

MEETING:	General Overview and Scrutiny Committee
DATE:	10 June 2015
TITLE OF REPORT:	Work programme and task and finish groups
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 for the year and to allocate activities to task and finish groups, as deemed necessary.

5. Recommendations

THAT:

- (a) the draft work programme (Appendix 1) be noted, subject to any amendments the committee wishes to make;**
- (b) a task and finish group on the smallholdings estate be established to undertake the work outlined in the draft scoping statement (Appendix 3) and the membership be confirmed; and**
- (c) a draft scoping statement be prepared for a task and finish group on football provision for consideration by the committee at a future meeting.**

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 An initial draft work programme is attached (Appendix 1). The draft has been informed by a preliminary discussion with the Chairman and Vice-Chairman and will remain under continuous review during the year.
- 8.3 In particular, members' attention is drawn to a proposed additional meeting on Tuesday 27 October 2015 to consider the Community Infrastructure Levy Draft Charging Schedule. The anticipated timetable is as follows:
- Preliminary Draft Charging Schedule (DCS) out for consultation August 2015
 - Review of representations September 2015
 - Produce DCS October 2015
 - Finalise DCS November 2015
 - Examination early January 2016
- 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 A criteria flowchart is used to consider the rationale for reviewing each topic (Appendix 2).

Task and finish groups

- 8.6 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.
- 8.7 It is proposed that a task and finish group on the smallholdings estate be established to 'inform the executive on options / recommended actions to ensure the council is optimising its return from its smallholding estate'. A draft scoping statement is attached for consideration by the committee (Appendix 3). It is proposed that the group be chaired by Chairman of the committee and the membership include the Vice-Chairman and three other members. The committee is invited to confirm the membership.
- 8.8 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 (minute 53 of 2014/15 refers), it is suggested that a task and finish group on football provision be established. It is recommended that a draft scoping statement be prepared for consideration by the committee.
- 8.9 The Chairman has suggested the need for some scrutiny activity in relation to the Hereford racecourse be undertaken during the year. It is suggested that this be reviewed upon the completion of the other task and finish groups above.
- 8.10 Some work had been started to inform a task and finish group on digital strategy but progress was limited in 2014/15, due to other task and finish group activity. Therefore, it is

suggested that a seminar be arranged for committee members to understand the current position and explore whether any specific scrutiny activity is still required.

Briefing notes

- 8.11 It is essential that committee agenda are manageable, so 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 Again to ensure that business is transacted as efficiently as possible, some topics may be dealt with through member seminars or workshops. As identified in 8.10 above, it is suggested that issues around digital strategy be explored through a seminar initially.
- 8.13 It is also intended that, arising from the recommendations of the task and finish group (minute 62 of 2014/15), a seminar be held on Balfour Beatty Living Places to update members on contract performance.

Forward plan

- 8.14 The forward plan, as at 2 June 2015, is attached for information (Appendix 4).

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 Draft scoping statement for task and finish group on smallholdings estate

Appendix 4 Forward plan (as at 2 June 2015)

16. Background Papers

16.1 None identified.