

MEETING:	General Overview and Scrutiny Committee
DATE:	21 July 2015
TITLE OF REPORT:	Work programme
REPORT BY:	Governance services

1. Classification

Open.

2. Key Decision

This is not an executive decision.

3. Wards Affected

County-wide.

4. Purpose

To consider the committee's work programme and related scrutiny activities.

5. Recommendations

THAT:

(a) the draft work programme (Appendix 1) be noted, subject to any amendments the committee wishes to make; and

(b) the meeting scheduled for 8 September be moved to Wednesday 30 September 2015 at 10.00 am.

6. Alternative Options

6.1 It is for the committee to determine its work programme to reflect the priorities facing Herefordshire. The committee needs to be selective and ensure that the work programme is focused, realistic and deliverable within existing resources.

7. Reasons for Recommendations

7.1 The committee needs to develop a manageable work programme to ensure that scrutiny is focused, effective and produces clear outcomes.

8. Key Considerations

Draft work programme

- 8.1 The work programme needs to focus on the key issues of concern and be manageable allowing for urgent items or matters that have been called-in.
- 8.2 A revised work programme is appended (Appendix 1). The work programme will remain under continuous review during the year.
- 8.3 In particular, members' attention is drawn to a proposed change of date of the next meeting, from Tuesday 8 September to Wednesday 30 September 2015, at 10.00am (see paragraph 8.8 below).
- 8.4 Should committee members become aware of issues please discuss the matter with the Chairman, Vice-Chairman and the Statutory Scrutiny Officer.
- 8.5 The topic selection criteria flowchart should be used to consider the rationale for reviewing each topic (Appendix 2).

Task and finish groups

- 8.6 The committee can allocate activities drawn from the work programme to a task and finish group.
- 8.7 A scrutiny task and finish group on the smallholdings estate is currently underway; the group was commissioned and a [draft scoping statement](#) considered at the last committee meeting.
- 8.8 To ensure that the task and finish group has sufficient opportunity to consult with stakeholders and to prepare a report for consideration by the committee, it is recommended that the September committee meeting of be moved until later in the month.

Issues for possible scrutiny activity

- 8.9 Arising from the issues discussed by the committee at its February 2015 meeting, in relation to Review of Lease Restructuring with Hereford United (1939) Ltd, it is suggested that any further scrutiny activity be considered following the receipt of a report on the longer term options for Edgar Street Athletic Ground in January 2016.
- 8.10 Similarly, it is suggested that any scrutiny activity in relation to the Hereford racecourse be considered following the receipt of a report on property review in January 2016.

Briefing notes

- 8.11 Briefing notes are provided to committee members on matters that are for information only. For example, further updates on progress with Executive responses to committee recommendations will be circulated in this way.

Seminars / workshops

- 8.12 Some topics may be dealt with through member seminars / workshops initially. Arrangements are being made for sessions on digital strategy and Understanding Herefordshire. The Chairman has also suggested that matters relating to transport issues, including parking, public transport and highway maintenance, should be part of the next phase of seminars / workshops.

Forward plan

- 8.13 The forward plan, as at 13 July 2015, is attached for information (Appendix 3).

9. Community Impact

- 9.1 The topics selected for scrutiny should have regard to what matters to residents.

10. Equality and Human Rights

- 10.1 The topics selected need to have regard for equality and human rights issues.

11. Financial Implications

- 11.1 The costs of the work of the committee will have to be met within existing resources. It should be noted the costs of running scrutiny will be subject to an assessment to support appropriate processes.

12. Legal Implications

- 12.1 The council is required to deliver an overview and scrutiny function.

13. Risk Management

- 13.1 There is a reputational risk to the council if the overview and scrutiny function does not operate effectively. The arrangements for the development of the work programme should help mitigate this risk.

14. Consultees

- 14.1 The Chairman and Vice-Chairman meet on a regular basis to consider the work programme.

15. Appendices

- Appendix 1 Draft work programme
Appendix 2 Topic selection criteria flowchart
Appendix 3 Forward plan (as at 13 July 2015)

16. Background Papers

- 16.1 None identified.