

Corporate Business Scrutiny Committee Work Programme DRAFT 2016/17

2016/17				
meeting	date	topic	Contact officer/lead	Next Exec
Meeting 2 in 16/17	12 July 2016 Report deadline 29 June	Work Programme	Scrutiny Officer	19 July 2016
		Comments, Compliments and Complaints (3Cs) 2015/16 review	Head of Communications, Strategy and Policy	
		Data Protection (Information Security) action plan – annual governance report	Head of Communications, Strategy and Policy OR Head Democratic and Legal Services	
		Medium Term financial strategy (2017/18 to 2020/21)	Head of Strategic Finance	
		Community Lettings Policy	Head of Strategic Finance – item added at committee request in March 2016	
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	Head of Strategic Finance	
		Corporate Annual Report 2015/16 (full year progress report, including PI out-turns)	Lead Officer – Corporate Planning	
		Possible: Model of Service	Being led by Director	

		Delivery TBC	assigned Transformation and Channel Shift	
		Briefing/Familiarization with new report format that follows	Head of Communications, Strategy and Policy	
		NEW STYLE REPORT: Quarter 1 Performance Report (April-June 2016) + 1 month (July 2016)	Lead Officer - Performance	
Meeting 4 in 16/17	11 Oct 2016 Report deadline 28 Sept	Work Programme	Scrutiny Officer	25 October 2016
		NEW STYLE REPORT: Mid- year Corporate Strategic Plan Progress Report (2016/17)	Lead Officer – Corporate Planning	
		Some of this meeting/evening might be replaced by a Budget preparation member training event – open to ALL members		
Meeting 5 in 16/17	29 Nov 2016 Report deadline 16 Nov	Work Programme	Scrutiny Officer	06 December 2016
		Council Tax Support Scheme 2017/18 (for recommendation)	Head of Shared Service	
		4 year Corporate Strategic Plan (2017/18 to 2020/21)	Timing of this item TBC	
		Update on the Eastern Plateau funding for local businesses	Economic Development Manager	
		NEW STYLE REPORT: Quarter 2 Performance Report (Aug - Oct 2016)	Lead Officer - Performance	

		?		
Meeting 6 in 16/17 JOINT	17 Jan 2017	BUDGET REPORT(S)	Titles TBC	07 February 2017
Meeting 7 in 16/17 JOINT	14 Feb 2017	2017/18 – 2020/21 Service Plans		04 April 2017
		NEW STYLE Q3 Performance Report (Nov - Dec 2016)	Bring to JOINT (rather than delay for next CBS)	
Meeting 8 in 16/17	11 Apr 2017 Report deadline 29 Mar	Review of the Wenta 'MyIncubator' centre at HRC	Exec Member for economic development and lead officers	XX
		Asset Management Plan	Head of Strategic Finance	
		?		
		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
Committee**

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.