

POLICY DEVELOPMENT AND REVIEW COMMITTEE

1 June 2016

Agenda Item 6

Policy Development and Review Committee work programme 2016/17

Report author: Bob Pullen – Policy and Performance Officer

Recommendations

That the Committee:

- (i) **notes** the Committee's terms of reference which were adopted by Council in 2014/15 (Appendix i); and
- (ii) **considers and agrees** the schedule at Appendix ii as a basis for its work programme to review the council's existing policies, strategies and plans and help develop new ones.

1 Purpose of report and executive summary

- 1.1 This report is concerned with the Committee's work programme for 2016/17. It considers how the Committee can exercise its terms of reference.

2 Background

- 2.1 The Policy Development and Review Committee was established in 2014/15.
- 2.2 The Committee's terms of reference were approved by Council on 19 February 2014 and are reproduced at **Appendix i**. The terms of reference form part of the Council's Constitution.
- 2.3 In summary, the purpose of the Committee is to assist the Cabinet in developing or reviewing either new or existing policies, strategies or plans. Its workload is expected to be driven by the natural cycle of considering existing policies, strategies or plans of the council as they come up for review or providing advice to Cabinet on proposals for new council policy referred by Cabinet, Council or the Scrutiny Committee.
- 2.4 The Committee does not have the formal legal responsibilities to discharge the Council's overview and scrutiny function. Those responsibilities fall to the Council's Scrutiny Committee. Neither does it have the power to initiate reviews itself.

3 Discussion

- 3.1 The Council has developed a Policy Register to track all of its key policies, strategies and plans. This is reproduced at **Appendix ii** along with details of when these are due to be reviewed, a calendar of future Committee meeting dates, the relevant Service Unit with responsibility for the policy and any relevant commentary.

3.2 As we are at the start of the new Municipal Year and Service Plans have only just been agreed, not all timeframes during which new or revised policies, strategies or plans have been set. The schedule at Appendix II will be updated before each meeting of the Committee and will form an integral part of each agenda.

3.3 As well as reviewing existing policies, plans and strategies, the Committee may be asked to consider proposals for new council policy referred by a Cabinet Member or by resolution of Cabinet, the Scrutiny Committee or Full Council.

4 Conclusion

4.1 It is recommended that the Committee:

- (i) **notes** the terms of reference that were agreed by Council on 19 February 2014 (Appendix i); and
- (ii) **considers and agrees** the schedule at Appendix ii as a basis for its work programme to review the Council's existing policies, strategies and plans and help develop new ones.

5 Appendices and background papers

Appendix i: the Committee's terms of reference as agreed by Council on 19 February 2014;

Appendix ii: Policies, plans and strategies due for review in 2016/17;

6 Officer contacts

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Policy Development and Review Committee

Terms of reference (as agreed by Council on 19 February 2014)

Within its terms of reference, the Committee will:

- (i) consider any built-in review of any existing policies, strategies or plans of the Council;
- (ii) consider existing policies in the light of changes to legislation or national guidance;
- (iii) consider other reviews of existing council policy referred by a Cabinet Member or by resolution of Cabinet, Scrutiny Committee or Full Council;
- (iv) consider proposals for new council policy referred by a Cabinet Member, Cabinet or Full Council;
- (v) provide pre-decision comment on policy decisions.

A policy shall not be re-considered by the committee within two years or before its built-in review period, unless by resolution of the full Council or Cabinet, or as required by a change in legislation or national guidance.

The chairman may invite Cabinet Members and officers of the council or other persons to attend committee meetings to answer questions pertinent to the business of the committee.

Having considered an item, the committee may make recommendations to the person or body that referred the item to it; Cabinet, Cabinet Member, Officer of the Council or the Full Council.

The Policy Development and Review Committee shall exercise overall responsibility for any finances made available to it.

Annual Report – the Policy Development and Review Committee must report annually to the Full Council on their work and make recommendations for amended working methods if appropriate.

Appendix ii

Policies, plans and strategies due for review in 2016/17

Policies, plans and strategies	Service unit	Due date for publication of new/revised policy, plan or strategy	Policy Development and Review Committee dates	Commentary
Safeguarding Children, Young People and Vulnerable Adults	Economy and Community Services	September 2016	6 July 2016	
Green Grid Strategy	Economy and Community Services	October 2016	28 September 2016	
Biodiversity Action Plan	Economy and Community Services	October 2016	28 September 2016	
Council Tax Benefit/Localisation Policy	Resident Services	October 2016	TBA	
Economic Strategy	Economy and Community Services	December 2016	TBA	
Stray Dog Policy	Economy and Community Services	December 2016	TBA	
Environmental Response Enforcement and Prosecution Policy	Economy and Community Services	February 2017	TBA	
Waste Management Strategy	Commissioning and Customer Contact	?	?	

Policies, plans and strategies	Service unit	Due date for publication of new/revised policy, plan or strategy	Policy Development and Review Committee dates	Commentary
Property Strategy (including the Community Asset Transfer Policy)	Property Services	?	?	
Community Safety Partnership Strategic Assessment	Economy and Community Services	November 2016	17 January 2017	This document is adopted by the Swale Community Safety Partnership rather than SBC
Sport and Physical Activity Strategy	Economy and Community Services	March 2017	TBA	
Homelessness Strategy	Resident Services	April 2017	TBA	Combined Housing and Homelessness Strategy to be produced
Housing Strategy	Resident Services	-	-	See above
Rural Housing Strategy	Resident Services	-	-	Will form part of the combined Housing and Homelessness Strategy.
Tenancy Strategy	Resident Services	By end of 2017	22 February 2017	
Corporate Plan 2015-18 – Annual refresh	Policy and Performance	May 2017	22 February 2017	The Corporate Plan is set for a three year period but is refreshed annually

Policies, plans and strategies	Service unit	Due date for publication of new/revised policy, plan or strategy	Policy Development and Review Committee dates	Commentary
				to ensure the priority themes and key outcomes are still the right ones.
Kent Affordable Warmth Strategy	Resident Services	?	?	
Swale Environmental Health Service Enforcement Policy	Environmental Health	October 2017	Possibly 2017/18?	

Policy Development and Review Committee dates 2016/17:

- 1 June 2016;
- 6 July 2016;
- 28 September 2016;
- 26 October 2016;
- [2 November 2016 – this meeting may be rescheduled];
- 17 January 2017; and
- 22 February 2017.