

MEETING:	GENERAL OVERVIEW AND SCRUTINY COMMITTEE
MEETING DATE:	4 NOVEMBER 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 receive updates on work allocated to task and finish groups.

Recommendation

THAT the work programme (Appendix 1) be noted, subject to any comments the committee wishes to make.

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 and it 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 Four task and finish groups have been commissioned and verbal updates will be invited from the chairmen of the three groups that are currently in progress: Balfour Beatty Living Places - Public Realm Services [Councillor Bowen]; Community Infrastructure Levy [Councillor Harvey]; and Development Management (Planning) [Councillor Durkin].
- 8 In view of the commitments already identified in the work programme and the need to dedicate sufficient time and resources to the topic, it is suggested that the opportunity to progress work on Digital Strategy during the remainder of 2014/15 be reviewed at the conclusion of the other task and finish groups.

Member Seminars

- 9 At the last meeting (minute 19 refers), the committee agreed that education officers be requested to prepare further background information on the topics of Pupil Premium and the Hidden / Actual Costs of Education. To move this forward, officers have been asked to facilitate a scrutiny seminar/workshop on these matters to consider the issues and to identify any specific work where scrutiny can provide added value.
- 10 Further to the 12 May 2014 meeting (minute 84 refers), a member seminar on Community Safety Partnership Workstreams is scheduled for Tuesday 11 November at 2.30pm at the Shire Hall.

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

Background Papers

None identified.