CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE

Date of Meeting	Thursday 16 November, 2023
Report Subject	Forward Work Programme
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.

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 of the Committee be authorised to vary the Forward Work Programme between meetings, as the need arises.

REPORT DETAILS

1.00	EXPLAINING THE FORWARD WORK PROGRAMME
1.01	The Forward Work Programme (FWP) is intended to set out the Committee's schedule of work for the coming months. It is a 'working document' that remains under constant review to ensure that the Committee is carrying out the proper level of scrutiny and is focussing on the appropriate areas in accordance with its Terms of Reference (included as Appendix 2).
1.02	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.
1.03	Members are encouraged to consider and propose items for inclusion on the FWP, noting the guidance at paragraph 1.06. The Committee's 'Terms of Reference' is included as Appendix 2 to help with this.
1.04	A number of 'themed' topics and reports will be placed before the committee before the end of the current meeting cycle, including: - Capital Programme and Assets 'themed' meeting. - Corporate Services 'themed' meeting. - Strategic and Partnership Working 'themed' meeting. - Community Safety Partnership Annual Report. - North Wales Economic Ambition Board. - Organisational Design & Change Programme. - Update on Corporate Joint Committees (CJCs). - Alternative Delivery Models. Dates will be included with the December Committee FWP.
1.05	As well as the 'targeted' work items, there are standard, regular reports that follow a 'pattern'. These are included in Appendix 1 under 'Regular Items and will be scheduled on the FWP accordingly.
1.06	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:

	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?
	6. Is the issue of public or Member concern?

2.00	RESOURCE IMPLICATIONS
2.01	None as a result of this report.

3.00	IMPACT ASSESSMENT AND RISK MANAGEMENT
3.01	Not applicable.

4.00	CONSULTATIONS REQUIRED / CARRIED OUT
4.01	Publication of this report constitutes consultation.

5.00	APPENDICES
5.01	Appendix 1 – Draft Forward Work Programme. Appendix 2 – CROSC 'Terms of Reference'.

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	None.

7.00	CONTACT OFFICER DETAILS
7.01	**Contact Officer:** Steven Goodrum, Democratic Services Manager **Telephone:** 01352 702320 **E-mail:** steven.goodrum@flintshire.gov.uk

8.00	GLOSSARY OF TERMS
8.01	**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.