

**Corporate Business Committee work programme for 2011/12**

**The full 2012/13 Integrated Service Plan and Budget timetable is not due to be set until April/May. Some changes &/or additions may have to be made to the work programme below to meet certain deadlines or actions.**

Meeting	date	topic	Contact officer/lead	Next Exec date
NEW CIVIC	YEAR			
1 in 2011/12	31 May 2011  Report deadline 18 May	<ul style="list-style-type: none"> <li>• Freedom of Information requests – report and analysis</li> <li>• 2010/11 Out-turns and Targets</li> <li>• Healthcheck</li> <li>• Service Plan Oct 2010 – March 2011 monitoring</li> <li>• Work Programme 2011/12</li> </ul>	<ul style="list-style-type: none"> <li>• Alan Madin</li> <li>• Ceri Pettit/Dave Cooper</li> <li>• Lorna Georgiou/Karl</li> <li>• Ceri Pettit/Dave Cooper</li> <li>• Marian Langley</li> </ul>	
2 in 2011/12	19 July 2011  Report deadline 6 July	<ul style="list-style-type: none"> <li>• Annual Governance Statement 2011/12</li> <li>• 4 year Corporate Strategic Plan (2012/13 to 2015/16)</li> <li>• Medium Term financial strategy (2012/13 to 2015/16)</li> <li>• Update on C3W</li> <li>• Work programme</li> </ul>	<ul style="list-style-type: none"> <li>• Simon Drinkwater</li> <li>• Ceri Pettit</li> <li>• Alan Madin</li> <li>• Philip Hamberger</li> <li>• Marian Langley</li> </ul>	
3 in 2011/12	23 Aug 2011  Report deadline 10 Aug	<ul style="list-style-type: none"> <li>• Data Sharing protocol – biennial review</li> <li>• Healthcheck</li> <li>• Work programme</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Review is due this year</b></li> <li>• Lorna/Karl</li> <li>• Marian Langley</li> </ul>	
4 in 2011/12	04 Oct	<ul style="list-style-type: none"> <li>• Work programme</li> </ul>	<ul style="list-style-type: none"> <li>• Marian Langley</li> </ul>	

**AGENDA ITEM XX**  
**ESSENTIAL REFERENCE PAPER B**

	2011			
	Report deadline 21 Sept			
5 in 2011/12	29 Nov 2011  Report deadline 16 Nov	<ul style="list-style-type: none"> <li>• Evaluation on the <b>scrutiny</b> of C3W</li> <li>• Partnership register – risk monitoring</li> <li>• Service Plan April 2011 – Sept 2011 monitoring</li> <li>• Healthcheck</li> <li>• Work programme</li> </ul>	<ul style="list-style-type: none"> <li>• Lead Officer</li> <li>• Graham Mully/George</li> <li>• Ceri Pettit/Dave Cooper</li> <li>• Lorna/Karl</li> <li>• Marian Langley</li> </ul>	
<i>Budget consultation</i>	<i>During Nov 2011</i>	<ul style="list-style-type: none"> <li>• <i>2012/13 Proposed Service Options</i></li> </ul>		
(Meeting 6) JOINT SCRUTINY	XX Jan 2012	<ul style="list-style-type: none"> <li>• <i>2012/13 Budget items</i></li> </ul>		
(Meeting 7) JOINT SCRUTINY	XX Feb 2012	<ul style="list-style-type: none"> <li>• <i>2012/13 Service Plans</i></li> <li>• <i>2011/12 Estimates and 2012/13 Future targets</i></li> </ul>		
8 in 2011/12	XX 2012  Report deadline XX	<ul style="list-style-type: none"> <li>• Healthcheck</li> <li>• Work programme</li> </ul>	<ul style="list-style-type: none"> <li>• Lorna/Karl</li> <li>• Marian Langley</li> </ul>	

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*

Currently within East Herts Council, the criteria for selecting issues:

For the Scrutiny Committee to select an issue to review, it must meet all of the following criteria:

- Of local, and preferably current, concern
- Linked to the council's corporate objectives
- Capable of being influenced by this committee
- Of manageable scope – focused rather than too wide ranging
- Of sufficient scope to warrant a scrutiny review – not something that can be easily fixed by meeting with the service provider
- Not being scrutinised elsewhere (eg another Scrutiny Committee)