

## ORGANISATIONAL CHANGE OVERVIEW & SCRUTINY COMMITTEE

<b>Date of Meeting</b>	Monday 27 <sup>th</sup> November, 2017
<b>Report Subject</b>	Forward Work Programme
<b>Cabinet Member</b>	Not applicable
<b>Report Author</b>	Community & Education Overview & Scrutiny Facilitator
<b>Type of Report</b>	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 Organisational Change Overview & Scrutiny Committee.

### RECOMMENDATION

1	That the Committee considers the draft Forward Work Programme and approve/amend as necessary.
2	That the Overview & Scrutiny Facilitator, 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	That the Committee considers the options on meeting time preference, to feedback to the Constitution & Democratic Services Committee.

**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 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?

1.03 At the meeting of the Constitution & Democratic Services Committee which was held on 25<sup>th</sup> 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:

9.30am	10am	1.30pm	2pm	4.30pm	6.00pm	Alternate am/pm	Rotate 10am/2pm/4.30pm	Rotate am/pm/6pm
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The Organisational Change Overview & Scrutiny committee, which currently meets on a Monday 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.

**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.

<b>5.00</b>	<b>APPENDICES</b>
5.01	Appendix 1 – Draft Forward Work Programme

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	<p>None.</p> <p><b>Contact Officer:</b> Ceri Shotton Overview &amp; Scrutiny Facilitator</p> <p><b>Telephone:</b> 01352 702305</p> <p><b>E-mail:</b> <a href="mailto:ceri.shotton@flintshire.gov.uk">ceri.shotton@flintshire.gov.uk</a></p>

<b>7.00</b>	<b>GLOSSARY OF TERMS</b>
7.01	<b>Improvement Plan:</b> 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.