

By: Joel Cook & Anna Taylor – Scrutiny Research Officers
To: Scrutiny Committee – 24 January 2020
Subject: Affordable Housing Select Committee – Timetable
Classification: Unrestricted

Summary: To advise Scrutiny Committee as to the timetable for the Affordable Housing Select Committee.

Introduction

1. At its meeting on 26 July 2019 the Scrutiny Committee agreed that following the conclusion of the Knife Crime Select Committee work should begin to establish the Select Committee on Affordable Housing.
2. A meeting with the Chair-designate and opposition spokespeople to draft the Select Committee's Terms of Reference took place in November. A timetable to was developed and to allow swift progress with the review, this was agreed, in consultation with the Chair and Spokespeople of the Scrutiny Committee, by the Select Committee at its first formal meeting on 17 December 2019.

Timetable

20 November 2019	Informal cross-party meeting for Committee to discuss the Terms of Reference of the review
17 December 2019	First meeting of Select Committee, to appoint the Chair and to discuss and agree the Terms of Reference of the review
Late December 2019/early January 2020	Christmas break
Mid January to early February 2020	Arrangements for hearing sessions, written evidence, visits and other evidence gathering methods
February 2020	Hearings
Late February 2020	Committee meets to identify key issues and to make recommendations
March 2020	Report writing, production of first draft
Early to late April 2020	Easter break
Late April/early May 2020	Committee discusses the first draft of the report and suggests amendments. Amendments carried out accordingly
Mid May 2020	Select Committee share the draft report with Cabinet Member(s) and Corporate Director(s)
Early June	Select Committee to agree the final report
12 June 2020	Despatch for Cabinet
22 June 2020	Report presented to Cabinet
9 July 2020	Despatch for County Council
16 July 2020	Report presented to County Council

Monitoring of Select Committee Recommendations

3. Following completion of the review and the consideration of the final report by County Council (as per timetable above), the work of the Select Committee will cease, while managing and responding to the Report becomes the responsibility of the Executive.
4. The relevant Executive Members and Directorates are required to produce an implementation plan detailing if and how the Executive intends to progress with the Select Committee's recommendations. This update will be presented to the Scrutiny Committee at an appropriate meeting not less than three months following the County Council consideration.
5. The Select Committee will be reconvened for a further update one year on from the County Council consideration, when they will have an opportunity to review progress made since the implementation plan was presented to the Scrutiny Committee. The minutes of the Select Committee meeting are reported to the Scrutiny Committee for noting at its next meeting. This concludes the formal process for monitoring Select Committee recommendations.
6. To illustrate the above process in practice, the most recent Select Committee Topic Reviews are at the following stages (First established to last established):

Pupil Premium Select Committee

Minutes of the reconvened Select Committee meeting held in September 2019 were noted by the Scrutiny Committee in November 2019.

- Select Committee closed.

Loneliness and Social Isolation Select Committee

Due to be reconvened in March / April 2020 for its One Year On update – minutes of this meeting to be reported to the May Scrutiny Committee meeting, after which the activity of the Select Committee will be concluded.

Knife Crime in Kent Select Committee

Executive currently developing an implementation plan to be presented to the Scrutiny Committee in early 2020.

Recommendation:

The Scrutiny Committee is invited to note the timetable for the Topic Review.

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Background documents:

Report to Scrutiny Committee:
26 July 2019 Select Committee Work Programme

Affordable Housing Select Committee:
17 December 2019 – Topic Review report