



Report Cover Sheet

Name of Meeting:	Environment and Economic Policy Committee
Date of Meeting:	13 June 2007
Report Title:	Review of Workplan
Summary of report:	To consider the current work plan and agree any changes as necessary
For Further Information Please Contact (report author):	Lucy Elrick, Committee Services Officer, (01926) 456005 or committee@warwickdc.gov.uk
Would the recommended decision be contrary to the Policy Framework:	No
Would the recommended decision be contrary to the Budgetary framework:	No
Wards of the District directly affected by this decision:	None
Key Decision?	No
Included within the Forward Plan?	No
Is the report Private & Confidential	No
Background Papers:	None

Consultation Undertaken

Below is a table of the Council's regular consultees. However not all have to be consulted on every matter and if there was no obligation to consult with a specific consultee they will be marked as n/a.

Consultees	Yes/ No	Who
Other Committees	n/a	
Ward Councillors	n/a	
Portfolio Holders	n/a	
Other Councillors	n/a	
Warwick District Council recognised Trades Unions	n/a	
Other Warwick District Council Service Areas	n/a	
Project partners	n/a	
Parish/Town Council	n/a	
Highways Authority	n/a	
Residents	n/a	
Citizens Panel	n/a	
Other consultees	n/a	

Officer Approval

With regard to officer approval all reports must be approved by the report authors relevant director, Finance Services and Legal Services.

Officer Approval	Date	Name
Relevant Director(s)		n/a
Chief Executive		n/a
CMT		n/a
Section 151 Officer		n/a
Legal		n/a
Finance		n/a

--	--	--

Final Decision?	No
------------------------	----

Suggested next steps (if not final decision please set out below)

The workplan will be reviewed at each meeting of this Committee.

1. RECOMMENDATION

- 1.1 The Committee considers the work plan, attached at Appendix A, and make any changes it wishes to make in the light of the Forward Plan.

2. REASONS FOR THE RECOMMENDATION

- 2.1 The work plan was considered at the last meeting of this Committee in the previous municipal year. The attached work plan at Appendix A incorporates the suggestions made at the last meeting.
- 2.2 Attached at Appendix B is the latest version of the Forward Plan. Members may wish to consider these in determining if there are other matters they wish to scrutinise during the year.
- 2.3 Previously the Committee has agreed to determine the type of scrutiny work it will be carrying out, using one of the three approaches:-

Select Committee style

This is the most in-depth and resource intensive method of scrutiny and could be used where one or more of the following criteria are satisfied:

- High potential for service improvement - Substantial evidence of an issue
- Controversial/political
- Formal (parliamentary) approach to gathering evidence
- Need for high degree of transparency

This approach should adopt established project management techniques. Each stage will provide the information required for the next stage. In brief those stages are as follows:

Stage one - Plan and Prepare

Stage two - Scrutiny investigation – Identifying the issues

Stage three - Options - determining what needs to change in the future

Stage four - Proposals and Recommendations - report to Executive on findings of scrutiny.

Stage five - Implementation - Following Executive's endorsement, production of the final report and outline improvement plan. The Portfolio Holder and service department will need to develop the detailed plan.

Stage six - Monitor and Review - Improvement progress will be reported

'Task and finish' sub-group

This would involve delegating responsibility for investigating a specific area/issue to a sub-group of the Committee. This method can also usefully facilitate a crosscutting issue spanning of one or more Overview and Scrutiny Committees.

This method could be used where one or more of the following criteria are satisfied:

- The need for a sensitive and safe environment (e.g. witnesses)
- To allow in-depth, off-line investigation and gathering of evidence
- To ensure a representative but focused approach
- To allow the space for off-site visits

The task and finish sub-group would undertake the scrutiny project 'off-line' and report back to the committee on completion.

‘Perception Test’ Scrutiny

On occasion, there is the need for a quick, uncomplicated scrutiny exercise. On the back of an issue being identified, Members may wish to call in members of the community, service users, partners or others for sounding-out, to test perceptions and share early views. Feedback from such sessions would then allow a decision to be made as to whether there is the need for a more in-depth scrutiny.

Practice has shown that most of the work of this committee is ‘Perception Test’, often using progress reports. The Scrutiny review of the base budgets is a task and finish sub-group. Members are asked to consider if they wish to approach the scrutiny work in a different way.

2.4 Attached at Appendix C, for your information, is the Portfolio Holder remits.

3. ALTERNATIVE OPTIONS CONSIDERED

3.1 No alternatives can be considered as the Committee are obliged to review their workplan and update it at each meeting.

4. BUDGETARY FRAMEWORK

4.1 The work carried out by the Committee helps the Council to improve in line with its priority to manage services openly efficiently and effectively. All work for the Committee has to be carried out within existing resources.

5. POLICY FRAMEWORK

5.1 The work carried out by the Committee helps the Council to improve in line with its priority to manage services openly efficiently and effectively. All work for the Committee has to be carried out within existing resources.