

Corporate Business Committee work programme 2013/14 (DRAFT)

| meeting | date | topic | Contact officer/lead | Next Exec |
|------------|---|--|--|------------|
| 2013/14 | Civic Year | | | |
| 4 in 13/14 | 08 Oct 2013 | Proposing cancellation of this meeting. | | 5 Nov 2013 |
| 5 in 13/14 | 26 Nov 2013 Report deadline 13 Nov | <ul style="list-style-type: none"> • First item = member training: Council funding – where does the money come from and the Budget cycle key dates • <i>Draft revisions to the Council Tax support scheme for 2014/15 TBC</i> • Partnership register – risk monitoring • Work programme • Healthcheck through to Sept 2013 • Feedback from Performance Indicator working group • Service Plan April 2013 – Sept 2013 monitoring • East Herts Improvement Plan monitoring report | <ul style="list-style-type: none"> • Director Adele Taylor to deliver • Director Adele Taylor (note: timing of this might change) • Risk Assurance Officer • Scrutiny Officer • Lead Officer - Performance • Members + Lead Officer – Performance • Lead Officer - Performance • Lead Officer – Corporate Planning | 3 Dec 2013 |

Essential Reference Paper 'B'

| | | | | |
|----------------------------|---|--|--|----------------------------|
| 6 in 13/14 JOINT | 14 Jan 2014 | BUDGET <ul style="list-style-type: none"> • Capital Programme • Fees and Charges • Revenue Budget • Medium Term Financial Plan • etc | | 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 | Date subject to confirmation | 4 Mar 2014 |
| 8 in 13/14 | 18 Mar 2014 | <ul style="list-style-type: none"> • Update on Communications action plan – focus on data re on-line communications • WebSite 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 Service • Head of Service • Lead Officer - Performance • Scrutiny Officer | 8 April 2014 6 May 2014 |
| 2014/15 | | | | |
| meeting | date | topic | Contact officer/lead | Next Exec |
| 1 in 14/15 | 20 May 2014 Date to be | <ul style="list-style-type: none"> • Data protection one-year action plan – progress and closure report • Work Programme 2014/15 | <ul style="list-style-type: none"> • Head of Service • Scrutiny Officer | 3 June 2014 1 July 2014 |

Essential Reference Paper 'B'

| | | | | |
|--|---|--|---|--|
| | confirmed (once date of polling is finalized) | <ul style="list-style-type: none">• 2013/14 Performance Indicator Outturns (inc Healthcheck)• Service Plan Oct 2013 – March 2014 monitoring• East Herts Improvement Plan monitoring report (final) | <ul style="list-style-type: none">• Lead Officer - Performance• Lead Officer - Performance• Lead Officer – Corporate Planning | |
|--|---|--|---|--|

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**

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, should it choose to do so, any item within the remit of the Committee to be

Essential Reference Paper 'B'

| | |
|--|--|
| | considered by the Executive (except items of urgent business). The relevant report to the Executive shall consider any report and recommendations on the item submitted by the Scrutiny Committee. |
|--|--|