

Essential Reference Paper 'B'

Corporate Business Committee Work Programme 2015/16 (DRAFT)

2015/16 meeting	Civic Year date	topic	Contact officer/lead	Next Exec
1 in 15/16	26 May 2015 Report deadline 13 May	Work Programme 2015/16 – discussions with new committee	Scrutiny Officer	2 June 2015 8 June 7 July 2015
		Data Protection - Governance Training for CBS specific role	Head of Service	
		Comments, Compliments and Complaints (3Cs) 2014/15 review	Head of Service	
		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 training to be held (5:30pm) pre-Corporate Business Scrutiny	14 July 2015 Report deadline 1 July	Work programme	Scrutiny Officer	4 August 2015
		Customer Service Strategy – project plan	as discussed and agreed at Joint Scrutiny on 10/02/15	
		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 <u>before</u> going out to consultation)	Director of Finance and Support Services	

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3 in 15/16 Could put in training session on Finance and decision making: Questions to ask when making the 'business case'	25 Aug 2015	Work programme	Scrutiny Officer	1 September 2015 6 October 2015
	Report deadline 12 Aug	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		
		Review of fees and charges relevant to CBS remit: calculations and levels	As agreed at JOINT Scrutiny	
		Healthcheck through to June 2015	Lead Officer - Performance	
4 in 15/16	20 Oct 2015	Work programme	Might cancel meeting in favour of a BUDGET training event on this date (or TBA).	3 November 2015
	deadline 7/10	?		
		?		
5 in 15/16	24 Nov 2015	Work programme	Scrutiny Officer	1 December 2015
	Report deadline 11 Nov	Council Tax Support Scheme (following consultation)	Director of Finance and Support Services	
		Partnership register – risk monitoring	Head of Service	
		Service Plan April 2015 – Sept 2015 monitoring	Lead Officer – Corporate Planning	
		Healthcheck through to Sept 2015	Lead Officer - Performance	
JOINT SCRUTINY	19 Jan 2016 Deadline 6/1	BUDGET X X	Exact title of report(s) TBC	2 February 2015

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JOINT SCRUTINY	09 Feb 2016	2016/17 Service Plans		8 March 2015
	Report deadline 27 Jan	2015/16 Performance Indicator Estimates and 2016/17 Future targets		
8 in 15/16	22 Mar 2016 Report deadline 9 Mar	Residents' Survey results and analysis – and draft action plan if there is one separate to the Corporate Plan (TBC)	Subject to confirmation of methodology and start date	5 April 2015
		?		
		?		
		Healthcheck through to Jan 2016	Lead Officer - Performance	
		Work programme – planning for 2016/17)	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*

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, 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.
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