

Report of the Head of Civic, Legal & Democratic Services

Effective Organisation Overview & Scrutiny Committee Final Report on the 'Effectiveness of the Executive Forward Plan'

Summary

1. This report presents the final report of the Effective Organisation Overview & Scrutiny Committee following their review of the Effectiveness of the Executive Forward Plan. Councillor Watt, the Chair of the Committee at the time of the review, will attend this meeting to present the report.

Background

2. In coming to a decision to review this topic, the Committee agreed to focus their review on the following issues:
 - Should the Forward Plan be limited to 'Key' decisions only
 - The timing of Items appearing on the Forward Plan
 - Identifying an optimum format for the printed Forward Plan

Consultation

3. Both the Democratic Services Manager and the Monitoring Officer were consulted on the information gathered in support of this review. The Committee also sought the views of Executive Members, Group Leaders, Directors, Senior Officers, and FP Contacts

Options

4. Having considered the findings contained within the final report and its annex attached, Members may chose to amend and/or approve recommendations arising from this review.

Analysis

5. An analysis of all of the information gathered, is shown within the final report at paragraphs 8-22, in Annex 1.

Recommendations Arising from the Review

6. The Effective Organisation Overview & Scrutiny Committee agreed to make the following recommendations to the Executive:
 - i. the Constitution be revised to reflect the full requirements of the legislation and that officers be instructed to ensure working practices are in line with these requirements, as identified in paragraphs 9-10 above
 - ii. publication of the FP to revert to once per month, on or around the 14th of each month
 - iii. the 'Internal Clearance Process' section be removed from each FP entry
 - iv. each entry should clearly identify which O & S Committee's remit the issue relates to
 - v. more focus be placed on supervising the use of the FP i.e. the Forward Plan Administrators should ensure all the required information has been included – training to be provided where necessary.
 - vi. Scrutiny leads within each Directorate be identified to work with the relevant Scrutiny Committees, their Chairs and the Scrutiny Officers

Corporate Strategy

7. The scrutiny review of 'The Effectiveness of the Executive Forward Plan' was in line with the Council's aim of improving the Council's organisational effectiveness i.e. 'we shall be a modern council with high standards in all we do, living up to our values and be a great place to work. As members of the public are entitled to participate in the Council's decision making process, it is important that the Council's Forward Plan is robust and informative.

Implications

8. **Legal** - The Council's Constitution will need to be updated to reflect any changes approved by the Executive as a result of this review. The Council must comply with its statutory obligations relating to publication of the Forward Plan and as such, where the Committee has identified the Council is not currently complying effectively, it is important that those changes (identified in paragraphs 9-10 of the attached final report) are implemented with immediate effect.
9. There are no known HR, Financial, Equalities, Crime & Disorder, ITT, Property or Other implications associated with the recommendations arising from the review.

Risk Management

10. There are risks to the Council associated with not adhering to all the legislation associated with the statutory functions listed within the legal implications paragraph above. There is also a potential risk to the Council's reputation if it

fails to implement the necessary measures to address the expected increase in congestion levels

Recommendations

11. Members are asked to:

- i. note the contents of the attached final report and its annex
- ii. approve the recommendations as shown at paragraph 6 of this cover report.

Reason: To fully inform the Executive of the outcome of the Scrutiny Review.

Contact Details

Author:

Melanie Carr
Scrutiny Officer
Scrutiny Services
Tel: 01904 552063

Chief Officer Responsible for the report:

Andrew Docherty
Head of Civic, Legal & Democratic Services
Tel: 01904 551004

Report Approved



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Specialist Implications Officer(s)

Wards Affected:

All



For further information please contact the author of the report

Background Papers:

Annexes

Annex 1 – Final Report
Annex A – Information Gathered In Support of the Review

Committee Members

Councillor J Watt (Chair)
Councillor D Horton (Vice-Chair)
Councillor A D'Agorne
Councillor P Firth
Councillor B Boyce
Councillor J Gunnell
Councillor K Hyman