to concentrate on the customer experience of the council’s performance, by for example, ensuring matters highlighted in the MORI survey and issues of customer satisfaction also provide a focus for its work.
- 3.17 It is proposed that this sub committee would maintain a watching brief over the performance of the council and would investigate specific issues either through reports/presentation to the committee or time limited, short-term investigation of more problematic areas, subject to endorsement by O&S committee. The P&Fs committee will also hold the portfolio holders and officers to account for performance issues. In circumstances where there appear to be more intractable problems, it is proposed that these issues are referred to O&S for more in-depth investigation via standing review or wider-reaching review.
- 3.18 As per the O&S committee, the model will need to ensure that anticipated activity around area-based scrutiny and community calls for action can be accommodated.
- 3.19 It is proposed that the P&Fs committee nominate from its membership 4 lead performance members to take specific responsibility for the performance of particular areas of service provision as outlined below.
- 3.20 The Chairman of Performance and Finance sub committee will take the role of performance lead for corporate effectiveness and finance. The Chairman and Vice-Chairman of P&Fs committee would also expect to have sight of the risk reports that are produced for the Audit Committee.

Size of the committee

- 3.21 It is proposed that one of the two committees will include representation of all 3 political parties. The Liberal Democrats have decided to take a seat on the P&Fs committee.

- 3.22 The Local Government Act 1972 and the Education Act 1996 each specify that when/where a council committee is considering education matters it must include as voting members of that committee, parent governors and church representatives (4). In considering the reconfiguration of the scrutiny function, councillors must address this statutory requirement. The inclusion of the education co-optees has an impact on the size and political composition of a committee. The proportionality rules specify that in all circumstances the administration must be guaranteed a voting majority. It is proposed that the education co-optees are included as members of the Overview and Scrutiny committee only and that education issues are programmed for consideration at a specific meeting of the O&S committee on a quarterly basis.
- 3.23 Subject to the proportionality rules, councillors have agreed that in order to minimise the size of the committees, the administration's majority will be safeguarded through the casting vote of the chairman of either O&S or P&Fs.
- 3.24 In the light of the paragraphs above this means that membership of the O&S and P&Fs committees is proposed as follows:

O&S Committee:

- 8 Conservative
- 4 Labour
- 0 Liberal Democrats
- 4 co-optees

Total membership: 16

P&F Sub Committee:

- 6 Conservative
- 4 Labour
- 1 Liberal Democrat
- 0 co-optees

Total membership: 11

Full Council will appoint the members and reserves of the O&S committee.

- 3.25 In addition to education co-optees, in previous years there have been committee advisors representing health expertise. Other advisory co-optees representing the community, special interest groups and local organisations have been part of review groups. The council already makes allowance for the appointment of co-optees and advisors and detailed protocol is in place to clarify roles and responsibilities. Experience has shown the invaluable contribution that co-optees make to scrutiny and this should be harnessed in future arrangements. Their input would be particularly valuable on the Performance and Finance Committee because of the external challenge they would provide to performance issues. It is proposed that once established, O&S and P&Fs consider which additional non-voting co-option arrangements might be beneficial for the future scrutiny arrangements, in particular the continuation of the involvement of the health advisor on the O&S committee is recommended.

Chairing Arrangements

- 3.26 It is proposed that in principle where the chairmanship of either committee is Conservative then the vice chairmanship should be Labour and vice versa. Full Council will appoint the Chairman of the O&S committee.

Number of Meetings

- 3.27 There will be 10 ordinary meetings of the O&S committee per year (one every 6 weeks) plus 2 special question and answer sessions. As proposed above, the O&S meetings will be themed to include education matters once a quarter with annual special sessions to consider partnership matters with the police and health service. Three additional meetings of the O&S committee will be scheduled to consider health matters (September/October, January and March) and it would be anticipated that an independent advisor be appointed to these meetings to advise on specific health issues. Therefore there should be a total of 15 meetings of the O&S committee scheduled in the council diary.
- 3.28 The P&F sub committee will meet quarterly with the option to call special meetings to consider urgent items.

Scrutiny Policy Leads and Scrutiny Performance Leads

- 3.29 In the light of the proposed scopes of responsibility for the O&S committee and P&F sub committee and their very specific and discrete responsibilities it is critical that their expertise is co-ordinated – a key success factor will be the development of effective linkages between P&F, as the body that considers the operational performance of council and partners, and O&S, which considers broader policy framework and strategic direction of the council and partners. It is proposed that each committee nominates 4 ‘lead’ councillors to consider either the policy or performance issues in relation to:
- Adult Health and Social Care
 - Children and Young People
 - Sustainable Development and Enterprise
 - Safer and Stronger Communities
- 3.30 Both the policy and performance lead councillors will have a critical role to play in enhancing the scrutiny processes:
- By sharing their expertise across a subject area they will ensure that both a policy and performance perspective can be brought to the consideration of the council and our partners’ performance
 - They will provide an initial point of contact for issues of concern – not already scheduled for consideration from the public, partners or council officers.
 - They can provide strategic and operational oversight of a service to ensure that any issues are identified at the earliest opportunity
- 3.31 It is proposed that where the policy lead is from the Conservative Party, the performance lead is from the opposition and vice versa. It is proposed that 2 policy leads and 2 performance leads are identified from both the administration and the opposition.
- 3.32 In general the role of the lead policy member for each specific area will include:

- To take lead responsibility for considering the policy environment within which the council and partners operate
- To lead in-depth analysis of performance/policy
- To liaise with the lead performance member to ensure that day-to-day performance issues and longer-term strategic issues are co-ordinated
- To offer an initial point of contact for council officers, partners and resident (future community calls for action and area-based scrutiny)
- To make recommendations, in conjunction with the appropriate lead performance member, the appropriate referral route for issues raised

3.33 In general, the role of the lead performance member for each specific area will include:

- To take lead responsibility for considering the performance of the council and partners against their stated priorities
- To lead short term analysis of the council's/partners' performance
- To liaise with the lead policy member to ensure that day-to-day performance issues and longer-term strategic issues are co-ordinated
- To offer an initial point of contact for council officers, partners and resident (future community calls for action and area-based scrutiny)
- To make recommendations, in conjunction with the appropriate lead policy member, the appropriate referral route for issues raised

3.34 One of the concerns regarding the move from the committee-based structure has been the potential for less clarity regarding the process for engaging with scrutiny. This is a particular (but not exclusive) issue for partners e.g. health trusts have a statutory responsibility to consult scrutiny regarding change proposals and for the annual health check. These responsibilities are also likely to extend to other partners. In order to ensure that scrutiny is able to respond as necessary, it is proposed that the policy and performance leads provide a first point of contact both internally and externally for discussions as to the most appropriate referral route for consideration of the issues raised by members, council officers or partners. It is suggested that all policy and performance leads receive joint quarterly briefings with appropriate internal and external officers, in order to be updated regarding policy developments and their impact upon the council.

3.35 As outlined, policy and performance leads may be responsible for jointly recommending the next steps in dealing with an issue raised with them by council officers/partners and not already incorporated into the scrutiny work programme. There are a number of referral pathways that could be chosen:

- The policy and performance leads may make a recommendation that the issue is not a sufficiently high priority and propose no further action
- The policy and performance leads may ask the officer to keep them informed of developments in the specific area – and may establish a programme of meetings to facilitate this reporting
- The policy and performance leads may recommend that the item is scheduled for presentation to O&S

3.36 In order to safeguard transparency, it is proposed that the policy and performance lead councillors should report to O&S and P&Fs all recommendations that they have made.

It is suggested that these reports should be in writing and should form part of a standing item at the O&S and P&Fs.

- 3.37 Given the changed nature of councillors' responsibilities and the absence of the service-specific committee structure, **mandatory** training for all scrutiny councillors on health, children's issues and community safety is proposed, in addition to a compulsory session on scrutiny in general for all councillors.

Process of Escalation

- 3.38 It is important that all policy and performance leads offer a consistent interpretation of the need to escalate – it is crucial that officers from different parts of the organisation or from partners receive the same interpretation of urgency and it is also important that this 'gate-keeping' function is able to ensure that the scrutiny committees do not become bogged down in matters of only limited relevance or importance to the organisation – a key driver of this reconfiguration has been the need to focus on matters of importance to the organisation in the light of the council's limited scrutiny resource and the growing responsibilities of scrutiny.
- 3.39 At any time members or officers from within the council or from partner agencies can contact the appropriate policy and performance leads to discuss any specific issue. As described previously, policy and performance leads will have responsibility for a specific area of council or partnership business. Should a member or an officer from one of the relevant organisations have an issue that they are statutorily obliged to bring to scrutiny or if there is a matter of growing concern that they would appreciate scrutiny support to investigate, they should contact the policy or performance lead councillor or the scrutiny team. The item can then be added to the agenda of the proposed joint quarterly briefings.
- 3.40 Councillors will consider the item at the briefing and reach a conclusion as to whether or not to recommend that:
1. The issue is noted but no further action is taken at this time
 2. Further briefings on the issue are requested in order to monitor the situation for future action/recommendations but that it is not escalated to O&S committee or P&Fs committee at this time
 3. The issue is escalated to the O&S committee
- 3.41 For an item to be escalated to stage 2 or 3 then the following criteria must apply:
- The subject must relate to a statutory responsibility; or
 - The subject must reflect concern regarding the performance of a service; or
 - The subject must be an area within which the council is required to change its policy
 - Councillors **must agree** that the issue is **unlikely to be resolved** without more detailed consideration either on a regular informal basis or formally through committee consideration
- 3.42 Given there may be competing demands for limited committee time, it is proposed that escalations onto O&S committee agenda should be subject to the final agreement of the Chairman/Vice Chairman of O&S committee except where the issue is one in which scrutiny has a statutory responsibility. Where the chairman and vice chairman decide not to take an item onto the committee(s) agenda an explanation of this will be given at the committee at which the relevant lead member's report is considered.

Special Responsibility Allowance

- 3.43 Currently the chairmen and vice chairmen of the scrutiny committees receive a special responsibility allowance. In recognition of the potentially expanded responsibilities of the policy and performance lead members, a number of principles of remuneration are proposed:
- The policy and performance leads should receive special responsibility allowance given their increased responsibility following the dissolution of the previously existing committees
 - Policy and performance leads should receive the same level of remuneration
 - Chairmen and vice chairmen of O&S and P&F should also receive the same level of remuneration and that this remuneration should be more than that paid to the policy and performance leads to reflect the additional responsibilities of holding responsibility for corporate effectiveness and finance and committee chairmanship.
- 3.44 Subject to endorsement by the O&S committee, these principles will be referred to the Leader of the council for consideration as part of the review of allowances. Payment of special responsibility allowance paid to those scrutiny councillors who chair review projects and who do not otherwise receive any allowance is also recommended.
- 3.45 The cost implications that may arise from this recommendation will be covered in the review of allowances by the Leader of the council.

Implications of the local government leadership models

- 3.46 The reconfigured scrutiny model will need to be compatible with any changes adopted to the council's leadership structure as proposed in the local government White Paper Strong and Prosperous Communities, and the associated Local Government and Public Involvement in Health Bill. Councillors have previously sought guidance on the proposals and this is provided below.

Executive Arrangements

- 3.47 The options outlined in the bill are:
- Executive leader
 - Appointed by council for four years (can be subject to mid-term vote of no confidence)
 - Appoints executive and determines delegations
 - Elected executive
 - Leader and 2-9 candidates, directly elected for a four year term
 - Mayor and Cabinet executive
 - Directly elected Mayor appoints cabinet and determines delegations
- 3.48 Authorities who currently have elected mayors hold the mayor to account in much the same way as the scrutiny committee would hold a council leader to account; the scrutiny committee is responsible for examining decisions made by the executive as a whole or by the mayor and individual cabinet members, as well as delegated decisions. The council will need to choose a leadership model in 2009, in time for the local elections in 2010.
- 3.49 Irrespective of the leadership model adopted, local partners covered by the new duty to co-operate to develop the LAA will be required to co-operate with the scrutiny

committee; this will entail providing information within twenty working days and responding to recommendations.

Individual ward member decision-making

- 3.50 The bill makes provision for councils to delegate functions to individual members in relation to the ward in which they were elected. Should such an approach be adopted, records of decisions will have to be kept, and the bill also makes provision to allow O&S to require members to appear before the committee to answer questions.
- 3.51 The White Paper stresses the important role of scrutiny both in terms of holding decision-makers to account and influencing policy development, irrespective of the leadership model adopted. Whilst the precise powers of decision-makers will vary depending on the model adopted, the powers of scrutiny are consistent. It would seem therefore, that the reconfiguration proposed in this paper will be able to facilitate the 'holding to account' of decision-makers in that there is scope for continuing current practices such as the use of question and answer sessions and other tools. In addition, the proposed model for scrutiny brings greater flexibility and the potential for developing or refining means of holding decision-makers to account.
- 3.52 Scrutiny's relationship with decision-making by individual ward members may need further consideration depending on the guidance developed for this area.

4. Resources, costs and risks associated with recommendation

- 4.1 One of the key drivers of this reconfiguration has been to secure a more cost effective scrutiny function for the council. As such there will be no additional cost to the council. In the light of the drivers of change included in the opening paragraphs of this report, the model of reconfiguration proposed represents the most effective means of delivering this service. If the proposals are not adopted the risks are a marginalised and ineffective scrutiny function that will not deliver value for money for the council.

5. Staffing/workforce consideration

- 5.1 There are none specific to this report and the scrutiny staffing resources will be reconfigured to support the changed structure.

6. Equalities Impact consideration

- 6.1 There are none specific to this report. Scrutiny will continue to ensure that the needs of Harrow's diverse population are addressed through its investigations.

7. Current KPI's and Likely impact of decision on KPI's

- 7.1 There are no KPIs that relate specifically to scrutiny. However, ensuring that the scrutiny function focuses on the performance of the organisation will support the improvement of services across the council.

8. Legal and Financial Comments

- 8.1 The powers of the Overview and Scrutiny Committee are contained within section 21 of the Local Government Act 2000. These powers include reviewing and scrutinising functions, which are the responsibility of the executive and to make reports and recommendations to the authority or executive with regard to functions which are the responsibility of the executive. These powers will be increased by the Local Government and Public Involvement in Health Bill which are likely to become legislation in April 2008.

- 8.2 Paragraph 3.24 deals with the proposed membership of the O&S committee and P&F sub-committee. However, sections 15, 16 and Schedule 1 of the Local Government and Housing Act 1989 places an obligation on local authorities when appointing members to certain committees and sub-committees to comply with the "Proportionality Rules". These rules require places to be allocated to the political groups in proportion to their relative strengths on the Council. The group with an overall majority on the Council is entitled to a voting majority on committees and sub-committees. These provisions apply to committees and sub-committees with voting co-optees.
- 8.3 In the circumstances, the Conservative Group is entitled to a voting majority on the O&S committee. The report recommends limiting the size of these committees and should it prove necessary that the Chairman of O&S would exercise his casting vote. There is therefore the risk that when dealing with education matters (when the voting co-optees are present) that the majority group may be out voted.
- 8.4 Paragraphs 3.29 to 3.37 deal with the general role of the lead members. Individual non-executive members should not make decision. In the circumstances and in order to ensure openness, transparency, procedural fairness, and more importantly to avoid a claim of bias and any challenges to the council the lead members should only make recommendations and or proposal for final decision by the relevant committee or sub-committee.
- 8.5 The financial implications of this report are covered in paragraphs 3.43-3.45 (special responsibility allowance) and paragraph 4.1 (resources, costs and risks associated with recommendation) above.
- 9. Community safety (s17 Crime & Disorder Act 1998)**
- 9.1 There are none specific to this report.

SECTION 3 - STATUTORY OFFICER CLEARANCE

Chief Finance Officer	<input checked="" type="checkbox"/>	Name: Barry Evans Date: 28 th June 2007
Monitoring Officer	<input checked="" type="checkbox"/>	Name: Jill Travers Date: 21 st June 2007

SECTION 4 - CONTACT DETAILS AND BACKGROUND PAPERS

Contact: Lynne McAdam, Service Manager Scrutiny, 020 8420 9387

Background Papers:

- Report to the Overview and Scrutiny Committee 24th April 2007

IF APPROPRIATE, does the report include the following considerations?

1.	Consultation	YES
2.	Corporate Priorities	NO
3.	Manifesto Pledge Reference Number	N/A