

MEETING:	OVERVIEW AND SCRUTINY COMMITTEE
DATE:	18 MAY 2012
TITLE OF REPORT:	THE ROLLING PROGRAMME
REPORT BY:	HEAD OF GOVERNANCE

CLASSIFICATION: Open

Wards Affected

County-wide

Purpose

To provide the Committee with an overview of the Rolling Programme, its purpose and management.

Recommendation

THAT the content of the report be noted.

Key Points Summary

- The Rolling Programme is a table of issues that will be brought to Council, Cabinet or other committees during the following 12 months;
- The Rolling Programme is maintained by the Governance Support Team. It is reviewed daily and updated as and when new issues arise or existing items require amendment;
- The Rolling Programme forms the basis of the Forward Plan by identifying key decisions for inclusion in the Forward Plan.

Alternative Options

- 1 There are no alternative options as this report is for information only, however, Members may wish to undertake a formal review of the process.

Reasons for Recommendations

- 2 This report is in response to a request for information from the Committee.

Introduction and Background

- 3 Appendix 1 is the current Rolling Programme. The Programme includes all items under consideration, not just those that will be Key Decisions. It consists of two parts: items that have been allocated to a specified Council or Cabinet meeting within the next 12 months, and

unallocated items. Unallocated items are items that may become allocated to a meeting in due course, or non-Key Decisions that can be taken by a Cabinet Member or an officer operating under delegated powers.

4. The Head of Governance has recently undertaken a full review of the Rolling Programme and implemented a more robust system of identifying reports that will be submitted to a cabinet Member, the cabinet or council. The Rolling Programme also now identifies where input/consultation is required from other parts of the authority before a decision is made, for example, Overview and Scrutiny Committee.
5. Each month, the Governance Support Team sends all officers a copy of the Rolling Programme covering the following 12 months. Officers are asked to submit all items for inclusion on the Rolling Programme, including unallocated items. There is a dedicated Executive Rolling Programme mailbox for this purpose.
6. Officers are asked to submit the first draft of any Cabinet Report and Cabinet Member report as soon as it becomes available, and are advised that the final report, signed off by the Director using the report cover sheet, should be received by 9.00am on the Thursday *two weeks prior* to either the date of the Cabinet meeting or the date of a Cabinet Member decision. In addition, any report signed off by a Director must first have been through Herefordshire Public Service Leadership Team (HPSLT).
7. In relation to unallocated items, officers are asked to advise whether they are for Cabinet, Cabinet Member(s), any other Committee or non-Key Decisions that can be taken by an officer. If an item is not going to be taken forward, officers are asked to advise whether the item needs to be removed from the rolling programme.
8. When an item has been added to the Rolling Programme, advice is given as to whether the item needs to be added to the Forward Plan as a Key Decision. Officers must ensure that the consultation requirements have been observed. It is fair to say there has been confusion in the past as to what constitutes a Key Decision. More robust advice is now available to service areas on this point.
9. Prior to any report appearing on an agenda for decision, it must have been cleared by the Legal Services Section. Officers are advised to ensure that ward members are fully consulted and involved in any issues that might arise in their ward or in an adjoining ward, if appropriate. All Members receive a weekly bulletin, and are sent a copy of the Rolling Programme on the first Friday of each month.
10. To inform the Rolling Programme, the Governance Support Team receives weekly updated lists of agenda items for HPSLT and Leader's Briefing (LB), looking ahead 12 months. The Rolling Programme also lists, for each item, the date of any relevant meeting of the Audit and Governance Committee; Clinical Commissioning Group; Health and Wellbeing Board; NHS Herefordshire Board; Overview and Scrutiny Committee; Planning Committee, Regulatory Committee and Senior Management Team.
11. The Rolling Programme is a key resource for Members, and particularly, Overview and Scrutiny Committee members. It enables them to suggest items for the work programme which may not have already been proposed to come to O & S, where they have concerns regarding the decisions to be made.

Key Considerations

12. None.

Community Impact

13. The Rolling Programme alerts local members to issues where decisions are to be made affecting their areas.

Financial Implications

14. None.

Legal Implications

15. None.

Risk Management

16. The Rolling Programme acts as an early warning system about issues that require decisions, and allows time to ensure risks are taken into account.

Consultees

17. None

Appendices

1. The current Rolling Programme;

Background Papers

None identified