

ORGANISATIONAL CHANGE OVERVIEW & SCRUTINY COMMITTEE

Date of Meeting	Monday, 16 th March 2020
Report Subject	Forward Work Programme and Action Tracking
Cabinet Member	Not applicable
Report Author	Overview & Scrutiny Facilitator
Type of Report	Operational

EXECUTIVE SUMMARY

At the 2019 Annual Meeting, the Leader of the Council gave an undertaking that the committee structure would be reviewed during the current municipal year. Following the review, a report was presented to County Council on 27 February, 2020 where Members supported that the number of Overview & Scrutiny Committees be reduced from six to five, agreeing the disaggregation of the Organisational Change Overview & Scrutiny Committee.

There were a number of items listed on the Committee Forward Work Programme and therefore a review of where these items will now be reported has been undertaken. A copy of the previous Forward Work Programme items and which Overview & Scrutiny Committee would now consider them, is attached at Appendix 1.

The report also shows actions arising from previous meetings of the Organisational Change Overview & Scrutiny Committee and the progress made in completing them, as shown in Appendix 2.

RECOMMENDATION

1	That the Committee note the previous Forward Work Programme items and which Overview & Scrutiny Committee would consider them in the future.
2	That the Committee notes the progress made in completing the outstanding actions.

REPORT DETAILS

1.00	EXPLAINING THE FORWARD WORK PROGRAMME ITEMS AND ACTION TRACKING
1.01	At the 2019 Annual Meeting, the Leader of the Council gave an undertaking that the committee structure would be reviewed during the current municipal year. The review was carried out by the statutory officers in consultation with Group Leaders and their deputies before a report was submitted to the Constitution & Democratic Services Committee.
1.02	Following the review, and consideration of a report by the Constitution & Democratic Services Committee, a report was presented to County Council on 27 February, 2020 where Members supported that the number of Overview & Scrutiny Committees be reduced from six to five, agreeing the disaggregation of the Organisational Change Overview & Scrutiny Committee.
1.03	In agreeing to reduce the number of Overview & Scrutiny Committees, the functions that previously sat under the terms of reference of the Organisational Change Overview & Scrutiny Committee were transferred to the remaining Overview & Scrutiny Committees.
1.04	It has therefore been necessary to review the topics listed for consideration on the Committee Forward Work Programme to identify which Overview & Scrutiny Committee would consider the topics going forward. A copy of the previous Forward Work Programme items and which Overview & Scrutiny Committee would now consider them, is attached at Appendix 1.
1.05	In previous meetings, requests for information, reports or actions have been made. These have been summarised as action points. Following a meeting of the Corporate Resources Overview & Scrutiny Committee in July 2018, it was recognised that there was a need to formalise such reporting back to Overview & Scrutiny Committees, as 'Matters Arising' was not an item which can feature on an agenda.
1.06	It was suggested that the 'Action tracking' approach be trialled for the Corporate Resources Overview & Scrutiny Committee. Following a successful trial, it was agreed to extend the approach to all Overview & Scrutiny Committees.
1.07	The Action Tracking details including an update on progress is attached at Appendix 2.

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

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	In some cases, action owners have been contacted to provide an update on their actions.

4.00	RISK MANAGEMENT
4.01	None as a result of this report.

5.00	APPENDICES
5.01	Appendix 1 – List of previous Forward Work Programme items and where they will now be reported. Appendix 2 – Action Tracking for the Organisational Change OSC.

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	Minutes of previous meetings of the Committee as identified in Appendix 2. Committee Review report to County Council on 27 February, 2020 Contact Officer: Ceri Shotton Overview & Scrutiny Facilitator Telephone: 01352 702305 E-mail: ceri.shotton@flintshire.gov.uk

7.00	GLOSSARY OF TERMS
7.01	None.