

Corporate Business Committee work programme 2013/14 (DRAFT)

meeting	date	topic	Contact officer/lead	Next Exec
2013/14	Civic Year	<b>NOTE: work programme to be scheduled earlier in the meeting</b>		
3 in 13/14	27 Aug 2013  Report deadline 14 Aug	<ul style="list-style-type: none"> <li>• Annual Governance Statement 2012/13 and action plan 2013/14</li> <li>• Corporate Annual Report 2012/13</li> <li>• 4 year Corporate Strategic Plan (2014/15 to 2017/18)</li> <li>• Medium Term financial strategy (2014/15 to 2017/18)</li> <li>• Healthcheck through to June 2013</li> <li>• Work programme</li> </ul>	<ul style="list-style-type: none"> <li>• Lead Officer - Manager of Corporate Risk</li> <li>• Lead Officer – Corporate Planning</li> <li>• Lead Officer – Corporate Planning</li> <li>• Director of Finance and Support Services</li> <li>• Lead Officer - Performance</li> <li>• Scrutiny Officer</li> </ul>	3 Sept 2013 1 Oct 2013
4 in 13/14	08 Oct 2013 Report deadline 25 Sept	<ul style="list-style-type: none"> <li>• <i>Draft revisions to the Council Tax support scheme for 2014/15 TBC</i></li> <li>• Work programme</li> </ul>	<i>This might be too early</i> <b>PROPOSAL: cancel this meeting in favour of a conversation café style BUDGET event later in the month</b> (unless Council Tax Support report is time critical)	5 Nov 2013

Essential Ref Paper B

<p>5 in 13/14</p>	<p>26 Nov 2013</p> <p>Report deadline 13 Nov</p>	<ul style="list-style-type: none"> <li>• <b>First item = member training:</b> <i>Council funding – where does the money come from and the Budget cycle key dates</i></li> <li>• Draft revisions to the Council Tax support scheme for 2014/15 <b>TBC</b></li> <li>• Partnership register – risk monitoring</li> <li>• East Herts Improvement Plan monitoring report</li> <li>• Service Plan April 2013 – Sept 2013 monitoring</li> <li>• Healthcheck through to Sept 2013</li> <li>• Work programme</li> </ul>	<ul style="list-style-type: none"> <li>• Director Adele Taylor to deliver</li> <li>• Director Adele Taylor (timing is subject to confirmation)</li> <li>• Lead Officer – Risk Assurance</li> <li>• Lead Officer – Corporate Planning</li> <li>• Lead Officer - Performance</li> <li>• Lead Officer - Performance</li> <li>• Scrutiny Officer</li> </ul>	<p>3 Dec 2013</p>
<p>6 in 13/14 <b>JOINT</b></p>	<p>14 Jan 2014</p>	<p><b>BUDGET</b></p> <ul style="list-style-type: none"> <li>• Capital Programme</li> <li>• Fees and Charges</li> <li>• Revenue Budget</li> <li>• Medium Term Financial Plan</li> </ul>		<p>4 Feb 2014</p>
<p>7 in 13/14 <b>JOINT</b></p>	<p>11 Feb 2014</p>	<ul style="list-style-type: none"> <li>• Residents' Survey – analysis and action plan</li> <li>• 2014/15 Service Plans</li> <li>• 2013/14 Estimates and 2014/15 Future targets</li> </ul>	<p>Date subject to confirmation</p>	<p>4 Mar 2014</p>

**Essential Ref Paper B**

8 in 13/14	18 Mar 2014	<ul style="list-style-type: none"><li>• Update on Communications action plan – focus on data re on-line communications</li><li>• WebSite one-year action plan - lessons learned and closure report</li><li>• Healthcheck through to Jan 2014</li><li>• Work programme 2014/15</li></ul>	<ul style="list-style-type: none"><li>• Head of Service</li><li>• Head of Service</li><li>• Lead Officer - Performance</li><li>• Scrutiny Officer</li></ul>	8 April 2014 6 May 2014

**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***

<b>Corporate Business Scrutiny</b>	<ol style="list-style-type: none"> <li>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.</li> <li>2. To consider the budget setting proposals and strategies of the Council.</li> <li>3. To make recommendations to the Executive on matters within the remit of the Committee.</li> <li>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</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> </ol>
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