



Notice of meeting of

Effective Organisation Overview & Scrutiny Committee

To: Councillors Steward (Chair), Douglas, Firth, Hodgson, McIlveen (Vice-Chair), Semlyen, Scott and Warters

Date: Tuesday, 28 June 2011

Time: 5.30 pm

Venue: The Guildhall, York.

AGENDA

1. Declarations of Interest

At this point Members are asked to declare any personal or prejudicial interests they may have in the business on this agenda.

2. Minutes (Pages 3 - 6)

To approve and sign the minutes of the meeting held on 11 January 2011.

3. Public Participation

At this point in the meeting, members of the public who have registered their wish to speak regarding an item on the agenda or an issue within the Committee's remit can do so. The deadline for registering is **Monday 27 June 2011 at 5pm.**

4. Arrangements for Overview & Scrutiny in (Pages 7 - 16) York.

This report highlights this Council's current structure for the provision of the Overview and Scrutiny function and the resources available to support it. It also details the agreed terms of reference for the individual Overview and Scrutiny Committees.

5. Presentation by Assistant Directors on ongoing work within Resources Directorate and future planned work.

6. Attendance of Executive Member for Corporate Services to discuss her priorities and challenges this Municipal year.

7. Draft Work Plan for 2011/2012. (Pages 17 - 22)

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.

8. Urgent Business

Any other business which the Chair considers urgent under the Local Government Act 1972

Democracy Officer

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For more information about any of the following please contact the Democracy Officer responsible for servicing this meeting whose contact details are given above.

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports

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- register by contacting the Democracy Officer (whose name and contact details can be found on the agenda for the meeting) **no later than 5.00 pm** on the last working day before the meeting;
- ensure that what you want to say speak relates to an item of business on the agenda or an issue which the committee has power to consider (speak to the Democracy Officer for advice on this);
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Further information about what's being discussed at this meeting

All the reports which Members will be considering are available for viewing online on the Council's website. Alternatively, copies of individual reports or the full agenda are available from Democratic Services. Contact the Democracy Officer whose name and contact details are given on the agenda for the meeting. **Please note a small charge may be made for full copies of the agenda requested to cover administration costs.**

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Holding the Executive to Account

The majority of councillors are not appointed to the Executive (40 out of 47). Any 3 non-Executive councillors can 'call-in' an item of business from a published Executive (or Executive Member Decision Session) agenda. The Executive will still discuss the 'called in' business on the published date and will set out its views for consideration by a specially convened Scrutiny Management Committee (SMC). That SMC meeting will then make its recommendations to the next scheduled Executive meeting in the following week, where a final decision on the 'called-in' business will be made.

Scrutiny Committees

The purpose of all scrutiny and ad-hoc scrutiny committees appointed by the Council is to:

- Monitor the performance and effectiveness of services;
- Review existing policies and assist in the development of new ones, as necessary; and
- Monitor best value continuous service improvement plans

Who Gets Agenda and Reports for our Meetings?

- Councillors get copies of all agenda and reports for the committees to which they are appointed by the Council;
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City of York Council

Committee Minutes

MEETING	EFFECTIVE ORGANISATION OVERVIEW & SCRUTINY COMMITTEE
DATE	11 JANUARY 2011
PRESENT	COUNCILLORS HEALEY (CHAIR), HORTON (VICE-CHAIR), D'AGORNE, FIRTH, GUNNELL, HYMAN AND LOOKER (SUBSTITUTE)
APOLOGIES	COUNCILLORS HOBAN AND JAMIESON-BALL

33. DECLARATIONS OF INTEREST

At this point in the meeting Members were asked to declare any personal or prejudicial interests they may have in the business on the agenda. None were declared.

34. MINUTES

RESOLVED: That the minutes of the meeting held on 23rd November 2010 be approved and signed by the Chair as a correct record.

35. PUBLIC PARTICIPATION

It was reported that there had been no registrations to speak under the Council's Public Participation Scheme.

36. ATTENDANCE OF SCRUTINY MANAGEMENT COMMITTEE CHAIR.

The Chair of the Scrutiny Management Committee attended the meeting to learn about the Scrutiny Committee's views on the effectiveness of scrutiny generally in York and in particular on the success of ongoing changes and improvements to current scrutiny practices.

Members made the following points:

- No way of implementing the majority of actions of Scrutiny reviews due to budget issues.
- There has been reviews in the past that have tried to have ambition and vision rather than focusing on actions that require financial backing.
- Some Members felt that scrutiny meeting agendas need to focus on processes and procedures within the council rather than on information reports.
- Other Members felt that information reports were useful in identifying what to scrutinise.

- More liaison with directors needs to take place to establish exactly what needs to be scrutinised.
- In general good scrutiny topics are being covered.

RESOLVED: That the Chair of SMC received the feedback as above.

REASON: To keep the Chair of SMC informed on Members views on Scrutiny.

37. FAIRNESS AND INCLUSION UPDATE

Members considered a report which informed them on the progress being made in relation to fairness and inclusion matters in the Council. The report focused on actions arising from the corporate Fairness and Inclusion Strategy (FIS) and the Single Equality Scheme (SES) 2009-12.

Members noted the progress being made particularly in respect of the Equality Advisory Group and the Equality Impact Assessments.

RESOLVED: That Members noted the report.

REASON: To keep Members informed on issues

38. MONITORING THE CORPORATE WORKFORCE PLAN 2010-12

Members considered a report which updated them on the following:

- Feedback on progress made against actions in the Workforce Plan 2010-12 during its first six months (May-Oct 2010).
- How the plan and action plan will be refreshed to take account of the substantial change in government spending and policy and be aligned with the refreshed corporate plan and 2011/12 budget.

Officers outlined the report and advised that a number of the 80 plus actions associated with the plan will be ongoing over the next two years and not completed until 2012, but already 6 actions had been completed and a further 2/5 of the actions are on track.

Officers advised Members of the following key points:

- Apprenticeships, which had been the focus of a Scrutiny topic, is an area that will be focused upon in the long term, at present HR is focusing its efforts on matters such as redeployment of existing staff in light of budget cuts.
- A workforce plan steering group will be established and will lead on refreshment of the plan as required.

- Eureka the scheme through which staff can submit suggestions to improve ways of working at the Council had been a success.

RESOLVED: That Members note the progress made against the Workforce Plan action plan in the first six months, May to October 2010 and proposed next steps.

REASON: To keep Members informed.

39. 2011-12 BUDGET UPDATE II - GRANT FUNDING

Members considered a report which had originally been received by the Executive. It provided them with an update on the 2011/12 budget process, with emphasis on the latest information available regarding funding and how this might effect the Council's provisional grant settlement.

The Assistant Director of Customer and Business Support Services (Finance) outlined the report and advised Members that the Council is expecting a 13.3% drop in formula grant with a further 10% drop expected in 2012/13.

RESOLVED: That Members noted the report and the current position and the ongoing work being conducted in relation to developing the 2011/12 budget.

REASON: So that the 2011/12 budget process can be completed in a timely manner.

40. DRAFT FINAL REPORT FROM REVIEW OF CUSTOMER SERVICES

Members considered a report which presented the findings from the scrutiny review of the Council's Customer Complaints policy carried out by a Task Group made up of members from the Effective Organisation Committee. Members were asked to consider and approve the recommendations arising from the review.

The Members who had formed the Task Group advised the rest of the Committee of the Committee that the review had been undertaken at the correct time and had enabled Members to feed into the Corporate Customer Feedback Policy.

In terms of the recommendations the Committee felt that recommendation 6 could be worded differently to reflect that stage one complaints do not receive an acknowledgement letter as it is policy for officers to deal with stage one complaints within 10 days.

RESOLVED: That the Effective Organisation Overview and Scrutiny Committee agreed the recommendations listed in the report.¹

REASON: To achieve the objectives of the review, including reducing the number of complaints and contributing to any further efficiency savings beyond those identified by the More for York review.

Action Required

1. Refer to Executive - add to Exec Forward Plan.

MC

41. WORKPLAN

Members considered the draft workplan for the Effective Organisation Overview and Scrutiny Committee for the remainder of the 2010-11 municipal year.

At Members request, the remaining meeting scheduled for 22 February 2011 will be cancelled and the information only report be circulated via email to the Committee.

RESOLVED: That the amendment above be approved.

REASON: To ensure a robust and relevant workplan is in place for the municipal year.

Councillor Healey, Chair

[The meeting started at 5.00 pm and finished at 6.30 pm].



Effective Organisation Overview & Scrutiny Committee

28 June 2011

Report of the Assistant Director, Governance & ITT

Arrangements for Overview & Scrutiny in York

Summary

1. This report highlights this Council's current structure for the provision of the Overview and Scrutiny function and the resources available to support it. It also details the agreed terms of reference for the individual Overview & Scrutiny Committees.

Background

2. At Full Council in April 2009 Members revised the Overview & Scrutiny function in York which resulted in the formation of the following Overview & Scrutiny Committees:
 - Scrutiny Management Committee
 - Effective Organisation
 - Economic & City Development
 - Learning & Culture
 - Community Safety
 - Health

Consultation

3. This report is for information only. No specific consultation has taken place on this report, it simply sets out the existing structure and support for scrutiny in York.

Terms of Reference & Common Functions

Scrutiny Management Committee (SMC)

4. This Committee oversees and co-ordinates the Overview & Scrutiny function, including:
 - Allocating responsibility for issues which fall between more than one Overview & Scrutiny Committee
 - Periodically reviewing the Overview and Scrutiny procedures to ensure that the function is operating effectively and recommending any constitutional changes, to Council
 - Providing an annual report to Full Council
 - Recommending to the Cabinet a budget for scrutiny and thereafter exercising overall responsibility for the finance made available to scrutiny.

5. In Addition, SMC can:

- Advise the Cabinet on the development of the Sustainable Corporate Strategy and monitoring its overall delivery
- Receive bi-annual feedback through reports or otherwise as appropriate, from the Overview & Scrutiny Committees on progress against their workplans
- Receive periodical progress reports, as appropriate, on particular scrutiny reviews.
- Consider and comment on any final reports arising from completed reviews produced by the Scrutiny Committees, prior to their submission to the Cabinet
- Consider any decision “called in” for scrutiny in accordance with the Scrutiny Procedure Rules as set out in Part 4 of the Council’s Constitution.
- Exercise the powers of an Overview & Scrutiny Committee under section 21 of the Local Government Act 2000

Standing Overview & Scrutiny Committees

6. Each of the five standing Overview & Scrutiny Committees has its own individual remit (as detailed below), and in carrying out their remit each must ensure their work promotes inclusiveness and sustainability.

7. Effective Organisation Overview & Scrutiny Committee

This Committee is responsible for monitoring the performance of the following Council service plan areas through regular performance monitoring reports:

- | | |
|------------------------------|-----------------------------------|
| • Audit & Risk Management | • Human Resources & Directorate |
| • Strategic Finance | • HR Services |
| • IT&T | • Performance & Improvements |
| • Public Services | • Resources & Business |
| • Property Services | • Management |
| • Policy & Development | • Business Support Services |
| • Civic Democratic & Legal | • Corporate Services |
| • Services | • Directorate Financial Services |
| • Marketing & Communications | • Management Information Services |

8. This Committee is also responsible for promoting a culture of continuous improvement in all services, and monitoring efficiency across organisational / service boundaries to promote a seamless approach to service delivery, with the user as a central focus.

9. Economic & City Development Overview & Scrutiny Committee

This Committee is responsible for monitoring the performance of the following service plan areas through regular performance monitoring reports:

- | | |
|--------------------------------|------------------------------|
| • Economic Development | • Housing Landlord & Housing |
| • Planning | • General |
| • City Development & Transport | |

10. Learning & Culture Overview & Scrutiny Committee

This Committee is responsible for monitoring the performance of the following service plan areas through regular performance monitoring reports

- Early Years
- Schools & Communities
- Education Development Services
- School Governance Service
- Special Educational Needs
- Adult Education
- Access
- Education Planning & Resources
- Young People's Service
- Arts & Cultural Services
- Libraries & Heritage Services
- Parks & Open Spaces
- Sports & Active Leisure

11. Community Safety Overview & Scrutiny Committee

This Committee is responsible for monitoring the performance of the following service plan areas through regular performance monitoring reports:

- Safer City
- Waste Management Strategy (Client)
- Environmental Health & Trading Standards
- Street Scene
- Cleansing Services
- Licensing & Regulation
- Waste Collection Services
- Building Cleaning Services
- Highways Maintenance Services
- Street Environment
- Bereavement Services
- Youth Offending Team

12. In addition, the Community Safety Overview & Scrutiny Committee is also responsible for the discharge of the functions conferred on the Council by sections 19 & 20 of the Police & Justice Act 2006, in relation to the scrutiny of community safety issues, the Police and the work of the local Crime and Disorder Reduction Partnership (CDRP) made up of the following community safety partners:

- The Local Authority
- The Police Force
- The Police Authority
- The Fire and Rescue Authority
- The Primary Care Trust

13. Health Overview & Scrutiny Committee

This Committee is responsible for monitoring the performance of the following service plan areas through regular performance monitoring reports

- Adults i.e. older people and adults with Physical Disabilities & Sensory Impairments
- Adults Mental Health
- Adults Learning Disability

14. In addition, the Health Overview & Scrutiny Committee is also responsible for:

- (a) The discharge of the health and scrutiny functions conferred on the Council by the Local Government Act 2000
- (b) Undertaking all of the Council's statutory functions in accordance with section 7 of the Health and Social Care Act 2001, NHS Reformed & Health Care Professional Act 2002, and section 244 of the National Health Service Act 2006

and associated regulations, including appointing members, from within the membership of the Committee, to any joint Overview and Scrutiny Committees with other local authorities, as directed under the National Health Service Act 2006.

- (c) Reviewing and scrutinising the impact of the services and policies of key partners on the health of the City's population
- (d) Reviewing arrangements made by the Council and local NHS bodies for public health within the City
- (e) Making reports and recommendations to the local NHS body or other local providers of services and to evaluate and review the effectiveness of its reports and recommendations
- (f) Delegating functions of Overview and Scrutiny of health to another Local Authority Committee
- (g) Reporting to the Secretary of State of Health when:
 - i. Concerned that consultation on substantial variation or development of service has been inadequate
 - ii. It considers that the proposals are not in the interests of the health service

Standing Overview & Scrutiny Committees - Common Functions

15. In exercising the powers of an Overview and Scrutiny Committee under section 21 of the Local Government Act 2000, the five Overview & Scrutiny Committees shown above have the following common functions:
- Maintain an annual work programme and ensure the efficient use of resources
 - Report to the SMC on a bi-annual basis on their contribution to their work programme.
 - Review any issue that it considers appropriate or any matter referred to it by the Cabinet, SMC or Council and report back to the body that referred the matter.
 - Identify aspects of the Council's operation and delivery of services, and/or those of the relevant Council's statutory partners, suitable for an efficiency review (a full list of statutory partners is shown at Annex A)
 - Carry out efficiency reviews or set up a Task Group from within their membership to conduct a review on their behalf.
 - Scrutinise issues identified from the Cabinet's Forward Plan, prior to a decision being made.
 - Receive Cabinet Member reports relating to their portfolio, associated priorities & service performance.
 - Scrutinise the services provided to residents of York by other service providers, as appropriate.
 - Comment on the annual budget proposals and elements of the Corporate Strategy.
 - Make final or interim recommendations to the Cabinet and/or Council
 - Report any final or interim recommendations to SMC, if requested
 - Monitor the Council's financial performance during the year.
 - Monitor progress on the relevant Council Priorities and advise on potential future priorities.

- Initiate, develop and review relevant policies and advise the Cabinet about the proposed Policy Framework as it relates to their service plan areas
- Support the achievement of the relevant 'Local Area Agreement' priority targets

Roles Within Overview & Scrutiny Committees

16. Members of the Overview & Scrutiny Committees can:

- Meet on a regular basis
- Prepare for meetings and visits by reading briefing papers and preparing any questions for witnesses
- Formulate and agree an annual work plan for their Committee, in consultation with the relevant Scrutiny Officer
- Discuss and decide on the remit and scope of each scrutiny review they undertake
- Contribute to discussions as community representatives but without a political agenda
- Develop each review through constructive debate
- Participate as fully in Scrutiny reviews as their time commitments will allow – e.g. by attending site visits and taking part in smaller task groups
- Make recommendations based on their deliberations and information received
- Take ownership of their final reports and any recommendations, and work with the Scrutiny Officer on their production
- Monitor Scrutiny recommendations approved by the Cabinet to see how they are being implemented
- Identify items on Cabinet Forward Plan for potential consideration by the Committee
- Treat officers, witnesses and other members with respect and consideration

17. Chairs of Overview & Scrutiny Committees - in addition to their member role, each Chair is responsible for:

- Providing leadership and direction
- Working with the Scrutiny Officer to decide how each meeting will be run and agree the agenda
- Working with the Scrutiny Officer and senior officers to ensure an effective exchange of information
- Ensuring an appropriate timescale is agreed for a review, taking into account the Scrutiny team's workload
- Ensuring everyone gets the opportunity to contribute and that they are heard and considered
- Ensuring that officers and witnesses are introduced to the Committee and that they are always treated with respect and consideration
- Working with the Scrutiny Officer on the production of any final reports
- Presenting the final report and recommendations to the Cabinet

18. Vice Chairs perform the Chair's role in their absence. They are also invited to attend Chair's briefing sessions.

19. Statutory & Non-statutory Co-optees:

Statutory

- Required for the Learning & Culture Scrutiny Committee, to represent parents and religious groups
- Participate fully within the Scrutiny work as a member of the Committee (see member's role) and vote on issues within the remit of a review
- Provide advice and information to the Committee based on their specific skill, knowledge or expertise

Non-statutory

- Invited by a Committee to provide advice and information based on their specific skill, knowledge or expertise, either on a permanent basis or for the duration of a review.
- Participate as a member of the Committee would do, but cannot take part in a vote if one is held during a meeting

Officer Roles Supporting Overview & Scrutiny

20. The work of the Overview & Scrutiny Committees is supported by officers in a number of ways:

21. The Scrutiny Services Team

- Facilitate and support SMC and the Overview & Scrutiny Committees, and organise events and meetings
- Support the SMC in reviewing and improving the Overview & Scrutiny function
- Work with individual Committees to develop their annual work plans, and with SMC to co-ordinate the overall scrutiny function
- Provide independent and impartial advice to Councillors
- Carry out research and gather information as directed by the Committees
- Provide a link between the Committees, senior officers of the council and external witnesses, inviting them to meetings and supporting them throughout the scrutiny process to ensure an effective exchange of information
- Liaise and consult with residents, partnerships and other external parties on behalf of the Committees
- Draft final reports in close consultation with the Chairs of the Committees
- Forward reports and agenda items to the appropriate Democracy Officer on time so these can be published
- Stay up to date with new developments in Scrutiny legislation and implement changes as necessary

22. Lead Officers

- Provide support and expertise to an Overview & Scrutiny Committee
- Assist in developing the Committee's work plan and assist in identification of appropriate review topics
- Ensure resources are made available to the Committee and Scrutiny Officer
- Attend chair's briefings and scrutiny meetings as required
- Comment upon the feasibility of scrutinising requested topics
- Assist Chairs/Scrutiny Officers in the presentation of final reports to Cabinet
- Champion the role of Scrutiny within their Directorate Management Teams (DMTs) and also will Cabinet Members

- Provide a link with Directorates ensuring the work of Overview & Scrutiny is supported

23. Directors/Assistant Directors

- Work with the Scrutiny Officer, Chair and senior officers to consider the requirements of a scrutiny review
- Provide written and/or verbal information to a Committee relevant to a topic under review
- Work with the scrutiny officer and Technical Officers to ensure an effective exchange of information
- Attend Scrutiny meetings to offer evidence as a witness when requested

24. Democracy Officers

- Provide constitutional advice at scrutiny meetings or to Scrutiny Officers and councillors when required
- Timetable meetings in consultation with Committee members
- Book meeting rooms and cancel bookings when necessary
- Receive reports and compile agenda for meetings, publish and circulate within the legal deadlines
- Write Minutes of overview & scrutiny meetings, consult with Scrutiny Officer afterwards and get Minutes signed off by the Chair of the Committee
- Provide a registration facility for members of the public wishing to speak at scrutiny meetings

Work Planning

25. Each of the five Overview & Scrutiny Committees will produce and maintain an annual work plan. This will appear on the agenda for each meeting, and will show the different stages of any ongoing reviews and the scheduled dates for receiving the following:

- Performance and Finance Monitoring Reports
- Reports from Local Strategic Partners
- Updates from Cabinet Members
- Updates on the implementation of recommendations arising from previous scrutiny reviews.

Corporate Strategy 2009/2012

26. The Council's Corporate Strategy was revised for 2009-12, to align it with the Local Area Agreement (LAA). The new Overview & Scrutiny Committees are designed to be cross-cutting across Directorates and each is based on an individual LAA theme i.e.

Effective Organisation – to be a modern Council with high standards and values and a great place to work

Thriving City – to support York's successful economy to make sure employment rates stay high and that local people benefit from new job opportunities

Safer City – for York to have low crime rates and be recognised for its safety record

City of Culture & Learning City – to inspire residents and visitors to free their creative talents and make York the most active city in the country, and that local people have access to world-class education, training facilities and provision

Healthy City – for residents to enjoy long, healthy and independent lives

27. In addition, each of the above named Overview & Scrutiny Committees is responsible for ensuring their work promotes inclusiveness and sustainability which are the final two themes of the Corporate Strategy

Implications

28. There are no known Legal, HR, Finance, Equalities, Crime & Disorder, Property or Other implications associated with the recommendation in this report.

Risk Management

29. There are no known risks, associated with the recommendation in this report.

Recommendations

30. Members are asked to note the contents of this report

Reason: To inform Members of scrutiny arrangements

Contact Details

Author:
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Scrutiny Officer
Ext. 2063

Chief Officer Responsible for the report:
Andrew Docherty
Assistant Director, Governance & ITT
Ext 1004

Report Approved **Date**

9 March 2011

Wards Affected:

All

For further information please contact the author of the report

Background Papers: N/A

Annex A – List of the Council's Statutory Partners

Statutory Partners of the Council

The public service providers covered by the duty to co-operate with the Council's Overview & Scrutiny Committees are:

Chief Officer of Police
Police Authority
Local Probation Boards
Youth Offending Teams
Primary Care Trusts
NHS Foundation Trusts
NHS Health Trusts
The Learning Skills Council in England
Jobcentre Plus
Health and Safety Executive
Fire & Rescue Authorities
Metropolitan Passenger Transport Authorities
The Highways Agency
The Environment Agency
Natural England
Regional Development Agencies
National Park Authorities
The Broads Authority
Joint Waste Disposal Authorities

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Effective Organisation Overview & Scrutiny Committee 28 June 2011

Report of the Assistant Director, Governance & ITT

Report – 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 Executive 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 Executive Members may choose to submit a written report. The Committee can choose to invite the Executive 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 Executive Members have been invited to attend this meeting to discuss their priorities for the year. At this meeting you will also have heard from Senior Officers about ongoing and planned work within Directorates (relevant to the remit of this Committee).
7. 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 Executive Members and/or senior officers, when agreeing priorities for this year's annual workplan.
8. 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

9. 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

10. 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

11. 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

12. The work of this Committee relates to the 'Effective Organisation' theme of the Corporate Strategy 2009/2012.

Implications

13. 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

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

Recommendations

15. 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

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Report Approved



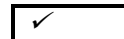
Date

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 Draft Workplan

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Effective Organisation Overview & Scrutiny Committee Work Plan 2011-12

Meeting Date	Work Programme
28 June 2011 @ 5pm	<ol style="list-style-type: none"> 1. Introduction to Committee Remit & Terms of Reference 2. Presentation by Assistant Directors on ongoing work within Resources Directorate & future planned work 3. Attendance of Executive Member for Corporate Services to discuss her priorities and challenges for this municipal year 4. Report on Draft Workplan for 2011-12
20 th – 31 st July Extra meeting required tbc.	<ol style="list-style-type: none"> 1. 2010-11 Year End Outturn Report
13 September 2011 @ 5pm	<ol style="list-style-type: none"> 1. First Quarter Monitoring Report 2. 2011/12 Budget Update I (Andrew Crookham) 3. Workplan
22 November 2011 @ 5pm	<ol style="list-style-type: none"> 1. Second Quarter Monitoring Report 2. Monitoring Report on Implementation of recommendations arising from previously completed Customer Complaints review (Pauline Stuchfield) 3. Update on 'More for York' (Tracy Carter) 4. Workplan
11 January 2011 @ 5pm	<ol style="list-style-type: none"> 1. Workplan 2. 2011/12 Budget Update II (Andrew Crookham) 3. Monitoring Report on Implementation of Workforce Plan and the uptake, outturn and success of CYC apprenticeships and work-based training (Pauline Stuchfield)
28 February 2012 @ 5pm	<ol style="list-style-type: none"> 1. Third Quarter Monitoring Report 2. Workplan

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