



OVERVIEW & SCRUTINY COMMITTEE

MINUTES of the OPEN section of the meeting of the OVERVIEW & SCRUTINY COMMITTEE held on 6th MAY 2004 at 7.00 P.M. at the Town Hall, Peckham Road, London SE5 8UB

PRESENT: Councillor Kim HUMPHREYS (Chair)
Councillors Linda MANCHESTER, John FRIARY, Eliza MANN, Gavin O'BRIEN and Neil WATSON.

ALSO PRESENT: Shelley Burke – Head of Overview & Scrutiny
Kay Dixon – Chair, Postwatch
Glen Egan – Assistant Borough Solicitor
Ian Hughes – Head of Corporate Strategy
Lucas Lundgren – Scrutiny Team
Ian Millichap – Constitutional Team Manager
Sarah Naylor – Assistant Chief Executive Performance & Strategy

CONFIRMATION OF VOTING MEMBERS

The Members listed as being present were confirmed as the Voting Members.

NOTIFICATION OF ANY OTHER ITEMS WHICH THE CHAIR DEEMED URGENT

The Chair agreed to the circulation of the following items which had not been available for circulation with the main Agenda, i.e.

Item 1: Draft Corporate Plan

- Appendix 2: Comments from Scrutiny Sub-Committees [pp.120-121]

Item 8: Housing Scrutiny Sub-Committee Report "Emergency Arrangements"

- Submission from Councillor Veronica Ward [p.137]

DISCLOSURE OF INTERESTS AND DISPENSATIONS

There were no disclosures made nor interests declared.

RECORDING OF MEMBERS' VOTES

Council Procedure Rule 1.17(5) allows a Member to record her/his vote in respect of any motions and amendments. Such requests are detailed in the following Minutes. Should a Member's vote be recorded in respect to an amendment, a copy of the amendment may be found in the Minute File and is available for public inspection.

The Committee considered the items set out on the agenda, a copy of which has been incorporated in the Minute File. Each of the following paragraphs relates to the item bearing the same number on the agenda.

MINUTES

RESOLVED: That the Open minutes of the meetings held on 5th and 13th April 2004 be agreed as a correct record of proceedings and signed by the Chair.

VARIATION TO ORDER OF BUSINESS

The Chair gave notice of variation to the published order of business as follows, i.e. consideration of item 2, followed by items 1, 3-9.

2. **POST OFFICE CLOSURES** [see pages 58-84]

The Head of Overview & Scrutiny reiterated the background to this item and of information circulated to Members at their last meeting on 5th April 2004. Kay Dixon, Chair of Postwatch had been invited by the Committee to assist it in determining how to position itself in respect to Post Office closures.

Councillor Neil Watson declared a personal, non-prejudicial interest in the item on the grounds that a post office within his ward had been listed for closure consideration.

The Chair welcomed Kay Dixon, Chair of Postwatch, and invited her to make her presentation, a copy of which has been placed on the Minute File.

Kay Dixon set out the background to the Post Office's closure programme. The Post Office had been instructed by central government to reduce its substantial losses and to this end intended to close approximately 3,000 urban sub-Post Offices, there being currently too many such offices for the available customer base. In response the Post Office was seeking to build-in other streams of business including insurances, bank account and cheque cashing facilities. Traditional pension benefit books were being phased out, which was expected to further reduce the company's income by 1/3rd annually [despite the PO having established a PO card a/c facility many customers may choose to take their banking custom elsewhere].

The Chair acknowledged that the Council also currently operated too many cash offices and was working towards shifting the function by closing offices and moving people into using cards to make payments using Paypoints.

- 200 sub post offices closed in Greater London
- 13 withdrawn from closure programme
- Southwark plan due in July 2004
- final proposals by September 2004
- Postwatch programme to monitor refurbishments
- impact on queues in branch offices a known issue

Postwatch approach:

- Postwatch will not *automatically* oppose closures
- all closing and 'receiving' branches are visited
- Postwatch must be satisfied on range/quality of services
- Postwatch position is evaluated against set criteria

She emphasized that the Post Office proposed closures listed should be considered voluntary as such offices had been put forward by Sub-Postmasters themselves, a situation which needed to be borne in mind in respect of the dynamics of public consultation around closure of these offices. The Post Office wrote to all SPMs in urban areas, 4,500 of whom responded in favour of closure of their offices. However not all who applied for consideration under the scheme were successful as only 3,500 offices were required to close.

Compensation packages for SPMs were based on both years of service and income. Packages offered often represented more than the market value of the post office and have been worth up to £65,000. SPMs were required to sign a confidentiality clause with the Post Office before entering into closure negotiations. Postwatch did not inspect the accounts of private businesses but did have sight of their estimated hours of operation, which in some cases had been so low that these businesses would have been unlikely to survive.

In respect of the assumption that SPO closures inevitably contributed to degeneration of the surrounding area, KD stated that shops housing SPOs usually remained open following closure of the PO function. This suggested that in many cases Post Office revenue represented only a small percentage of the previous total business income.

Southwark's area plan would be available in July 2004. This plan would enable consideration of the borough area picture.

* ***KD agreed to confirm whether the defined areas were coterminous with parliamentary constituencies for the Committee.***

Postwatch's programme would monitor refurbishments way into next year and was an important part of the work.

In respect of the impact of closures on branch/Crown offices, KD confirmed that in general closures result in additional customers at other main Crown/branch offices, which results in significant increase to queues. She acknowledged that this was a particular problem in the Walworth Road, and noted that Postwatch were negotiating on this matter presently.

KD confirmed that Postwatch had to date not successfully persuaded the Post Office to keep any crown offices open, that were proposed for closure. In respect of whether another SPM could take on operation of a surrendered SPO, KD emphasized that the Post Office would be criticised if it were to give compensation to a SPM and then open a new SPO shortly afterwards on the same site.

Members discussed whether direct benefit payment into recipients personal accounts might reduce PO queues. KD noted that availability of a new PO card a/c meant that recipients could budget their weekly benefit, and that far from reducing queues this could mean potentially more visits to branches, and longer queues.

Postwatch closure criteria were described as:

- capacity - of alternative offices
- accessibility - in terms of transport [including patterns of public transport and change of patterns], parking [includes consideration of availability of general parking and disabled bays], roads [includes road plans, whether customers will have to cross roads to get to facility]
- disability - access and facilities [including ramps, doors, hearing loops, low level desks]
- location - of alternative post offices
- range - of products/service
- deprivation - is ward designated deprived ?

Changes announced by Minister on 5 February 2004:

- POL to advise MPs and local authorities of revised timetable
- MPs to be advised on confidential basis one week before public consultation [Postwatch gets the document 10 working days prior to public consultation]
- local authorities to provide information on regeneration during preparation of area plans [and other germane local issues] *Members referred to examples in both Elephant & Castle and Dulwich of Post Offices that were sited in key "hub" areas.*
- public consultation period is 6 weeks [was originally four weeks but has been extended to take account of public holidays]
- POL to notify Postwatch, MPs, local authorities of main points raised during consultation
- explanation must be given for proposing closure of 'receiving' branches Post Office must give reasons for closures of R.O.s, the most frequent being that they received no additional business following SPO closure.
- POL to establish separate team to promote and supervise investment in upgrading/refurbishment
- criteria established for 'exceptional circumstances' in urban deprived wards
- no binding contract between POL and sub-postmaster until after consultation [this enables SPMs to be clear about the process]

Working with local communities:

- Postwatch liaison with local authorities [Postwatch works closely with local authorities on an individual basis. KD recommended that Councils think strategically about the current provision and determine which offices are vital to the local community. Southwark urged to work with Postwatch on any plans for closure, and to take a strategic view after the publication of the plan for Southwark].
- where local authority is opposing, let Postwatch know
- public meetings [Postwatch is happy to attend]

Inquiry by Trade & Industry Select Committee:

- methodology used to identify closure candidates
- consultation process
- role of Postwatch
- the deadline for submission of written evidence to the inquiry was last week, and on 18th May 2004 Postwatch will give evidence to the inquiry.

KD confirmed that local authorities could make submissions during Post Office public consultation, and she suggested that Southwark might approach the Post Office to ask for confirmation of plans for SPO closures in Southwark, given that the authority's regeneration and other plans would be based on such information.

* **Kay Dixon offered to provide OSC with a list of Post Offices in the borough.**

The Vice-Chair was asked whether the PO had considered the demographics of the north of the borough [in respect of the percentage of older people using PO services], as she believed many older people preferred cashing giro/benefit books over account credit systems. KD responded that the NetSpec programme had been used for demographic profiling. Postwatch was aware of this information prior to making its submission to the Post Office. She acknowledged the potential impact of Post Office closures on carers, including potentially longer hours for carers or reduction in care given [if the carers must spend additional time collecting pensions from more remote branches]. She reported that other local authorities had raised this issue with Postwatch.

Members were concerned that the Post Office public consultation period scheduled to start in July 2004 would take place at the height of the holiday period. KD confirmed that she sought to persuade the Post Office to avoid these times, but that the Post Office were keen to complete the exercise by the end of the year. She acknowledged that a six week consultation did not fit in well with a six-week cycle of Council meetings.

In respect of whether there existed a long term strategy for Post Office resiting or expansion, KD advised that this question should be directed to the Post Office.

The Chair thanked Kay Dixon for meeting with the Committee.

- RESOLVED:**
1. That Overview & Scrutiny Committee writes to the Post Office to request that the public consultation on proposed post office closures in Southwark should begin in September 2004 as opposed to July 2004 as proposed by the Post Office, and that Postwatch be asked to make representations to this effect to the Post Office.
 2. That officers be asked to secure information from the Post Office about the number and location of Sub-Post Offices in the borough.
 3. That Overview & Scrutiny asks the Chief Executive to provide an update on whether a formal request for information about proposed regeneration projects impacting on the siting of post offices has been received by the Council from the Post Office. That in his update on the matter the Chief Executive be asked to address the way in which the Best Value Review of Face-to-Face Services and also the impact of the move from neighbourhood housing offices to area housing offices might impact on post office use.
 4. That officers advise Members of the date on which the Trade and Industry Committee will be taking evidence in its inquiry into the Royal Mail Urban Reinvention Programme.

5. That a report on Post Office closures be brought back to the July 2004 meeting of this Committee.

MOTION OF ADJOURNMENT

At 7.55 p.m. it was proposed, seconded and

RESOLVED: That the meeting stand adjourned for five minutes.

At 8.00 p.m. the meeting reconvened.

1. DRAFT CORPORATE PLAN [see pages 1-57]

The Assistant Chief Executive Performance & Strategy was invited to introduce the draft Corporate Plan document.

The Corporate Plan had replaced the previous Best Value Performance Plan. Whilst the plan was essentially an internally-focused document, pages 5-43 were publicly available. The document looked forward, setting out key activities for the Council for the next 12 months, and service targets for the forthcoming 36 months. In addition the main projects for 2004/05 were detailed in relation to these targets. The Plan guides readers through the high level summary information, down through the levels of the document to the service targets. The document also contains information about government structures underpinning its targets, and defines officers accountable for action. The Plan clearly links with departmental action plans, which in turn link with milestones set. The document addresses area and diversity issues for the borough.

The ACE reminded Members that the authority had never drawn together such performance data into one report, including examples of Southwark not having met targets [report page 21 paragraph 2]. The Plan's aim was to ensure that the basket of corporate indicators were more meaningful for the authority and to this end the current basket would be monitored. In addition the Council was looking to develop a data warehousing infrastructure.

Whilst Members felt the main body of the plan to be excellent there were criticisms of the size of font used for the tabulated performance indicator information.

Members acknowledged that performance indicators contained within the document were clearly key to analysing performance, but were concerned that the Plan did not drawing out the performance issues of note clearly enough for Members. They suggested a discrete more detailed officer document might be produced for use by senior strategic managers use.

Councillor Mann noted that the Social Services business plan appeared to contain more detail than was included in the Corporate Plan as presented. The ACE referred to report page 11, which contained a triangular diagrammatic representation of performance management at each level of the Council. She confirmed that the Community Strategy set the authority's high level priorities, with greater information about less high-level priorities being included in the detail of these documents themselves, for example the Departmental Business Plans. Whilst she was not certain how much interest there would be publicly in a more detailed document, she was happy to explore production of summary business plans and how the Council might enable wider access to these documents.

The ACE clarified that the appendices at report pages 44-57 clearly set out whether performance was achieving or failing to achieve targets using a "traffic light" system. The Plan was intended to provide a strategic reference point and the ACE hoped that senior strategic managers would dig down into the document for necessary information. The single page accompanying report summarising variances had not been included in the papers circulated for this meeting, but had been available to Members of scrutiny Sub-Committees considering the third quarter performance returns.

Southwark Life would shortly be carrying an item on the Plan which would serve as a guide to 2002/03 through to future years. The aim was to reflect on this year's business wallet. The authority as a whole was seeking to communicate more effectively both internally and externally, and now had a greater awareness of the need for more accessible performance data.

Some targets were nationally driven, others were compiled in conjunction with Corporate Strategy and Departments themselves. The ACE confirmed that scrutiny comments on the 2004/07 Draft Corporate Plan were already being considered.

In respect of what reference was made within the draft Corporate Plan to the authority's measures to achieve a Comprehensive Performance Assessment "good" rating, the ACE confirmed that CPA ratings reflected several aspects of performance, including how well an authority performed in relation to others, and its infrastructure [although this aspect was subject to discrete assessment and the Audit Commission would be visiting Southwark Council soon to assess its corporate functions]. There was no specific reference within the Plan to CPA as it was understood that working towards CPA rating improvement was inherent in everything the authority currently did – this being implicit in the Corporate Plan, therefore.

- RESOLVED:**
1. That the draft Corporate Plan as presented to this meeting Overview & Scrutiny Committee be noted.
 2. That comments on the third quarter performance data from the scrutiny sub-committees, including those set out at Appendix 2 to the report, be accepted.

3. FORWARD PLAN – DISCUSSION ARISING FROM OSC AWAYDAY

The Chair agreed to the circulation of Southwark Council's Forward Plan of Key Decisions published on 16th April 2004 to those present.

The Head of Overview & Scrutiny The Borough Solicitor & Secretary, Constitutional Team Manager and the Head of Overview & Scrutiny were present for this item and responded to Member questions that arose.

Members acknowledged that similar concerns to those expressed locally about the function of the Forward Plan document/process were shared by local authorities nationally. Members were therefore keen to learn from any best practice and guidance that might help improve Southwark's FP. Having examined models from some other authorities the Borough Secretary & Solicitor noted that Southwark's FP was at least as well-developed, and emphasized that the more information that was contained in a FP document the greater the risk was of the document becoming turgid. She acknowledged that the FP was a particularly important tool for scrutiny and asked OSC what issues it would like to see addressed in respect of the document.

Member discussion ensued and the following points were raised, i.e.

- Consultation was vital. Nationally, local Councils need to be more consultative. Reference to consultation details [including the identity of groups to be consulted and the means by which consultation would take place] was a corporate requirement within Southwark.
- It is known that certain external groups accessed the FP document regularly to time representations/deputations to the Council.
- In respect of the "documents submitted" section of the FP, this lists those submitted to the decision-maker at the time of decision-making. Certain categories of information were statutorily required as part of FP documentation.
- The FP is one of a range of consultation mechanism extant.
- Urgent decision notifications [general exception notices] are sent to all Members of the Council.
- There was a capacity issue in respect of tracking as the FP is currently based on an Excel spreadsheet, not a database. The Borough Solicitor & Secretary reminded Members that monies had been set aside for investigation of ways in which decision-tracking might be improved, and that discussions were taking place with Corporate IT prior to individual decision-making coming on line. Assistant Chief Executive Bill Murphy had indicated that once the Council's portal was fully operational it would be possible to add on features/functions that would, in the medium term, enable such improvement.
- Closed items were not included on the FP. The status of Executive reports in relation to whether they contain exempt information is often unknown until the final report itself is received by Constitutional Unit staff.

RESOLVED: The Committee made the following comments:-

1. The Committee has concerns about the frequently changing times for Executive consideration of key decisions published on the Forward Plan;
2. The Committee discussed whether the Forward Plan document might in future be amended to provide a greater level of detail about the nature of and reasons for decisions to be taken;
3. The Committee acknowledged that the Forward Plan was a living document subject to change, and as such agreed to periodically review it;

4. Overview & Scrutiny Committee recommended that the Assistant Chief Executive [Performance & Strategy] look into ways in which information provision across the organisation might be improved – as a corporate priority.

4. **REFERENCE FROM EXECUTIVE: CONSULTATION PROCESSES AND FACTORS SURROUNDING EXECUTIVE REPORTS** [see pages 85-86]

The Head of Overview & Scrutiny Committee introduced the item. She explained that the overriding issue giving rise to the report was that of scrutiny access to Executive reports. The report itself had arisen as a result of a request from Education, Youth & Leisure Scrutiny Sub-Committee for a Executive report on parks.

RESOLVED: That the report be noted and that it also be noted that Overview & Scrutiny Committee will undertake pre-scrutiny of this matter during the 2004/05 Municipal Year.

5. **REFERENCE FROM FINANCE & ECONOMIC DEVELOPMENT SCRUTINY SUB-COMMITTEE – AUDIT COMMISSION ANNUAL LETTER** [see pages 87-89]

RESOLVED: Overview & Scrutiny Committee agreed the recommendations contained in the report, i.e.

Performance Management & Best Value Review of Strategic Support

Although the Letter on p.2 highlights as a notable achievement “implementation of a strengthened performance management system across the Council”, it notes on p.11 that “a performance management culture has yet to become embedded in all parts of the organisation”. On p.6 the Letter refers to a Best Value Review of Strategic Support Services, considered by the Executive on 29 July 2003. The Sub-Committee have been provided with a copy of the Executive item and decision. The 79 actions set out in Appendix B of the item were agreed. These have achievement target dates ranging from “already in place” to “January 2006”.

It is **recommended** that the Executive reviews without delay progress in meeting these target dates with particular reference to:

- (a) changes to the Human Resources function, which is mentioned for particular attention on p.6 of the Letter;
- (b) the performance appraisal aspects of performance management (the Letter indicates, for example, that only 30% of recent starters have had performance reviews, but offers no information about the effectiveness of appraisals for longer-serving staff);
- (c) financial planning and systems, in particular whether staff are making effective use of SAP.

Highways and Infrastructure

The Audit Commission inspection produced only a “fair” rating with “uncertain prospects for improvement”. Sub-Committee members were provided with a copy of the Inspection Report dated 13 May 2003 and they are of the view that it should give rise to considerably greater concern than is expressed in the summary on

p.7 of the Annual Letter. Principal concerns are

- the poor state of maintenance of those highways for which the Council is responsible,
- the lack of dedicated capital resources for the purpose, and
- excessive reliance on short term measures

Poor morale among staff was also apparent. There is no evidence of any Executive consideration of this matter since 28 January 2003, when it considered the Best Value Review of Highway Maintenance. It appears that the Scrutiny function last addressed this matter on 11 March 2003 (Transport & Environment Scrutiny Sub-Committee).

It is **recommended** that the Executive give urgent attention to the outcome of their decision of 28 January 2003 and to the recommendations of the Inspection Report of May 2003.

Audit fees

The Sub-Committee was disappointed to hear from the Audit Commission's representative that there is not expected to be any significant reduction in the approximate £750,000 annual cost to Council taxpayers of external audit (see p.8 of the Letter). Recalling one of the reasons for appointing in 2002 an external firm to act as the Council's internal auditors, and recognising that PriceWaterhouseCoopers have had around 18 months to become effective in that function, it is felt that the burden and cost of external audit should now be reducing.

It is **recommended** that the Executive address this matter.

Audit and Inspection Reports

The Sub-Committee have noted from p.14 of the Letter that eight reports on specific topics were issued to the Council during 2002/03. At our meeting on 9 March 2004 we requested sight of two of them (Play and After School and Highways and Infrastructure) and they have been provided to us. It is felt that it would be better practice for the Scrutiny function to be provided with such reports as soon as they are received.

It is **recommended** that Overview & Scrutiny Committee endorse this and make the necessary arrangements.

Councillor Watson asked the Committee to note that scrutiny of highways infrastructure was included in the suggested item list for the 2004/05 work programme for Regeneration & Transport Scrutiny Sub-Committee.

6. REPORT FROM FINANCE & ECONOMIC DEVELOPMENT SCRUTINY SUB-COMMITTEE [see pages 90-95]

Members discussed the way in which scrutiny reports were received and considered by the Executive. Members Officers confirmed that the Council's Constitution made provision for this and that officers needed to ensure their practice was in line with this provision.

Councillor Friary observed that in general scrutiny reports to the Executive were simply noted by that Committee. He was concerned that there was a lack of Executive response to scrutiny recommendations. Scrutiny needed to demand firm answers to its recommendations, and to be able to demonstrate its impact.

RESOLVED: That the Head of Overview & Scrutiny report back to this Committee on this matter, at such time as the scrutiny Annual Report is discussed.

The Head of Overview & Scrutiny introduced the report referred from Finance & Economic Development Scrutiny Sub-Committee.

RESOLVED:

1. The Committee noted the Borough Solicitor's report to Finance & Economic Development Scrutiny Sub-Committee, as set out at Appendix 1 to Item 6.
2. That the change in procedure outlined in paragraph 6 of the report be adopted, i.e. that in future years Overview & Scrutiny's response on Budget Scrutiny will be incorporated in the Executive's referral to Council Assembly.
3. Overview & Scrutiny Committee agreed to consider the budget-making procedure rules as input into (a) changes to the Southwark Constitution, and (b) Budget and Scrutiny arrangements.
4. That officers be instructed to ensure that scrutiny of the relevant departmental budgets be included in the terms of reference for each of the scrutiny sub-committees.

7. COMMUNICATIONS [see pages 96-101]

The Head of Overview & Scrutiny introduced the item.

RESOLVED:

1. That further contributions to communications savings, on top of the proposed £50,000 reduction from departmental baseline budgets, be considered from procurement and changes suggested in paragraph 7 of the report.
2. That the style of the Council Tax and Business Rate Demand brochures be revisited with the aim of achieving cost savings and making them more user-friendly.

8. EMERGENCY PROCEDURES – RE: FIRE AT EAST DULWICH ESTATE [see pages 102-119]

The Chair of Housing Scrutiny Sub-Committee introduced the item. He acknowledged the work of Councillor Veronica Ward, and circulated a submission from her on the matter. The recommendations were reportedly based on good sense, as the original Council response was not as good as it could have been.

Members discussed what might have occurred had the incident taken place out of hours. The Borough Solicitor & Secretary reminded Members of the provision of existing Out of Hours services and the emergency planning arrangements.

Members acknowledged that giving delegated powers to officers to incur expenses in emergencies was important not only to facilitate emergency responses, but was also important to business planning. Whilst it was accepted that proper controls were required [including audit trails indicating to whom such responsibility had been given] it was understood that the smoothest responses to emergencies were those during which officers on the ground had some delegated responsibility.

Members asked whether Ward Councillors could be notified by Housing Offices in the event of emergencies occurring in their wards. Deborah Holmes confirmed that current practice in the event of emergencies was to advise Communications Unit who then appoint a dedicated officer. Part of this officer's role would be to alert Ward Members and Executive Members. She emphasized that the priority in the event of an emergency was to help those involved, but stated that as a matter of courtesy Ward Members could be informed.

- RESOLVED:**
1. That the Executive's review of emergency procedures arising from the Thames Water scrutiny report include:
 - i. looking at the assessment and escalation of emergency situations and that appropriate back-up procedures and resources are put in place;
 - ii. reviewing communication arrangements so that a clear chain of communication can be quickly established at the site of emergencies;
 - iii. where a utility company is involved, ensuring that they meet their own performance standard in responding to the incident.
 2. That the Housing Department consider disseminating local emergency plans to Tenants and Residents Associations (T&RAs).
 3. That the Crown House Neighbourhood Manager engage with T&RAs over the arrangements for emergency procedures, and that the T&RAs have a participatory role in planning and actioning these procedures.
 4. That the Executive investigate practical arrangements to permit Officers to have delegated powers to incur expenditure in emergencies.
 5. That the Housing Department instigates a rolling cycle of emergency training exercises in implementing the Local Emergency/Contingency Plan for each Neighbourhood on a timetable at the discretion of the Director of Housing. This exercise should be monitored by independent expert assessors who will give feedback to each neighbourhood.

9. SCRUTINY SUB-COMMITTEE BUSINESS UPDATES [see pages 122-136]

Each Member in turn was invited to outline the scrutiny Sub-Committee business position for the sub-committee of which they held the Chair.

In respect of Regeneration & Transport Scrutiny Sub-Committee, Councillor Watson reported that due to the overrunning of the OSC meeting held on 29th April 2004 the meeting of his sub-committee [at which the final report on the Elephant & Castle scrutiny was to be considered] was deferred to 24th May, following which it would be referred to OSC on 14th June and then on to the Executive on 6th July 2004. The report was close to completion, he confirmed. Advice was awaited from Amanda Hirst in respect of presentation of this report. The Chair urged Councillor Watson to conclude the review and report to OSC as soon as practicable.

RESOLVED: That the business updates in respect of each scrutiny Sub-Committee set out in the report be noted.

The meeting ended at 9.15 p.m.

CHAIR'S SIGNATURE:

DATED: