

CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE

Date of Meeting	Thursday, 9 th March 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.

RECOMMENDATIONS

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	<p>The Forward Work Programme (FWP) is intended to set out the Committees schedule of work for the coming months.</p> <p>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.</p>																						
1.02	<p>Items feed into a Committee’s Forward Work Programme from a number of sources.</p> <p>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.</p> <p>Other possible items are identified from the Cabinet Work Programme and the Improvement Plan.</p>																						
1.03	<p>It is important that the Forward Work Programme focusses on relevant topics. The Terms of Reference (included as Appendix 2) that were considered at the July (2022) Committee meeting have been reviewed against the FWP to ensure all elements are included. The findings are included below with suggested dates where any gaps have been identified.</p> <table border="1" data-bbox="304 1151 1374 1653"> <thead> <tr> <th colspan="2" data-bbox="304 1151 948 1227">Subject</th> <th data-bbox="948 1151 1374 1227">Proposed Meeting Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="304 1227 411 1653" rowspan="5" style="writing-mode: vertical-rl; transform: rotate(180deg);">Corporate Management and Governance</td> <td data-bbox="411 1227 948 1303"> <ul style="list-style-type: none"> • <i>Council strategic and improvement planning (Council Plan)</i> </td> <td data-bbox="948 1227 1374 1303"><i>Already on FWP</i></td> </tr> <tr> <td data-bbox="411 1303 948 1379"> <ul style="list-style-type: none"> • Council performance and performance systems </td> <td data-bbox="948 1303 1374 1379">Annually – May</td> </tr> <tr> <td data-bbox="411 1379 948 1456"> <ul style="list-style-type: none"> • Customer Services and contact </td> <td data-bbox="948 1379 1374 1456">Annually – May</td> </tr> <tr> <td data-bbox="411 1456 948 1532"> <ul style="list-style-type: none"> • <i>Finance Strategy</i> </td> <td data-bbox="948 1456 1374 1532"><i>Already on FWP</i></td> </tr> <tr> <td data-bbox="411 1532 948 1653"> <ul style="list-style-type: none"> • <i>Revenue and capital strategic planning Revenue and capital budget monitoring</i> </td> <td data-bbox="948 1532 1374 1653"><i>Already on FWP</i></td> </tr> </tbody> </table> <table border="1" data-bbox="304 1688 1374 1841"> <thead> <tr> <th data-bbox="304 1688 948 1765">Subject</th> <th data-bbox="948 1688 1374 1765">Proposed Meeting Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="304 1765 948 1841">Clwyd Pension Fund</td> <td data-bbox="948 1765 1374 1841">Annually – TBC</td> </tr> </tbody> </table> <table border="1" data-bbox="304 1877 1374 2002"> <thead> <tr> <th data-bbox="304 1877 948 1939">Subject</th> <th data-bbox="948 1877 1374 1939">Proposed Meeting Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="304 1939 948 2002">ICT and Digital Strategies</td> <td data-bbox="948 1939 1374 2002">Annually – TBC</td> </tr> </tbody> </table>	Subject		Proposed Meeting Date	Corporate Management and Governance	<ul style="list-style-type: none"> • <i>Council strategic and improvement planning (Council Plan)</i> 	<i>Already on FWP</i>	<ul style="list-style-type: none"> • Council performance and performance systems 	Annually – May	<ul style="list-style-type: none"> • Customer Services and contact 	Annually – May	<ul style="list-style-type: none"> • <i>Finance Strategy</i> 	<i>Already on FWP</i>	<ul style="list-style-type: none"> • <i>Revenue and capital strategic planning Revenue and capital budget monitoring</i> 	<i>Already on FWP</i>	Subject	Proposed Meeting Date	Clwyd Pension Fund	Annually – TBC	Subject	Proposed Meeting Date	ICT and Digital Strategies	Annually – TBC
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People Strategy	<ul style="list-style-type: none"> Organisational Design & Change Programme 	Annually – September

Subject		Proposed Meeting Date
Corporate Services	<ul style="list-style-type: none"> Corporate Communications 	Annually – TBC
	<ul style="list-style-type: none"> Financial services 	Annually – TBC
	<ul style="list-style-type: none"> ICT Services 	Annually – TBC
	<ul style="list-style-type: none"> <i>Information and Business Services Procurement</i> 	<i>Already on FWP</i>
	<ul style="list-style-type: none"> HR Business Partnering 	Annually – TBC
	<ul style="list-style-type: none"> Occupational Health and Wellbeing Employment Services 	Annually – TBC
	<ul style="list-style-type: none"> Legal Services 	Annually – TBC
	<ul style="list-style-type: none"> Democratic Services 	Annually – TBC
	<ul style="list-style-type: none"> <i>Revenues</i> 	<i>Already on FWP</i>

Subject		Proposed Meeting Date
Strategic and Partnership Working	<ul style="list-style-type: none"> Partnership and collaborative working frameworks 	Annually – May
	<ul style="list-style-type: none"> Public Service Board 	Annually – May
	<ul style="list-style-type: none"> Civil Contingencies 	Annually – May
	<ul style="list-style-type: none"> Emergency Planning 	Annually – May

Subject		Proposed Meeting Date
Crime and Disorder	<ul style="list-style-type: none"> Community Safety Partnership 	Annually – April
	<ul style="list-style-type: none"> North Wales Fire & Rescue Authority & Service 	Annually – April
	<ul style="list-style-type: none"> North Wales Police & Crime Commissioner North 	Annually – April
	<ul style="list-style-type: none"> Wales Police Service 	Annually – April
	<ul style="list-style-type: none"> North Wales Probation Service 	Annually – April

Note. Corporate Resources Overview & Scrutiny is also the designated 'crime & disorder scrutiny' committee.

		Subject	Proposed Meeting Date
Capital Programme and Assets	•	Corporate Property Maintenance Service	Annually – September
	•	Property and Design Consultancy	Annually – September
	•	Valuation and Estates Service	Annually – September
	•	Community Assets	Annually – September
	•	Community Asset Transfer Programme	Annually – September
		Subject	Proposed Meeting Date
		NEWydd	<i>Already on FWP</i>
1.04	<p>In identifying any additional 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? 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	<p>Appendix 1 – Draft Forward Work Programme.</p> <p>Appendix 2 – Corporate Resources Overview & Scrutiny Committee Terms of Reference</p>

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	None.

7.00	CONTACT OFFICER DETAILS
7.01	<p>Contact Officer: Steven Goodrum, Democratic Services Manager</p> <p>Telephone: 01352 702320</p> <p>E-mail: Steven.Goodrum@flintshire.gov.uk</p>

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.