

MEETING:	GENERAL OVERVIEW AND SCRUTINY COMMITTEE
MEETING DATE:	8 SEPTEMBER 2014
TITLE OF REPORT:	DRAFT WORK PROGRAMME AND TASK AND FINISH GROUPS
REPORT BY:	GOVERNANCE SERVICES

Classification

Open

Key Decision

This is not an executive decision.

Wards Affected

County-wide

Purpose

To consider the committee's work programme and to allocate tasks to task and finish groups, as necessary.

Recommendations

THAT:

- (a) the work programme (Appendix 1) be noted, subject to any comments the committee wishes to make;**
- (b) membership of the Community Infrastructure Levy Task and Finish Group be considered;**
- (c) membership of the Digital Strategy Task and Finish Group be considered;**
- (d) a Development Control (Planning) Task and Finish Group be established to undertake the work outlined in the scoping statement (Appendix 2); and**
- (e) the conclusions in the outline scoping statements on Pupil Premium (Appendix 3) and the Hidden / Actual Costs of Education (Appendix 4) be considered.**

Alternative Options

- 1 It is for the committee to determine its work programme as it sees fit to reflect the priorities facing Herefordshire. The committee needs to be selective and ensure that the work programme is focused, realistic and deliverable within the existing resources available.

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 An outline work programme is attached at Appendix 1. This is because the programme is under continuous review.
- 4 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.
- 5 Should committee members become aware of issues please discuss the matter with the Chairman, Vice-Chairman and the Statutory Scrutiny Officer.

Task and Finish Groups

- 6 The committee can allocate tasks drawn from the work programme to a task and finish group. It is for the committee to confirm an outline scope including, as a minimum, the composition of the group, the desired outcomes and what will not be included in the work.
- 7 Two task and finish groups, on Community Infrastructure Levy and Digital Strategy, have been carried over from the 2013/14 municipal year and are due to reconvene in September 2014. At the last meeting (minute 7 refers), Councillors Harvey and Durkin were confirmed as chairmen of the respective task and finish groups. The committee might wish to consider the remaining membership of these task and finish groups at this meeting.
- 8 The need for a Balfour Beatty Living Places - Public Realm Services Task and Finish Group was identified by the committee and a draft scoping statement is included for consideration under agenda item 7.
- 9 The need for a Development Control (Planning) Task and Finish Group was also identified and a draft scoping statement is attached at Appendix 2 for consideration. As with all task and finish groups, the outline timetable will be identified at the first meeting of the group.
- 10 Also at the last meeting, the committee queried the need for task and finish groups at this stage on Pupil Premium and the Hidden / Actual Costs of Education given the other demands within the work programme. Outline scoping statements are attached at Appendix 3 and Appendix 4 for consideration.

Community Impact

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

Equality and Human Rights

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

Financial Implications

13 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

14 The council is required to deliver an Overview and Scrutiny function.

Risk Management

15 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

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

Appendices

Appendix 1 Draft Work Programme

Appendix 2 Draft Scoping Statement - Development Control (Planning) Task and Finish Group

Appendix 3 (Outline) Scoping Statement - Pupil Premium

Appendix 4 (Outline) Scoping Statement - Hidden / Actual Costs of Education

Appendix 5 Executive Rolling Programme (as at the time of going to print)

Background Papers

- None identified.