

Overview & Scrutiny

Draft Annual Report 2008 - 2009



Malvern Hills District Council

Foreword from the Chairman

I am delighted to present this report on behalf of the Overview and Scrutiny Committee for 2008 – 09. Once again this has been a very busy year for the committee in a year when we ourselves were subject to the scrutiny of the Audit Commission, as part of their inspection of the District Council's corporate performance assessment. I was very pleased that the Committee's performance played its part in helping to achieve the Council's Excellent rating.

This year has been one of further embedding the scrutiny function, and I am proud to say that the Members have embraced this challenging District Council function, and have developed into adept scrutineers. The skills honed over this past year together with the collective enthusiasm, diligence and commitment they bring to the table has resulted in a palpable confidence that serves the District well, and is well placed to meet the challenges associated with the changing and strengthening role Overview and Scrutiny will be facing as part of the developing local democracy agenda.

I am also grateful to the officers and members who were called to give evidence before the committee. Finally thanks are due to Chris Watkins and Karen Jarman for their continuing administrative support throughout the year.



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Introduction and Overview

The intention of this report is to provide an insight into the District Council's Overview and Scrutiny process and summarises the work that has been undertaken by the Overview & Scrutiny Committee and Task and Finish Groups over the past year.

Overview and Scrutiny Committee in 2008/09, by its intervention, has made a key difference to the District in the following areas:

- The BWB Consultants Water Engineering Flood Study Stage 1 Report – Ensuring District Councillors had input into this process, having initially been left out;
- District Council's Rural Housing Needs Surveys – Scrutiny intervention ensured Parish and Town Councils are fully informed and involved in the process;
- District Council's Budget and Medium Term Financial Plan - Scrutiny made recommendations on both content and approach; all of which were approved by Council;
- Revenues and Benefits Service Delivery – An informal fact-finding session to identify the causes of an apparent decline in service performance has helped escalate implementation of joint scrutiny arrangements for shared services;
- Executive Committee Portfolio Holders held to account in 'Select Committee style' meetings;
- Post Office Network Changes Programme – taking a proactive stance on behalf of our District by holding two meetings:
 - ✓ the first, to gather as much information as possible about the process to be followed by the Post Office in order for communities to be fully informed when preparing their case against any proposals;
 - ✓ secondly, when proposals for our District were published, being the conduit to bring the Council and our communities together to be able to mount a robust defence against proposed closures and changes for our District;
- Disability Facilities Grants – intervention of the Task & Finish Group resulted in:
 - Council's proposed reduction in funding for 2009/10 from £300,000 to £180,000 being stopped and funding restored to £300,000
 - Implementation of improvements in the way Disabled Facilities Grants are administered throughout the District;
 - Funding plan to be drawn up to ensure Regional Housing Pot Funding is being spent as intended – for the improvement of existing housing stock, such as repairs to roofs and windows, insulation etc.

- Children and Young People – Actions of the Task and Finish Group resulted in recommendations to improve the range and accessibility of positive activities available to young persons aged 13 to 17 years throughout the District, especially during evenings and at weekends.

What is Overview & Scrutiny?

Overview & Scrutiny aims to make the Council's decision-making process more accountable, transparent and inclusive and improve services provided for the community by:

- Holding the Council's Executive Committee and Planning Committee to account for the decisions they make;
- Reviewing and developing the Council's policies to ensure that they improve the well being of the community;
- Scrutinising the decisions of outside organisations whose work affects the local community.

The Overview & Scrutiny Committee therefore acts as the Council's watchdog by reviewing Council service delivery, policies and processes to ensure they remain fit for purpose. This role also extends to other partner public bodies.

From April 2009, the Local Government and Public Involvement in Health Act 2007 (LGPIH) strengthened the powers of Overview and Scrutiny to enable the Committee to receive requests for Councillor Call for Actions, this is covered in more detail together with other changes to legislation affecting Overview and Scrutiny Committee later in this report.

Scrutiny Process and Organisation

Overview and Scrutiny is carried out by Councillors who do not sit on the Council's Executive Committee and can therefore approach issues with independence from the Council's key decision-making body.

The Overview & Scrutiny Committee currently comprises: Cllrs Tom Wells (Chairman); Mike Morgan (Vice-Chairman); Bronwen Behan; Jill Campbell; Marian Walters MBE, Roger Sutton and Sue Gill.

Cllr Joe Smith was a member of the Committee until April 2009, when he was appointed as a Member of Executive Committee with the Portfolio for Finance and Resources, which meant he could no longer serve on Overview and Scrutiny; we were pleased to welcome Jill Campbell to the Committee to fill the vacant seat.

In July last year we decided to allocate an area of Council responsibility to each Member of the Committee, with the exception of the chairman, in order for each Member to have an insight and develop a specialism which would be beneficial to the Committee in its preparation for scrutiny of the Executive Portfolio areas.

This has worked well with Committee Member and their relative Head of Service developing a fruitful relationship, which again has led to a growing confidence within the Committee.

This year, again, has seen the Committee's work programme delivered in part through Task and Finish Groups, which are established as and when required to undertake detailed reviews.

The Committee and Task and Finish Groups gather as much evidence as they can about an issue by undertaking research, for example, speaking with service users and community groups; questioning Portfolio Holders, Council officers or representatives from other public bodies; or undertaking fact finding visits. Overview and Scrutiny provides an excellent opportunity for the public to become involved in influencing services by providing evidence to the Groups and the Committee. There are also opportunities for the public to become directly involved in a review, including co-option onto the Committee or a Group.

Reports and recommendations for improvement will be formulated and referred to Executive Committee, Planning Committee or Council for consideration.

The Committee usually meets monthly and Task and Finish Groups meet as and when required, with only one operating at any one time due to resource constraints. Most meetings are open to the public.

Overview and Scrutiny Committee

Reviews 2008 - 09

Post Office Network change Programme

The Post Office Network Change Programme occupied the national headlines for much of 2008. Reporting of closures and reduced services adding to the building anxiety of what may be planned for our area.

We recognised there was very little known about the processes that were to be followed by the Post Office or the criteria to be considered in terms of the proposed changes. We decided, in light of this lack of information, which we felt compounded any fears, we would invite the Post Office to our meeting in June 2008, in order to provide a forum where Members' of the public or Councillors could gain more insight into the processes leading up to the proposals and air their concerns. This process also included Parish and Town Councils as they had not been included in the formal consultation process undertaken by the Post Office.

The meeting was well received and very well attended. Post Office Network representatives in attendance providing much needed details of the process to be followed in respect of the Post Office Network Change Programme in the District Council's area.

The meeting also provided the opportunity for those in attendance, including representatives from Parish and Town Councils, to feed back to the Post Office concerns regarding the impact of any proposed closures, or changes to service provision, on communities within the District.

Resulting from our meeting Worcestershire County Association of Local Councils (CALC) also made available information on their website to assist Parish and Town Councils to prepare their supporting evidence.

Our findings and concerns were fed back to the Post Office, which included:

- Issues over whether local communities had any real influence over the decision-making process regarding closure despite reassurances that proposals could change in light of representations submitted;
- The proposals appeared not to take into account emerging strategic planning policy under the Joint Core Strategy, which could lead to substantial increases in the number of dwellings in certain areas;
- The removal of post office facilities might be detrimental to the viability of village stores and therefore the local economy;

Our fears for the District were realised in August 2008 with the publication of proposals for Herefordshire Worcestershire and the West Midlands Area Plan (affecting Malvern Hills).

The Post Office's Area Plan included proposals to close four of our post offices with a further three identified to be replaced by "Outreach" services – usually provided in a local store.

We held a second meeting in September 2008, this time to scrutinise the information contained within the Branch Access Reports – (the information on which the Post Office Network had based its proposals); and identifying any areas that may be open to challenge.

In preparation, the Council's Economic Development Manager had compiled information via a series of visits to the identified Post Office Branches within Malvern Hills District, which detailed findings and wider issues concerning settlement sustainability for future development purposes.

All affected Post Offices within Malvern Hills District were given equal consideration by the Committee and from the evidence collected and from this a number of recommendations were formulated, which were subsequently endorsed by Executive Committee. This resulted in our stakeholder consultation response to the proposals being issued jointly on behalf of the Council from the Leader and Chairman of Overview and Scrutiny Committee, which highlighted concerns that the Malvern Hills District would be disproportionately affected with a proposed 30% closure rate compared to a national target of 20%.

The joint response also asked that the Post Office review its closure and reduced service outreach services; full details can be found in the minutes for Overview and Scrutiny Committee 16th September 2008.

Despite all our combined efforts, we were disappointed that Post Office proposals for all Closures and Outreach Services in our area were confirmed. Furthermore, our initial fears about whether local communities had any real influence over the decision-making process appeared to have been borne out when it became apparent that not only were our responses to the consultation not acted upon and taken into account, but our response to the consultation was not even acknowledged in the published report of October 2008.

Rural Housing Needs Survey 2008 – 2011

In July 2008, we scrutinised the Rural Housing Needs Survey 2008 – 2011. We were concerned that there did not appear to be a clear methodology surrounding the identification of parishes for Housing Needs Surveys.

We were also concerned that although obstacles had been identified in the process to be followed by the Head of Planning and Housing, there did not appear to be a strategy in place to address them.

Our findings from this scrutiny exercise mainly surrounded the need to provide Parish and Town Councils with information about the surveys and to recognise their vital role in the process.

We also felt the Council should review the role of the Rural Housing Enabling Officer when the opportunity arose in April 2009.

Issues around delivery of affordable rural housing remain and this has been identified as a potential future Task and Finish Review.

Improving Local Government in Worcester and Malvern Hills

This referred to proposals in July 2008, for the potential for our District to make substantial savings by working jointly with Worcester City Council. However when the Report was considered at Executive Committee, there had been an unforeseen change to the Recommendation. As a result of this, the Leader & Deputy Leader accepted an invitation to attend our meeting in August to expand on the reasons behind the decision of Executive Committee in July.

We were informed that due to an indication of a lack of support for the joint working proposals within the Conservative Group, the Leader had decided the best approach was not to proceed.

We were also informed that the indicated savings from pursuing joint working with Worcester, as set out in the report, were based on projections only.

We noted there had already been some underlying concerns regarding the proposals, including the differences between the two Councils - one being predominantly rural and the other urban, which were compounded by the City Council's financial position and uncertainties around political control given the fine balance of power and the fact that Worcester City Council is elected by thirds.

We noted that the Council would continue to pursue shared services on a case by case basis and had given its support to the enhanced two-tier working pilot with the County Council and other Districts in South Worcestershire.

Flooding

The Committee continued to monitor the Council's response to flooding, receiving progress reports on the Recommendations from our Task and Finish Group into the District Council's Response to the Summer Floods 2007, at both the August and December 2008 meetings.

The meeting in December 2008 was dedicated to flooding issues, where the Water Engineering Flood Study Stage 1 Report, produced by BWB Consultants, was scrutinised.

We identified that Malvern Hills District Councillors had been omitted from the information gathering process, and they had also not been provided with the data gathered by BWB Consultants pertaining to their relevant parish/towns.

As a result of our intervention, it was agreed that District Councillors should receive the information and be afforded the opportunity to comment or provide additional data before prioritisation of areas to be taken forward for further investigation in Stage 2 of the process.

At this meeting we also considered the Worcestershire Joint County and District Councils Scrutiny Report: Summer Floods 2007. This was the first Joint County and District Council's Scrutiny exercise and had aimed to take a more strategic County-wide view on the immediate response to the floods by local/public agencies, and on the flood recovery process since; including what action needs to be taken to ensure there is a clear approach to dealing with any future emergency.

We were pleased to welcome councillor Martin King from Wychavon District Council who had chaired the Joint Flooding Scrutiny together with Councillor Mike Biddle who had been Malvern Hills District Council's representative in this Joint Scrutiny. The Committee was pleased to endorse the report.

As a result of this meeting an informal meeting was held with Wychavon District Council in order to explore their approach to flooding; the findings of which are due to be reported to our June 2009 Committee.

Flooding is an issue that the Committee will continue monitor within its work programme.

Medium Term Financial Strategy 2009/10 to 2011/12

We considered the Medium Term Financial Strategy in November 2008 and appreciated that the current economic climate would present further challenges on Council budgets and income streams during the medium term.

When scrutinising the MTFP we identified the intention not to continue to contribute the 40% (previously mandatory) Council match funding in respect of Disability Facility Grants – (DFGs), but to rely exclusively on the 60% funding contribution made by the Department of Communities and Local Government.

This proposal would have reduced budget allocation for DFGs by £120,000 (from £300,000 to £180,000). DFGs had already been identified for an Overview and Scrutiny Task and Finish Review in order to investigate procedures followed when processing DFG Grants, including identification of obstacles that can result in delays in excess of twelve months between submission of grant applications and payment of Grant.

We were extremely concerned at the impact of this budget reduction on service delivery and as a result, extended the remit of the DFG Task & Finish Group to include an examination of funding proposals and anticipated consequences.

We also noted in the MTFP a reduction in targets for efficiency savings which had been predicted as being £1,628,000 in 2008/09 but revised downwards in 2010/11 to £1,184,816.

We also asked that in the interest of transparency, Medium Term Financial Strategies in future should make a clear distinction between genuine efficiency savings as opposed to 'spending less to do less'.

Draft Revenue and Capital Budgets 2009/10

During our scrutiny of the Draft Revenue and Capital Budgets 2009/10, we were very pleased to see that our concerns around the proposed reduction in DFG funding from £300,000 to £180,000 had been taken on board.

Under closer scrutiny, however, we discovered that the £120,000 balance was to be restored by taking it from another Government Grant: the Regional Housing Pot, which was intended, amongst other things, to help with improvement to current housing stock – for instance repairing roofs and windows to improve quality of life and insulating properties in order to reduce running costs and lower emissions and carbon footprint.

We discovered that this Regional Housing Pot funding had not been fully spent for a number of years, and were greatly concerned over the impact of this and reduced funding in this area.

As with the Medium Term Financial Strategy, we found difficulty identifying a clear difference between efficiencies and reductions in service – i.e. ‘spending less to do less’ and reiterated our request that in the interest of transparency, future budgets make a clear distinction.

On-going Portfolio Performance Reviews

In addition to the specific reviews referred to above, we continued with our on-going performance reviews of each portfolio area. Individual Committee members also began holding one-to-one meetings with their relevant Head of Service in order to improve communications and understanding.

Task and Finish Group Reviews 2008-09

Positive Activities Available to Young Persons, Aged 13 to 17 Years throughout the District

This had been requested for a Task and Finish Review by one of our Committee Members Joe Smith, one of the youngest District Councillors in the country following the local elections in May 2007.

He had been keen to investigate what positive activities were available to young persons aged between 13 and 17 throughout the District, with a special focus on evenings and at weekends.

This review was undertaken in recognition of the value this Council places on our young citizens, having been identified as one of the District Council's four Priority areas.

Cllr Joe Smith, who chaired this Task and Finish Review, was also the Council's Children & Young Persons' Champion at the time. Along with Joe, the Task and Finish Group comprised Councillors Marian Walters, Don Hull, Val Myatt and John Raine. Membership of the Group was further enhanced by the co-option of Miss Hannah Campbell (previously a Member of the Youth Council).

The Task and Finish Group established three working Groups to:

- ✓ Investigate Reasons for Disengagement;
- ✓ Explore What's Currently Available;
- ✓ Explore and Identify Take Up.

In addition, Members of the Task and Finish Group visited Café 27 at Tenbury Wells and Malvern Youth Centre, Albert Park Road, Malvern in order to experience first hand the facilities and positive activities on offer. They also visited Sue Nicholls, of the South Worcestershire Community Safety Partnership Anti-Social Behaviour Detached Team.

The Task and Finish Group also received information in relation to what was available to young persons throughout the District from Peter Sugg – Worcestershire County Council Service Development Manager, and Sue Rogers – Play Ranger from Borrowers' Toy Library, Malvern - who also gave a presentation on the work of Play Rangers who travel to the more rural areas of the District to provide the opportunity for young persons to participate in positive activities.

Invaluable information was also received from young persons who completed a questionnaire which the Task & Finish Group had compiled.

Throughout their investigations the Group identified a lack of provision for things to do and places to go for young people within this age group on Friday or Saturday evenings, which is when young persons, who just the same as adults, like to have something to look forward to and plan for at the end of the "working" week.

They also discovered a gap in provision, identified both by young persons and those working with young persons, of somewhere safe, warm and dry where young persons would be able to meet with friends away from parents and teachers - to chill out and relax without the need to participate in an organised activity.

They also recognised the lack of things to do and places to go, as highlighted by young persons in the larger settlements in the District particularly Kempsey, and recommended exploring the possibility of replicating the Cafe 27 model currently used in Tenbury Wells in Kempsey and Upton Upon Severn. This was also in recognition of the desire expressed by young persons to have something to do and somewhere to go close to where they live, to recognise the desires of young persons throughout the District, to provide them with the opportunity of participating in positive activities and having a place to meet up with friends while importantly, maintaining their independence where possible.

We were pleased that the Recommendations of this Task & Finish Group, to address our findings were endorsed by Executive Committee in September 2008. Indeed, we received an update at our meeting in May 2009, where generally things were progressing well, although it was recognised that more could be done in relation to providing more to do on Friday and Saturday evenings. We will keep monitoring, to make sure this occurs.

Review of Disabled Facilities Grants Administered within Malvern Hills' District

This issue first came to our attention in December 2007, when scrutinising the Medium Term Financial Plan 2008/09 to 2010/11, where we identified at that point that funding for DFGs for the financial year had already been committed and grant projects being administered were already utilising funds allocated for the following financial year.

We also discovered that there were delays in excess of twelve months between submission of grant applications and payment of Grant.

Resulting from this meeting it was decided to investigate procedures followed when processing DFG Grants including identification of the obstacles that can result in such delays.

As previously mentioned in this report, in the light of additional information that came to light during our scrutiny of the Medium Term Financial Strategy 2009/10 – 2011/12 and the Budget 2009/10, the remit of the Task and Finish Group was extended twice:

- to scrutinise the implications associated with the proposed reduction in funding from £300,000 to £180,000
- to scrutinise the impact of diverting funds from the Regional Housing Pot in order to restore £300,000 to the DFG budget.

Under the chairmanship of Councillor Sue Gill, the Task and Finish Group also comprised Councillors Mike Morgan (Vice-Chairman), Sheila Young MBE, Paul Cumming, Roger Sutton and Aubrey Tarbuck.

The Council has a legal duty to provide a Disability Facility Grant Scheme which provides adaptations to properties to enable persons affected by disability to live or continue to live independently and safely in their homes.

Such grants may be used to widen doors and install ramps, provide access to rooms and facilities, for example by installing a stair lift or providing a downstairs bathroom, improving or providing or adapting a heating system suitable for need, improving access to and movement around the home to enable care of another person who lives in the property, such as a child.

We were disappointed that despite having previously expressed our intention to examine the Council's administration of Disabled Facility Grants, the Council proposed to remove £120,000 from the £300,000 allocated budget for the provision of DFGs throughout the District for 2009/10.

Such action would have had an adverse impact not only on future grant applicants, but also those residents already involved in the DFG application process, where funding had been committed but not yet paid as works were still in progress.

Details around the complexities of DFG funding and spend can be found in the Task & Finish Group's initial findings report.

The Task and Finish Group, concerned at the consequences for this service area associated with the proposed reduction in funds, decided to split the Review in order

to present its initial findings concerning funding in advance of its conclusions in relation to the administration processes, in order for the funding issues to be presented in time for the budget consultation.

As a result of this intervention, DFG funding was restored back to £300,000.

As part of its investigation the Group also recommended that the Council join South Worcestershire Housing Improvement Agency (HIA). This had been agreed by Council in 2006, but not implemented. More details about what HIA's do can be found in the Task & Finish Group's Reports.

We were pleased that all our recommendations arising from our initial findings were agreed at Council in April 2009.

Scrutinising Regional Housing Pot funding provided the Council an opportunity to look at how this funding may be used, which would be beneficial for the District as a whole, as this funding source had not been fully utilised in accordance with its intended purpose for some time.

We were concerned that some allocation of this funding source may not meet the criteria for legitimate capital investment (its intended purpose) and we felt this should be addressed. We were concerned also how DFGs were to be funded post 2009/10.

Our recommendation for the Head of Planning and Housing, in consultation with the Portfolio Holder for Planning and Housing, to develop a Funding Plan for 2010/11 and 2011/12, should provide the Council with the opportunity to address these concerns and by association make the benefits intended from this Regional Housing Funding Pot more accessible to the District.

By bringing these issues into the open and establishing Executive Committee monitoring of DFGs in relation to administration and spend, any future issues in relation to resources available to fund Disabled Facility Grants will be brought to the Committee's early attention.

By implementing changes to the way Disabled Facilities Grants are processed, the Housing Department will be able to reduce its involvement with initial enquiries, prior to verification of eligibility. This will also serve not to raise expectations for those clients who may not be eligible and ensure the Department's resources are being directed to eligible applications.

Additionally, by issuing a Grant Approval letter containing information about the Occupational Therapist assessment criteria, together with their individual assessment, the Council should be able to provide clients with more transparency into the process and gain more of a perspective in relation to their individual circumstances.

The Task and Finish Group also recommended the Council reaffirm commitment to join the South Worcestershire Home Improvement Agency, which has the potential to identify other possible sources of funding and is able to offer alternative solutions other than DFGs, the potential to reduce those waiting for help could be reduced at a quicker rate by default, increasing accessibility to a greater number of clients throughout the District.

Opting for this method of delivery would result in being able to offer our residents affected by disability a greater range of options, not restricted to DFGs, to enable

persons affected by disability to live or continue to live independently and safely in their homes.

Future Reviews

Water Engineering - Malvern Hills District Council Flood Study - Stage 2 Report

Following consideration of the Stage 1 BWB Report in December 2008, the Committee has invited the Portfolio Holder for Environmental Control and Head of Service for Customer and Environmental Services to our meeting on 9th June 2009 to learn more about the plans for implementation associated with Stage 2.

Other Potential Reviews for 2009/10

- Delivery of Affordable Housing looking at examples of where its worked well and where not so well in order to learn lessons – may be subject of a future Task and Finish Group.
- Litter, Road, Footway and Grass Verge Clearing – in order to clarify responsibilities for functions etc

Other Overview and Scrutiny Issues

The legislative framework for overview and scrutiny continues to develop with new powers, regulation and guidance which appear to be moving from scrutiny of services to scrutiny of place.

Local Government and Public Involvement in Health Act 2007 -Councillor Call for Action (CCfA)

These powers were finally implemented on 1st April 2009. The concept has been in the pipeline for a number of years, and will offer a further tool to Councillors in their Community Champion role.

Councillors have always had the opportunity of submitting a topic for the Committee to consider as part of its Work Programme, but CCfA will enhance this arrangement, to the effect that where a Councillor has tried to the best of their ability to resolve an issue that is causing concern to his or her constituents, but has been unable to do, Overview and Scrutiny will be a place where the unresolved issue could be referred. The matter will be considered and, if the Committee consider it should be investigated, then the matter will be prioritised and the outcome reported back to the Councillor within six weeks.

The Act also provides powers to hold partner organisations to account (with some exceptions), but regulations outlining how this will operate in respect of District Councils in two-tier areas are still awaited.

Police and Justice Act 2006 Crime and Disorder Matters

The provisions of this Act relating to scrutiny came into force on 30th April 2009. These include Councillor Call for Action relating to crime and disorder matters. In practice this is expected to be identical to the more general CCfA.

The Act will also require Local Authorities to have Scrutiny Committees to scrutinise the work of the Crime and Disorder Reduction Partnership. Existing committees can be designated for this role, and this Council is proposing that Overview and Scrutiny Committee be duly designated.

Local Democracy, Economic Development and Construction Bill

This proposes new powers for Overview and Scrutiny Committees to consider appeals against petitions, powers to hold senior officers to account and a requirement for Unitary and County Councils to have a senior officer responsible for scrutiny along similar lines to the Monitoring Officer. It also extends the remit of Joint Overview and Scrutiny Committees to provide for joint working beyond that of Local Area Agreements.

This is currently being discussed in Parliament and is expected to receive Royal Assent in Autumn 2009.

Your Suggestions Count...Make A Difference...

I think the following should be investigated:

(please refer to criteria overleaf)

Please say why:

Name/Organisation	
Address	
Telephone	
Email	

Please Return to:

Karen Jarman, Democratic Services Officer, Malvern Hills District Council, The Council House, Avenue Road, Malvern WR14 3AF email:

Karen.jarman@malvern hills.gov.uk Tel: 01684 862273 Website:

www.malvern hills.gov.uk

Suggestions for Overview and Scrutiny Reviews should:

- Affect a group of people living within the District
- Relate to a service, event or issue in which the Council has a significant stake or over which the Council has an influence or interest
- Not be an issue which overview and scrutiny has considered during the last 12 months
- Not relate to an individual service complaint
- Not relate to matters dealt with by another Council committee, unless the issue deals with procedure