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## Effective Organisation Overview & Scrutiny Committee

20 July 2011

Report of the Assistant Director, Governance & ITT

### Report – Draft Work Plan for 2011/2012

#### Summary

1. This report deferred from the meeting on 28 June 2011 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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**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