

Scrutiny Work Programme Essential Reference Paper B

Corporate Business Committee Work Programme (Provisional) 2013/14

meeting	date	topic	Contact officer/lead	Next Exec
2013/14	Civic Year			
1 in 13/14	28 May 2013 Report deadline 15 May	<ul style="list-style-type: none"> • MEMBERS' TRAINING: Data Protection Governance • Shared Services - Business Plan (for ICT, Business Improvement, Print and Design) • 2012/13 Out-turns and Targets • Healthcheck (included/separate?) • Service Plan Oct 2012 – March 2013 monitoring • Work Programme 2013/14 	<ul style="list-style-type: none"> • Head of Information, Customer and Parking Services • Interim Head of ICT • Lead Officer - Performance • Lead Officer - Performance • Lead Officer – Corporate Planning • Scrutiny Officer 	4 June 2013
2 in 13/14 NOTE: change of date	09 02 July 2013 Report deadline 26 19 June	<ul style="list-style-type: none"> • Annual Governance Statement 2012/13 and action plan 2013/14 • First report on Data Protection action plan (covering 6 months) • Comments, Compliments and Complaints (3Cs) 2012/13 review • Work programme 	<p><i>Might be delayed to Aug to allow for period of public consultation</i></p> <ul style="list-style-type: none"> • Head of Information, Customer and Parking Services • Head of Information, Customer and Parking Services • Scrutiny Officer 	9 July 2013 (moved from 2 nd) 6 Aug 2013
3 in 13/14	27 Aug 2013 Report deadline 14 Aug	<ul style="list-style-type: none"> • Corporate Annual Report 2012/13 • 4 year Corporate Strategic Plan (2014/15 to 2017/18) • Medium Term financial strategy (2014/15 to 2017/18) • Healthcheck through to June 2013 • Work programme 	<ul style="list-style-type: none"> • Lead Officer – Corporate Planning • Lead Officer – Corporate Planning • Director of Finance and Support Services • Lead Officer - Performance • Scrutiny Officer 	3 Sept 2013 1 Oct 2013

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4 in 13/14	08 Oct 2013 Report deadline 25 Sept	<ul style="list-style-type: none"> • Draft revisions to the Council Tax support scheme for 2014/15 • Vacancy • Vacancy • Work programme 	<i>Provisional date: timing subject to change and confirmation</i> <ul style="list-style-type: none"> • X • X • Scrutiny Officer 	5 Nov 2013
5 in 13/14	26 Nov 2013 Report deadline 13 Nov	<ul style="list-style-type: none"> • MEMBERS' TRAINING: Council funding – where does the money come from and the Budget cycle key dates • Revisions to the Council Tax support scheme for 2014/15 • Partnership register – risk monitoring • Service Plan April 2013 – Sept 2013 monitoring • Healthcheck through to Sept 2013 • Work programme 	<ul style="list-style-type: none"> • Director of Finance and Support Services <i>Provisional date: timing subject to change and confirmation</i> <ul style="list-style-type: none"> • Risk Assurance Officer • Lead Officer – Corporate Planning • Lead Officer - Performance • Scrutiny Officer 	3 Dec 2013
Member information		Proposed Service Options covering all committee remits		
6 in 13/14 JOINT	14 Jan 2014	BUDGET REPORTS to cover <ul style="list-style-type: none"> • Capital Programme • Fees and Charges • Revenue Budget • Medium Term Financial Plan 	<ul style="list-style-type: none"> • Director of Finance and Support Services 	4 Feb 2014
7 in 13/14 JOINT	11 Feb 2014	<ul style="list-style-type: none"> • Residents' Survey analysis and action plan • 2014/15 Service Plans • 2013/14 Estimates and 2014/15 Future targets 	<i>Provisional date: may have to be reported to CBS in March 2014</i> <ul style="list-style-type: none"> • Lead Officer – Corporate Planning • Lead Officer – Performance 	4 Mar 2014

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meeting	date	topic	Contact officer/lead	Next Exec
8 in 13/14	18 Mar 2014 Report deadline 5 Mar	<ul style="list-style-type: none"> • Update on Communications action plan – focus on data re on-line communications • Web Site one-year action plan - lessons learned and closure report • Healthcheck through to Jan 2014 • Work programme 2014/15 	<ul style="list-style-type: none"> • Head of Communications, Engagement and Cultural Services • Head of Information, Customer and Parking Services • Lead Officer - Performance • Scrutiny Officer 	8 April 2014 6 May 2014

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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***

Corporate Business Scrutiny	<ol style="list-style-type: none"> 1. To develop policy options and to review and scrutinise the policies of the Council relating to Communications, Corporate Performance and Risk Management, Local Strategic Partnership, Customer Service, Finance, Information and Communications Technology, Democratic Services, Member Support, Facilities Management, Asset Management, Legal, Revenues and Procurement. 2. To consider the budget setting proposals and strategies of the Council. 3. To make recommendations to the Executive on matters within the remit of the Committee. 4. To take evidence from interested groups and individuals and make recommendations to the Executive and Council for policy change on matters within the remit of the Committee 5. To consider issues referred by the Executive, including modifications to the Constitution, or members of the Committee and where the views of outsiders may contribute, take evidence and report to the Executive and Council on matters within the remit of the Committee. 6. To consider any item referred to the Committee by any Member of the Council who is not a member of this Committee and decide whether that item should be pursued on matters within the remit of the Committee. 7. To appoint annually Standing Panels as may be determined, which shall be given a brief to consider a specified service area relating to matters within the remit of the Committee and report back to the Committee on a regular basis as determined by the Committee. 8. To consider any item in the Forward Plan, within the remit of the Committee, to be considered by the Executive (except items of urgent business) before the item is considered by the Executive if requested by the Chairman of the Scrutiny Committee. The relevant report to the Executive will made available to the scrutiny committee. 9. To consider matters referred to the Committee by the Executive/Portfolio Holder on matters within the remit of the Committee and refer the matter to the Executive following consideration of the matter.
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