

Meeting:	General overview and scrutiny committee
Meeting date:	4 May 2016
Title of report:	Draft work programme
Report by:	Governance services

Classification

Open

Key decision

This is not an executive decision.

Wards affected

Countywide

Purpose

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

Recommendation

That the draft work programme (Appendix 1) be noted, subject to any amendments the committee wishes to make.

Alternative options

- 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.

Reasons for recommendations

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

Key considerations

Draft work programme

- 3 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.
- 4 Should committee members become aware of issues please discuss the matter with the Chairman and the Statutory scrutiny officer.
- 5 A revised work programme is appended (Appendix 1). The work programme will remain under continuous review during the year.
- 6 Revisions to the work programme include:
 - Cancellation of the 10 May meeting of the committee due to unforeseen circumstances. The item *Economic Masterplan* is deferred to the work programming session to be held on May 25 for members to select the appropriate date and format for this item.
 - A workshop for members on work programming for scrutiny committees is to be held on 25 May 2016. It is intended for the work programme for the municipal year of 2016/17 to be agreed at this session. A number of items to be discussed at the session are identified within the draft work programme.
 - The Chairman has agreed an appropriate time scale for the consideration of Gypsy and Traveller site policy by the committee. Members will have an opportunity to consider options for this area at the work programming session on 25 May 2016.

Forward plan

- 7 Committee members are reminded that the current Forward plan is available through the Councillors' handbook intranet site.

Community impact

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

Equality duty

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

Financial implications

- 10 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.

Legal implications

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

Risk management

- 12 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.

Consultees

- 13 The Chairman and Statutory scrutiny officer meet on a regular basis to review the work programme.

Appendices

Appendix 1 Draft work programme

Background papers

None identified.