

**Corporate Business Scrutiny Committee Work Programme 2015/16 (DRAFT)**

2015/16 meeting	date	topic	Contact officer/lead	Next Exec
1 in 15/16	26 May 2015 TBC	• Work Programme 2015/16 – discussions with new committee	Scrutiny Officer	2 June 2015 7 July 2015 TBC
		• Data Protection - Governance Training for CBS specific role	Head of Service	
		• Customer Service Strategy – outline project plan	New request as discussed and agreed at Joint Scrutiny on 10/02/15	
		• 2014/15 Performance Indicator Outturns (Healthcheck will be attached as a ERP)	Lead Officer - Performance	
		• Service Plan Oct 2014 – March 2015 monitoring	Lead Officer – Corporate Planning	
2 in 15/16  Where does LG Finance come from?: Induction held pre-Corporate Business Scrutiny	14 July 2015 TBC	• Work programme	Scrutiny Officer	4 Aug 2015 TBC
		• Comments, Compliments and Complaints (3Cs) 2014/15 review	Head of Service	
		• Data Protection (Information Security) action plan – annual governance report	Head of Service	
		• 4 year Corporate Strategic Plan (2016/17 to 2019/20) ... probably move here from Aug	Lead Officer – Corporate Planning	
		• Medium Term financial strategy (2016/17 to 2019/20) ... probably move here from Aug	Director of Finance and Support Services	
		• Council Tax Support Scheme (first look at any changes before going out to consultation)	Director of Finance and Support Services	

## Essential Reference Paper 'B'

3 in 15/16 Could put in training session on Finance and decision making: Questions to ask when making the 'business case'  ADD IN – review of fees and charges calculations and levels??	25 Aug 2015 TBC	• Work programme	Scrutiny Officer	1 Sept 2015 6 Oct 2015 TBC
		• Annual Governance Statement 2014/15 and action plan 2015/16	Head Of Service	
		• Corporate Annual Report 2014/15	Lead Officer – Corporate Planning	
		• 4 year Corporate Strategic Plan (2016/17 to 2019/20) ... move this to July meeting		
		• Medium Term financial strategy (2016/17 to 2019/20) ... move this to July meeting		
		• Healthcheck through to June 2015	Lead Officer - Performance	
4 in 15/16	20 Oct 2015 TBC	<ul style="list-style-type: none"> <li>• Work programme</li> <li>• ?</li> <li>• ?</li> </ul>	Might cancel meeting in favour of a BUDGET training event on this date (or TBA).	3 Nov 2015 TBC
5 in 15/16	24 Nov 2015 TBC	<ul style="list-style-type: none"> <li>• Work programme</li> <li>• Council Tax Support Scheme (following consultation)</li> <li>• Partnership register – risk monitoring</li> <li>• Service Plan April 2015 – Sept 2015 monitoring</li> <li>• Healthcheck through to Sept 2015</li> </ul>	Scrutiny Officer  Director of Finance and Support Services  Head of Service  Lead Officer – Corporate Planning  Lead Officer - Performance	1 Dec 2015 TBC
6 in 15/16 <b>JOINT</b>	XX Jan 2016	<b>BUDGET</b> <ul style="list-style-type: none"> <li>• X</li> </ul>	Exact title of report(s) TBC	XX

## Essential Reference Paper 'B'

		<ul style="list-style-type: none"> <li>• <b>X</b></li> </ul>		
<b>7 in 15/16 JOINT</b>	XX Feb 2016	<ul style="list-style-type: none"> <li>• Residents' Survey results and analysis (TBC)</li> </ul>	Subject to confirmation of methodology and start date	XX
		<ul style="list-style-type: none"> <li>• <b>2016/17 Service Plans</b></li> </ul>		
		<ul style="list-style-type: none"> <li>• <b>2015/16 Performance Indicator Estimates and 2016/17 Future targets</b></li> </ul>		
8 in 15/16	XX Mar 2016	<ul style="list-style-type: none"> <li>• Residents' Survey draft Action Plan (if there is a plan separate to the Corporate Strategic Plan) TBC</li> </ul>	Subject to confirmation of methodology and start date	XX
		<ul style="list-style-type: none"> <li>• ?</li> </ul>		
		<ul style="list-style-type: none"> <li>• ?</li> </ul>		
		<ul style="list-style-type: none"> <li>• Healthcheck through to Jan 2016</li> </ul>	Lead Officer - Performance	
		<ul style="list-style-type: none"> <li>• Work programme – planning for 2016/17)</li> </ul>	Scrutiny Officer	

The CfPS 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*

<p><b>Corporate Business Scrutiny</b></p>	<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, should it choose to do so, any item within the remit of the Committee to be 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.</li></ol>
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