
**Effective Organisation Overview & Scrutiny
Committee**

13 September 2011

Report of the Assistant Director, Governance & ICT

Report – Work Plan for 2011/2012

Summary

1. This report presents the Committee's 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.

Topics for Possible Review

2. At the committee meeting held on 28 June 2011, Members identified a number of possible topics for scrutiny review this municipal year as follows:
 - Staff Sickness - Average day's sickness absence per FTE in 2010/11 was 10.48 days (1.5 days higher than previous year). Review to look at the reasons behind the high number of absences, particularly in CANS and Adult Social Care. Also, to identify ways of reducing the level of staff sickness across all Directorates and ensure robust processes and procedures are in place to accurately record and respond to those absences. This would support the new Council Plan by assisting in the development of a confident, collaborative organisation, improving the co-ordination and inclusivity of staff, and ensuring the delivery of a successful workforce strategy.
 - Procurement - To assist in the revision of the Council's procurement strategy to improve the focus on the 'triple baseline' of requirements i.e. environmental, economic and social, with the latter embracing policy issues such as inclusiveness, diversity, equality and regeneration. This would support the new Council Plan by helping to identify savings, increase the sourcing of goods and services locally (thereby reducing CO2 emissions), and helping

to protect the environment and contribute to the economy of the region.

- Property Services – To undertake a review of Property Services to ensure the Council's property assets are aligned with the council's priorities, and that the property portfolio will meet our service and financial needs in the years to come.
3. These topics were presented at a recent Scrutiny Work Planning Event held in July 2011, together with a whole range of other topics from the other overview and scrutiny committees. The Members attending had an opportunity to consider all of the topics presented and to suggest additional topics for consideration.
 4. As a result of the work undertaken at the event, the Members of this Committee present were asked to agree two topics for potential review this municipal year, and the following were identified:
 - Staff Sickness
 - Future Use & Options for the Guildhall

Analysis

5. Staff Sickness
As this topic was identified by the whole Committee and again at the scrutiny event, officers have produced a report for this meeting in an effort not to delay the Committee from commencing work on a scrutiny review. An associated item appears on this agenda.
6. Having considered the Staff Sickness briefing report, Members are asked to agree whether or not to proceed with the review. If a decision is taken to proceed, the Committee are asked to agree the following:
 - i. A remit and some objectives for the review
 - ii. Whether the review to be undertaken by the Committee as a whole or by a small Task Group made up of members of the Committee
 - iii. A timeframe for completing the review
7. Other Identified Topics
Members are asked to consider receiving officer briefings/presentations on the three remaining topics at a future meeting. As the next formal meeting of this Committee is not until 22 November 2011 it is suggest that the Committee agree an additional meeting date in mid/late October at which to receive introductory information on those topics.

8. Members should be aware that this does not preclude this Committee from considering other topics for review (that fall within its remit) at any stage in this municipal year. Should any be submitted, the Committee will be asked to consider these in the normal way and where appropriate, will be asked to revise the Committee's workplan accordingly.

Options

11. Members are asked to consider the work plan at Annex A and make any amendments/additions they feel necessary. They may also decide how they wish to proceed with the staff sickness topic as detailed in paragraph 6 above, and an additional meeting date for mid/late October this year.

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 future reports associated with the individual reviews.

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 work plan for 2011/2012 and agree:
 - a. how to proceed with the suggested Scrutiny Review of Staff Sickness, as detailed in paragraph 6 above;
 - b. when to receive officer briefings on the other proposed topics as shown in paragraphs 2 & 4 above

Reason: In order to provide the Committee with a work programme for this municipal year

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 August 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