

CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE

Date of Meeting	Thursday, 20 April 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 Committee's 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.</p> <p>The FWP was reviewed against the committee's terms of reference at the March meeting to ensure it is complete and current.</p> <p>Work is continuing to diarise reports where 'gaps' were identified in the committee's schedule.</p> <p>Members are therefore encouraged to consider and propose items for inclusion on the FWP, noting the guidance at paragraph 1.06.</p>							
1.04	<p>The current FWP only goes as far as July 2023 due to the meeting dates for the remainder of the year not having been agreed. These are due to be confirmed at the AGM on Thursday 4th May.</p> <p>The following items will be included, and dates have been proposed for the committee's consideration.</p> <table border="1" data-bbox="300 1621 1386 2085"> <thead> <tr> <th data-bbox="300 1621 485 1731">Proposed Month</th> <th data-bbox="489 1621 916 1731">Subject</th> <th data-bbox="920 1621 1386 1731">Purpose of Report / Presentation</th> </tr> </thead> <tbody> <tr> <td data-bbox="300 1738 485 2085">September 2023</td> <td data-bbox="489 1738 916 2085">Capital Programme and Assets 'themed' meeting</td> <td data-bbox="920 1738 1386 2085"> <p>To receive updates regarding <i>Capital Programme and Assets</i>, including:</p> <p>Corporate Property Maintenance Service; Property and Design Consultancy; Valuation and Estates Service; Community Assets; Capital Programme and Assets; and,</p> </td> </tr> </tbody> </table>		Proposed Month	Subject	Purpose of Report / Presentation	September 2023	Capital Programme and Assets 'themed' meeting	<p>To receive updates regarding <i>Capital Programme and Assets</i>, including:</p> <p>Corporate Property Maintenance Service; Property and Design Consultancy; Valuation and Estates Service; Community Assets; Capital Programme and Assets; and,</p>
Proposed Month	Subject	Purpose of Report / Presentation						
September 2023	Capital Programme and Assets 'themed' meeting	<p>To receive updates regarding <i>Capital Programme and Assets</i>, including:</p> <p>Corporate Property Maintenance Service; Property and Design Consultancy; Valuation and Estates Service; Community Assets; Capital Programme and Assets; and,</p>						

1.06	<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	Appendix 1 – Draft Forward Work Programme.

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 Telephone: 01352 702320 E-mail: Steven.Goodrum@flintshire.gov.uk</p>

8.00	GLOSSARY OF TERMS
7.01	Not applicable.