

Corporate Business Scrutiny Committee Work Programme Draft 2016/17

2016/17				
meeting	date	topic	Contact officer/lead	Next Exec
Meeting 1 in 16/17	31 May 2016	Work Programme 2016/17 – discussions with new committee	Scrutiny Officer	07 June 2016
	Report deadline 18 May	Residents' Survey results and analysis – (and draft Action Plan if it is available by this date)	Subject to confirmation of the project plan timing	
		NOTE: there may have to be a report on Waste Services Shared Service with North Herts Business Case (depending on timing of time critical decision making)	TBC	
		Healthcheck to March 2016 – CBS basket of indicators + an 'exceptions' report on others + financial position	Lead Officer - Performance	
Meeting 2 in 16/17	12 July 2016	Work Programme	Scrutiny Officer	19 July 2016
	Report deadline 29 June	Comments, Compliments and Complaints (3Cs) 2015/16 review	Head of Service	
		Data Protection (Information	Head of Service	

		Security) action plan – annual governance report		
		Medium Term financial strategy (2017/18 to 2020/21)	Head of Strategic Finance	
		Council Tax Support Scheme (first look at any changes before going out to consultation)	Head of Shared Service TBC after the Mar 2016 meeting of CBS	
Meeting 3 in 16/17	30 Aug 2016 Report deadline 17 Aug	Work Programme	Scrutiny Officer	06 September 2016
		Annual Governance Statement 2015/16 and action plan 2016/17	TBC. There is discussion as to why this needs to come to CBS when it is overseen by Audit	
		Corporate Annual Report 2015/16 (full year progress report, including PI out-turns)	Lead Officer – Corporate Planning	
		Possible: Model of Service Delivery	TBC after final arrangements are in place following re-organisation	
		?		
		NEW STYLE REPORT: Quarter 1 Performance Report (April-June 2016)	Lead Officer - Performance	
Meeting 4 in 16/17	11 Oct 2016 TBC	Work Programme	TBC – this meeting might be cancelled and replaced by a Budget preparation	25 October 2016
		?		
		?		

			member training event	
Meeting 5 in 16/17	29 Nov 2016 Report deadline 16 Nov	Work programme Council Tax Support Scheme (agreement) 4 year Corporate Strategic Plan (2017/18 to 2020/21) Partnership register – risk monitoring NEW STYLE REPORT: Mid- year Corporate Strategic Plan Report (2016/17) NEW STYLE REPORT: Quarter 2 Performance Report (July-Sept 2016)	Scrutiny Officer Head of Shared Service Timing of this item TBC TBC after the Mar 2016 meeting of CBS Lead Officer – Corporate Planning Lead Officer - Performance	06 December 2016
Meeting 6 in 16/17 JOINT	17 Jan 2017	BUDGET REPORT(S)	TBC	07 February 2017
Meeting 7 in 16/17 JOINT	14 Feb 2017	2017/18 – 2020/21 Service Plans	TBC	04 April 2017
Meeting 8 in 16/17	11 Apr 2017 Report deadline	? ? ? NEW STYLE REPORT:	 Lead Officer –	XX

	29 Mar	Quarter 3 Performance Report (Oct - Dec 2016)	Performance *NOTE: this is very late reporting* timing to be reconsidered	
		Work Programme – planning for 2017/18	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**

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.