
Learning & Culture Overview & Scrutiny Committee

21 June 2011

Report of the Assistant Director, Governance & ITT

Draft Work Plan for 2011/2012

Summary

1. This report presents the Committee's draft work plan for the forthcoming year and asks Members to consider any additions and/or amendments they may wish to make to it. The draft work plan is attached at Annex A to this report.

Background

2. At the beginning of each municipal year, each Overview & Scrutiny Committee is asked to formulate its workplan for the coming year. The work plan is an ongoing and fluid document that the Committee can amend throughout the year to allow for the inclusion of and pertinent issues arising relevant to the committee's specific remit. It also contains a number of items that are provided on a regular cycle. This ongoing work is briefly explained in the paragraphs below:

Ongoing Work

3. Year End Outturn Reports and Quarterly Monitoring Reports
These regular reports allow Members to monitor the financial performance of the Council throughout the year and can be used to identify potential areas for review.
4. Reports from the Leader and Cabinet Members
Once/twice a year the relevant Cabinet Members and/or Leader are invited to attend a meeting of the Overview & Scrutiny Committee to discuss their priorities and challenges for the year ahead. This usually takes the form of a verbal report but some Cabinet Members may choose to submit a written report. The Committee can choose to invite the Cabinet Member to attend more frequently should they wish to do so.
5. Recommendations Arising from Previous Scrutiny Reviews
Once a scrutiny review is complete the final report is presented to the Cabinet and they are asked to approve the arising recommendations. They will instruct officers to implement all of the approved recommendations as soon as possible. Scrutiny Committees monitor their implementation, usually on a six-month rolling basis and sign off the recommendations once they have been adequately achieved.

Identifying Suitable Topics for Future Scrutiny Review

6. In order to highlight to this Committee possible suitable topics for scrutiny review in this coming municipal year, the relevant Cabinet Members have been invited to attend the next meeting to discuss their priorities for the year. At this meeting you will already have heard from Senior Officers about ongoing and planned work within Directorates (relevant to the remit of this Committee).
8. In addition, following a recent Joint Strategic Needs Assessment (JSNA) the recommendations arising which fall within the remit of this Committee, have been provided at Annex B for your information. The JSNA is a process that identifies current and future health and well being needs of a local population, informing the priorities and targets and leading to shared commissioning priorities aimed at improving outcomes and reducing health inequalities.
9. Finally, the Scrutiny Services Team have been informed of a number of possible topics which Councillors are considering submitting. Once received, any relevant to the remit of this committee will need to be considered alongside the information provided by the Cabinet Members and/or senior officers, when agreeing priorities for this year's annual workplan.
10. Outside of this forward planning, other pertinent issues received throughout the year will need to be considered as and when they arise, and where appropriate the Committee may be asked to revise their workplan accordingly.

Consultation

11. The Scrutiny Officer will be in attendance at the meeting and will be happy to answer any questions Members may have on any of the items currently shown on the draft workplan. Members will also have the opportunity, to discuss potential items for the work plan and potential topics for review with those senior officers present at this meeting, the Lead Officer allocated to this Committee and the Scrutiny Officer.

Analysis

12. At this stage, to progress the population of the workplan, the Committee are asked only to identify a number of broad subjects for possible scrutiny review. The scrutiny officer together with relevant officers, will then carry out some research, and gather evidence in order to provide detailed information on each topic at a future meeting. The Committee will then be asked to identify resulting specific problems and issues, or areas of associated policy development which they would like to focus any scrutiny review on, and to prioritise their work on any agreed topics. These informed choices for reviews will then be programmed into the draft workplan.

Options

13. Members are asked to consider the draft work plan and make any amendments/additions they feel necessary. They may also choose at this stage to identify any possible topics for in depth consideration at a future meeting, in order to agree the committee's workplan for 2011/2012.

Corporate Strategy

14. The work of this Committee relates to the 'Learning City' theme of the Corporate Strategy 2009/2012.

Implications

15. There are no known financial, human resources, legal or other implications associated with the recommendations within this report. Any implications arising from reviews will be addressed within reports associated with the individual review.

Risk Management

16. In compliance with the Council's risk management strategy there are no known risks associated with the recommendations within this report.

Recommendations

17. Members are requested to consider the draft work plan for 2011/2012 and identify any broad topics they would like to detailed information on.

Reason: In order to provide the Committee with a work programme for future meetings.

Contact Details

Author:

Melanie Carr
Scrutiny Officer
Scrutiny Services
01904 552063

Chief Officer Responsible for the report:

Andrew Docherty
Assistant Director Governance & ICT
01904 551004

Report Approved



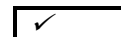
Date

8 June 2011

Specialist Implications Officer(s) None

Wards Affected:

All



For further information please contact the author of the report

Background Papers:

None

Annexes:

Annex A Work plan

Annex B Recommendations arising from the most recent JSNA