

CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE

Date of Meeting	Thursday 16 November, 2017
Report Subject	Forward Work Programme
Cabinet Member	Not applicable
Report Author	Democratic Services Manager
Type of Report	Operational

EXECUTIVE SUMMARY

Overview & Scrutiny presents a unique opportunity for Members to determine the Forward Work programme of the Committee of which they are Members. By reviewing and prioritising the Forward Work Programme Members are able to ensure it is Member-led and includes the right issues. A copy of the Forward Work Programme is attached at Appendix 1 for Members' consideration which has been updated following the last meeting.

The Committee is asked to consider, and amend where necessary, the Forward Work Programme for the Corporate Resources Overview & Scrutiny Committee.

In addition, the Committee is asked to express a preference for when it holds its meetings.

RECOMMENDATION

1	That the Committee considers the draft Forward Work Programme and approve/amend as necessary.
2	That the Democratic Services Manager, in consultation with the Chair and Vice-Chair of the Committee be authorised to vary the Forward Work Programme between meetings, as the need arises.
3	The Committee is asked to express a preference for when it meets.

REPORT DETAILS

1.00	EXPLAINING THE FORWARD WORK PROGRAMME									
1.01	Items feed into a Committee's Forward Work Programme from a number of sources. Members can suggest topics for review by Overview & Scrutiny Committees, members of the public can suggest topics, items can be referred by the Cabinet for consultation purposes, or by County Council or Chief Officers. Other possible items are identified from the Cabinet Work Programme and the Improvement Plan.									
1.02	<p>In identifying topics for future consideration, it is useful for a 'test of significance' to be applied. This can be achieved by asking a range of questions as follows:</p> <ol style="list-style-type: none"> 1. Will the review contribute to the Council's priorities and/or objectives? 2. Is it an area of major change or risk? 3. Are there issues of concern in performance? 4. Is there new Government guidance of legislation? 5. Is it prompted by the work carried out by Regulators/Internal Audit? 									
1.03	<p>At the meeting of the Constitution & Democratic Services Committee which was held on 25th October, it was resolved that each committee should be canvassed for views on meeting preference as part of their forward work programme item. The options are as follows:</p> <table border="1" data-bbox="296 1122 1375 1256"> <tr> <td>9.30am</td> <td>10am</td> <td>1.30 pm</td> <td>2pm</td> <td>4.30 pm</td> <td>6.00 pm</td> <td>Alternate am/pm</td> <td>Rotate 10am/ 2pm/ 4.30pm</td> <td>Rotate am/ pm/ 6pm</td> </tr> </table> <p>The Corporate Resources Overview & Scrutiny committee, which currently meets on a Thursday morning at 10.00, is asked to express a preference for its meeting pattern. This information will be reported back to the Constitution & Democratic Services Committee.</p>	9.30am	10am	1.30 pm	2pm	4.30 pm	6.00 pm	Alternate am/pm	Rotate 10am/ 2pm/ 4.30pm	Rotate am/ pm/ 6pm
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2.00	RESOURCE IMPLICATIONS									
2.01	None as a result of this report.									
3.00	CONSULTATIONS REQUIRED / CARRIED OUT									
3.01	Publication of this report constitutes consultation.									
4.00	RISK MANAGEMENT									
4.01	None as a result of this report.									

5.00	APPENDICES
5.01	Appendix 1 – Draft Forward Work Programme

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	<p>None.</p> <p>Contact Officer: Robert Robins Democratic Services Manager</p> <p>Telephone: 01352 702320</p> <p>E-mail: robert.robins@flintshire.gov.uk</p>

7.00	GLOSSARY OF TERMS
7.01	Improvement Plan: the document which sets out the annual priorities of the Council. It is a requirement of the Local Government (Wales) Measure 2009 to set Improvement Objectives and publish an Improvement Plan.