

 Overview and Scrutiny Committee – 10 September 2013		Agenda Item No. 7
Title	Review of the Work Programme	
For further information about this report please contact	Lesley Dury, Committee Services Officer, 01926 456114 or committee@warwickdc.gov.uk	
Service Area	Civic and Committee Services	
Wards of the District directly affected	N/A	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006	No	
Date and meeting when issue was last considered and relevant minute number	6 August 2013	
Background Papers		

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No

Officer/Councillor Approval		
With regard to officer approval all reports <i>must</i> be approved by the report authors relevant director, Finance, Legal Services and the relevant Portfolio Holder(s).		
Officer Approval	Date	Name
Relevant Director		
Chief Executive		
CMT		
Section 151 Officer		
Legal		
Finance		
Portfolio Holders		
Consultation Undertaken		
n/a		
Final Decision?	Yes	
Suggested next steps (if not final decision please set out below)		

1. **SUMMARY**

- 1.1 This report informs the Committee of their work programme for 2013, appendix 1.

2. **RECOMMENDATIONS**

- 2.1 The report be noted;
- 2.2 Any amendments suggested at the meeting, be made accordingly.
- 2.3 The verbal progress report from the Task & Finish Group SEVs be noted;
- 2.4 The verbal report about the meeting with the Warwickshire County Council Task and Finish Group re parking enforcement be noted;
- 2.5 The verbal progress from the Health Scrutiny Working Party be noted;
- 2.6 The draft report with proposals for Portfolio Holder reports to the Overview and Scrutiny Committee be agreed;
- 2.7 A timetable for Portfolio Holder reports to Overview and Scrutiny Committee be agreed and added to the Work Programme; and
- 2.8 The arrangements for feedback on Outside Appointments be agreed and added to the Work Programme.

3. **REASONS FOR THE RECOMMENDATION**

- 3.1 The work programme needed to be updated at each meeting to reflect the work load of the Committee.

4. **ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 There are no alternative options.

5. **BUDGETARY FRAMEWORK**

- 5.1 All work for the Committee has to be carried out within existing resources.

6. **POLICY FRAMEWORK**

- 6.1 The work carried out by the Committee helps the Council to improve in line with its priority to manage services openly efficiently and effectively.

7. **BACKGROUND**

- 7.1 At each meeting, the Committee will consider their work programme and make amendments where necessary, and also make comments on specific Executive items, where notice has been given by 9am on the day of the Overview and Scrutiny Committee meeting. The Committee will also receive a report detailing the response from the Executive, on the comments the Committee made on the Executive agenda in the previous cycle.

7.2 The Forward Plan is considered at each meeting and allows the Committee to look at future items and become involved in those Executive decisions to be taken, if members so wish.

7.3 **Feedback on Outside Appointments**

In 2011 there was a review of outside appointments. As part of this review it was agreed that each year all Councillors on outside bodies would be required to produce an annual statement on the work undertaken by the body. This would be made available to all Councillors electronically and could be requested to be presented to a Scrutiny Committee for consideration if a member had concerns.

As members will be aware this has not happened since the agreement was put into place. Therefore Group Leaders have agreed that a report be brought to Scrutiny Committee each year which contains a simple update from each Councillor on their outside appointment. It is envisaged the update should be a few paragraphs or one side of A4 at most.

Committee Services would coordinate this by requesting the information twice from the Councillor. If a response is not received following the two requests a nil response will be recorded in the report.

It is considered that November would be an appropriate time for the report to come to the Overview and Scrutiny Committee. For this year the request for information would be sent on 1 October with a reminder on 17 October with a deadline of 10.0am on 31 October 2013.

7.4 **Draft Proposals for Portfolio Holder reports to Overview and Scrutiny Committee**

We expect to see each Portfolio Holder twice during the course of the year for regular reports. In addition, they may of course be requested to attend in respect of a particular item on the agenda but this protocol relates only to the regular scheme.

The annual cycle would be - beginning spring 2014:

- (A) in March/ April / June, a report on the previous 12 months, highlighting successes and failures and anticipating the major events and intentions of the forthcoming 12 months;
- (B) in September/ October/ November, a report to indicate progress, or problems arising, with the matters highlighted in the spring reports.

We have seven Portfolio holders so there would be two meetings where two attend and one meeting where three attend, in each cycle. We want a written statement to be circulated in advance with the other papers for the meeting, no more than two sides of A4 paper, and the presentation at the meeting should not last more than ten minutes. It is important that it is the Portfolio Holder himself/ herself who speaks and answers questions.

It is felt that the Committee do not want long lists of unsifted information, but want meaningful indicators about performance in key areas especially those where members have previously voiced concerns. We need to know what are the challenges and the risks associated with areas of work. Questions to be faced would cover, for example - how are you planning to make further savings in your department in the next financial year? Members should be prepared to ask searching questions.

Bringing some structure and standardisation to the Portfolio Holder reports should make them more productive and enable Scrutiny Committee members to fulfil their role more effectively.

7.5 Task and Finish Group, Dog Control Orders

At August's Overview and Scrutiny Committee meeting, it was stated that this report would be going forward to the Executive in September. However, after this was reported, it transpired that the Portfolio Holder for Health and Community Protection, Councillor Coker, would not be present at that meeting. He requested that the report be delayed until the October meeting, and this was agreed with the Chairman of the Task and Finish Group, Councillor Mrs Blacklock.

Councillor Coker also requested that officers from Health and Community Protection provide a list of play areas that could be easily demarcated with fencing without considerable cost. A meeting is being arranged to see whether this can be accommodated within the Task and Finish Group's report as an additional appendix. If this proves practical, this would have the advantage of reducing the number of reports going to the Executive in October and stimulating some action in connection with the work undertaken by the Task and Finish Group.

OVERVIEW AND SCRUTINY COMMITTEE
Work Programme 2012

10 September 2013

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Task & Finish Group SEVs – Recommendation Report	Full Council October 2012	Verbal update	Councillor Rhead	Councillors Brookes, Davies, Mrs Knight, Pittarello, Rhead, weed & Wreford-Bush	October 2013	
Update on Oakley Wood Crematorium Improvements	O & S 6 August 2013	Report	Richard Hall			
Meeting with Warwickshire County Council T & F Group re parking enforcement	O & S 6 August 2013	Verbal update	Councillor Mrs Blacklock			
HARP (if this is on the Executive agenda)	O & S 6 August 2013	Report	Amy Carnall			
Health Scrutiny Working Party update	O & S 6 August 2013	Verbal update	Councillor Mrs Falp		October 2013	
Timetable and format for Portfolio Holder updates	O & S 6 August 2013	Report	Councillor Mrs Blacklock			

8 October 2013

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Task & Finish Group SEVs – Recommendation Report	Full Council October 2012	Report	Councillor Rhead	Councillors Brookes, Davies, Mrs Knight, Pittarello, Rhead, weed & Wreford-Bush	November 2013	
Health Scrutiny Working Party update	O & S 6 August 2013	Verbal update	Councillor Mrs Falp		November 2013	
Update on the position in respect of Fit for the Future	O & S 6 August 2013	Report	Andrew Jones			
Asset Management Review	O & S 30 May 2013	Report	Jameel Malik			
Portfolio Holder – Neighbourhood Services Update	O & S 6 August 2013	Report	Councillor Shilton			
Outside Appointments		Report	Graham Leach			10 September 2013

Future Items:**TBA:**

- Portfolio Holder for Cultural Services to discuss the future of the cinema at the Spa Centre

November 2013

The Volunteering Policy be reviewed in 12 months, by three members of the Committee in liaison with Warwickshire Community and Voluntary Action (WCAVA), to assess the impact it has made. (O & S Resolution Nov 2012)

February 2014

Review of the Local Plan (O & S 30 May 2013)