

CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE

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| Date of Meeting | Thursday, 14 September 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.

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

RECOMMENDATIONS

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| 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 |
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| 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 (included as Appendix 2).</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>Members are encouraged to consider and propose items for inclusion on the FWP, noting the guidance at paragraph 1.06.</p> <p>The Committee's 'Terms of Reference' is included as Appendix 2 to help with this.</p> |
| 1.04 | <p>In addition to the reports scheduled on FWP included as Appendix 1, several other 'themed' topics and reports will be placed before the committee in the coming months, including:</p> <ul style="list-style-type: none"> • Capital Programme and Assets 'themed' meeting. • Corporate Services 'themed' meeting. • Strategic and Partnership Working 'themed' meeting. • Updated MTFS (likely December 2023). • Budget Setting 2024-25, in October or November 2023. • Community Safety Partnership Annual Report. • North Wales Economic Ambition Board. • Organisational Design & Change Programme. • Update on Corporate Joint Committees (CJCs). • Alternative Delivery Models. |
| 1.05 | <p>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.</p> |
| 1.06 | <p>When 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? |

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| | <ul style="list-style-type: none"> 2. Is it an area of major change or risk? 3. Are there issues of concern in performance? 4. Is there new Government guidance or legislation? 5. Is it prompted by the work carried out by Regulators/Internal Audit? 6. Is the issue of public or Member concern? |
| 1.07 | Training sessions have been arranged specifically for members of the scrutiny committees in the autumn. Invitations have been issued to all members of scrutiny committees, and they will be delivered by the Welsh Local Government Association. |

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

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| 3.00 | IMPACT ASSESSMENT AND RISK MANAGEMENT |
| 3.01 | Not applicable. |

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

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

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| 6.00 | LIST OF ACCESSIBLE BACKGROUND DOCUMENTS |
| 6.01 | None |

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

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| 8.00 | GLOSSARY OF TERMS |
| 8.01 | Not applicable. |