

**Scrutiny Work Programme
Essential Reference Paper B**

Corporate Business Committee Work Programme (Provisional) 2012/13

Meeting	Date	Topic	Contact Officer/Lead	Next Exec
2012/13 CIVIC	YEAR			
4 in 12/13	02 Oct 2012 Report deadline 19 Sept	<ul style="list-style-type: none"> • Communications strategy action plan interim report: focus on A5 LINK and use of social media (TBC) • 'vacancy' • Work programme 	<ul style="list-style-type: none"> • HoS/Communications Team Leader • <i>tbc</i> • Scrutiny Officer 	9 Oct 2012 6 Nov 2012
5 in 12/13	27 Nov 2012 Report deadline 14 Nov	<ul style="list-style-type: none"> • Local scheme of Council Tax support • Partnership register – risk monitoring • Scope/interim report from IT review Task and Finish group • Service Plan April 2012 – Sept 2012 monitoring • Healthcheck through to Sept 2012 • Work programme 	<ul style="list-style-type: none"> • Leader/Director of Internal Services • Lead Officer Corporate Risk • Chair of T and F with Director and HoS • Lead Officer – Corporate Planning • Lead Officer - Performance • Scrutiny Officer 	4 Dec 2012 8 Jan 2013
Member Consultation	Probably on-line again	2013/14 Proposed Service Options covering all committee remits		

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<p>6 in 12/13 JOINT</p>	<p>15 Jan 2013</p> <p>Report deadline 02 Jan</p>	<p>BUDGET</p> <ul style="list-style-type: none"> • Capital Programme 2012/13 (Revised) to 2015/16 • Fees and Charges 2013/14 • Service Estimates - Revenue Budget Probable 2012/13 – Estimates 2013/14 • Consolidated Budget Report: Revenue Budget 2013/14: Medium Term Financial Plan 2013/14 to 2016/17 		<p>5 Feb 2013</p>
<p>7 in 12/13 JOINT</p>	<p>12 Feb 2013</p> <p>Report deadline 30 Jan</p>	<ul style="list-style-type: none"> • 2013/14 Service Plans • 2012/13 Estimates and targets 		<p>5 Mar 2013</p>
<p>8 in 12/13</p>	<p>19 Mar 2013</p> <p>Report deadline 06 Mar</p>	<ul style="list-style-type: none"> • Communication strategy action plan – review (inc Engagement) • Final report from IT review Task and Finish group • Healthcheck through to Jan 	<ul style="list-style-type: none"> • HoS and Communications Team Leader • Chair of T and F with Director and HoS • Lead Officer - 	<p>4 June 2012</p>

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		2013 • Work programme 2013/14	Performance • Scrutiny Officer	
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meeting	date	topic	Contact officer/lead	Next Exec
2013/14	Civic Year	EARLY DRAFT		
1 in 13/14	28 May 2013 Report deadline 15 May	<ul style="list-style-type: none"> • 2012/13 Out-turns and Targets • Healthcheck (to March 2013) • Service Plan Oct 2012 – March 2013 monitoring • Work Programme 2013/14 		4 June 2013 2 July 2013
2 in 13/14	09 July 2013 Report deadline 26 June	<ul style="list-style-type: none"> • Annual Governance Statement 2012/13 and action plan 2013/14 • Comments, Compliments and Complaints (3Cs) 2012/13 review • Work programme 	<ul style="list-style-type: none"> • Timing of public consultation might delay this report to Aug 	6 Aug 2013

The four principles of good public scrutiny:

- *provides 'critical friend' challenge to executive policy-makers and decision-makers*
- *enables the voice and concerns of the public and its communities*
- *is carried out by 'independent-minded governors' who lead and own the scrutiny role*
- *drives improvement in public services*

Currently within East Herts Council, the criteria for selecting issues:

For the Scrutiny Committee to select an issue to review, it must meet all of the following criteria:

- Of local, and preferably current, concern
- Linked to the council's corporate objectives
- Capable of being influenced by this committee
- Of manageable scope – focused rather than too wide ranging
- Of sufficient scope to warrant a scrutiny review – not something that can be easily fixed by meeting with the service provider
- Not being scrutinised elsewhere (eg another Scrutiny Committee)

At the last scrutiny evaluation there was a feeling, in the light of the current economic climate and limited resources, that **there should also be some consideration given to:**

- areas where significant costs might be incurred or could be saved
- minimising the level of risk associated with the topic/issue
- the length of time since the topic was last reviewed.