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**TO ALL MEMBERS OF THE  
CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE**

29 January 2010

Dear Councillor

**CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE – MONDAY, 1  
FEBRUARY 2010**

Further to the Agenda and papers for the above meeting, previously circulated, please find attached the following item which was marked to follow:

**14. Revised Work Programme**

To consider the revised Work Programme for 2009/2010

Should you have any queries regarding the above please do not hesitate to contact me.

Yours sincerely

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Democratic Services Officer

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**Meeting:** Corporate Resources Overview and Scrutiny Committee  
**Date:** 1 February 2010  
**Subject:** Work Programme 2009-2010  
**Report of:** Cllr Maurice Jones, Portfolio Holder for Corporate Resources  
**Summary:** The report provides Members with details of the currently drafted work programme following initial discussion of the subject at the Committee's first meeting on the 13<sup>th</sup> July 2007.

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Contact Officer: Cheryl Powell, Overview & Scrutiny Officer  
Public/Exempt: Public  
Wards Affected: All  
Function of: Council

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**RECOMMENDATIONS:**

- 1. That the Corporate Resources Overview and Scrutiny Committee considers and approves the work programme attached, subject to any further amendments it may wish to make; and**
- 2. That the Corporate Resources Overview and Scrutiny Committee considers whether it wishes to add any further items to the work programme and/or establish any Task Forces to assist it in reviewing specific items.**

*Reason for Recommendation: So that Members of the Corporate Resources Overview and Scrutiny Committee can further refine its work programme for the municipal year 2009 - 2010.*

**CORPORATE IMPLICATIONS**

**Council Priorities:**

The work programme of the Corporate Resources Overview & Scrutiny Committee will contribute indirectly to all 5 Council priorities.

**Financial:**

n/a

**Legal:**

n/a

**Risk Management:**

n/a

**Staffing (including Trades Unions):**

n/a

**Equalities/Human Rights:**

n/a

**Community Development/Safety:**

n/a

**Sustainability:**

n/a

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**Work Programme**

1. At its first meeting, the Committee received a presentation which provided an overview of the work of the Corporate Resources directorate and the key issues and challenging facing it.
2. At this meeting, and with the support of the officers in attendance, Members highlighted a number of priority items for inclusion in an initial Committee work programme, a summary of which is attached at Appendix A.
3. The Committee is now requested to consider further the work programme attached and amend and/or add to it if considered necessary. This will allow officers to plan accordingly but will not preclude further items being added during the course of the year if Members so wish and capacity exists.

**Task Forces**

4. In addition to further consideration of the work programme, Members will also need to consider how each item will be reviewed i.e. by the Committee itself (over one or a number of Committee meetings) or by establishing a Member Task Force to review an item in greater depth and report back its findings.

## **Conclusion**

5. Members are requested to consider and agree the attached work programme, subject to any further amendments/additions they may wish to make and highlight those items within it where they wish to establish a Task Force to assist the Committee in its work.
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## Draft Work Programme for Corporate Resources Overview & Scrutiny Committee 2009 – 2010

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Lead Officer(s)	Comment
1.	1 <sup>st</sup> March 2010	Department Overview: Legal and Democratic Services	To receive an overview of the Legal and Democratic Services function in light of any updates / refresh of directorate strategies and plans	Barbara Morris	The Committee will receive an overview of how the Legal and Democratic Services Department operates within the Corporate Resources Directorate, taking account of the Council Priorities and the Directorates Service Plans. The overview will outline the <ul style="list-style-type: none"> <li>• Key issues;</li> <li>• Challenges; and</li> <li>• Tasks facing the directorate in delivering the Council's priorities</li> </ul>
2.		People Strategy	To receive an overview of the current People Strategy, including provisions for harmonisation	Gordon MacFarlane	The Committee will have an opportunity to comment on the strategy prior to its receipt at the Executive's 9 <sup>th</sup> March meeting
3.		Quarter 3 Budget & Performance Information	To receive the Budget and Performance information for the Corporate Resources Directorate.	Matt Bowmer	The Committee will receive a statement of the position Directorate's financial performance against budget for Q4

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Lead Officer(s)	Comment
4.		<i>Review of the Work Programme</i>	<i>To receive an overview poison of the forthcoming issues the Committee may wish to consider as part of their 2010 / 2011 work programme</i>	<i>Richard Ellis</i>	<i>Officers within the newly formed Customer and Shared Services Directorate are invited to discuss issues that fall within the Terms of reference of the Committee.</i>
5.	29 <sup>th</sup> March 2010	No Business			
6.	26 <sup>th</sup> April 2010	Review of the Budget Setting Process	Review of the Budget Setting Process 2009 / 2010 and lesson learnt to be applied to the Budget Setting Process 2010 / 2011	TBC	Scope of the Task Force to consider :  <ol style="list-style-type: none"> <li>1. Reviewing the current information provided to Members prior to budget-setting</li> <li>2. Considering current Member-involvement in the budget-setting process</li> <li>3. Reviewing current arrangements for financial monitoring by Scrutiny Panels</li> <li>4. Suggesting ways in which Scrutiny Panel members could be more effectively engaged in this process and better equipped to fulfil their financial scrutiny role</li> </ol>
7.		Update on the Review of the Procurement Strategy	To receive an update on the progress of the Procurement since it's adoption at the 10 <sup>th</sup> November's Executive and eventual officer use and implementation.	Rob Gregan	The Committee will receive an update of the Task Force's work on the development of the Procurement Strategy. This will encompass the suggestions from the Task Force's investigation of the Strategy with a view to these proposals being included into the strategy's development prior to its receipt at Executive on the 10 <sup>th</sup> November 2009

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Lead Officer(s)	Comment
8.	24 <sup>th</sup> May 2010	Quarter 4 Budget & Performance Information	To receive the Budget and Performance information for the Corporate Resources Directorate.	Matt Bowmer	The Committee will receive a statement of the position Directorate's financial performance against budget for Q4

Previous Work Programme Items

9.	1 <sup>st</sup> February 2010	Review of the Capital Programme	To seek the views of the Committee in respect of the schemes proposed for inclusion in the Capital Programme prior to recommendation to Executive.	Matt Bowmer	<p>The Corporate Resources Overview &amp; Scrutiny Committee will receive a report advising them on the proposals for the updated capital programme and the formal capital budget for the current financial year</p> <p>The formulation and review of the capital programme is a policy framework matter and requires formal referral to the Corporate Resources Overview &amp; Scrutiny Committee for review prior to recommendations being made to the Executive.</p>
10.	18 <sup>th</sup> January 2010	Medium Term Accommodation Programme Update			The Committee will receive a report proposing the approval of a revised programme and re-naming to the Interim Accommodation Plan
11.		Treasury Management Strategy			The Committee will receive a report proposing a revised strategy in response to changes in two key codes and increased risk in investment markets



12.		Disaggregation of the Assets of the former Bedfordshire County Council		Clive Heaphy / Matt Bowmer	The Committee will receive a report proposing the basis of an agreement with Bedford Borough Council on the split of assets of the former County Council.
13.	10 <sup>th</sup> December 2009	Department Update: ICT, Property and Assets	To receive an update of the ICT, Property and Assets function.	Caroline Carruthers / Mark Bassett	The Committee will receive an update of how the ICT, Property and Assets Department operates within the Corporate Resources Directorate, taking account of the Council Priorities and the Directorates Service Plans. The update will outline the <ul style="list-style-type: none"> <li>• Key issues;</li> <li>• Challenges; and</li> <li>• Tasks facing the directorate in delivering the Council's priorities</li> </ul>
14.		Quarter 2 Budget & Performance Information	To receive the Budget and Performance information for the Corporate Resources Directorate.	Clive Heaphy and Matt Bowmer	The Committee will receive a statement of the position Directorate's financial performance against budget for Q2
15.		Review of 2010/11 Corporate Budget Proposals	To receive the high level position of the 2010/11 Corporate budget proposals	Clive Heaphy	

16.	2 <sup>nd</sup> November 2009	Department Overview: Audit & Risk	To receive an overview of the Audit & Risk function in light of the update and refresh of directorate strategies and plans, namely the <ul style="list-style-type: none"> <li>• Health and Safety Audit of CBC properties</li> <li>• Insurance Review of CBC properties</li> </ul>	Nick Murley	The Committee will receive an overview of how the Audit & Risk Department operates within the Corporate Resources Directorate, taking account of the Council Priorities and the Directorates Service Plans. The overview will outline the <ul style="list-style-type: none"> <li>• Key issues;</li> <li>• Challenges; and</li> <li>• Tasks facing the directorate in delivering the Council's priorities</li> </ul>
17.		Quarter 2 Budget & Performance Information	To receive the Budget and Performance information for the Corporate Resources Directorate.	Matt Bowmer	The Committee will receive a statement of the position Directorate's financial performance against budget for Q2
18.		Task Force Feedback: Review of the Procurement Strategy	To receive feedback from the Task Force's meeting held on the 16 <sup>th</sup> September	n/a	The Committee will receive an update of the Task Force's work on the development of the Procurement Strategy. This will encompass the suggestions from the Task Force's investigation of the Strategy with a view to these proposals being included into the strategy's development prior to its receipt at Executive on the 10 <sup>th</sup> November 2009

19.	5 <sup>th</sup> October 2009	Department Overview: Human Resources & Organisational Development	To receive an overview of the Human Resources & Organisational Development function in light of the update and refresh of directorate strategies and plans, namely the <ul style="list-style-type: none"> <li>• HR operating model;</li> <li>• Workforce strategy;</li> <li>• Organisational development strategy ;</li> <li>• Learning and development plan; and</li> <li>• Employee engagement plan</li> </ul>	Gordon MacFarlane	The Committee will receive an overview of how the Human Resources & Organisational Development Department operates within the Corporate Resources Directorate, taking account of the Council Priorities and the Directorates Service Plans. The overview will outline the <ul style="list-style-type: none"> <li>• Key issues;</li> <li>• Challenges; and</li> <li>• Tasks facing the directorate in delivering the Council's priorities</li> </ul>
20.		Update of the Budget Outturn	To consider the details of the current budget outturn position	Clive Heaphy	To request Members of the Corporate Resources Overview & Scrutiny Committee consider how they wish to scrutinise the budget during 2009/10 and what lessons can be learnt and applied to the scrutiny process for 2010/2011.
21.	10 <sup>th</sup> August 2009	Procurement Strategy	To receive a presentation / overview of Central Bedfordshire Council's Procurement process  To consider the strategy To consider the code of practice for contract management	Rob Gregan	The committee may wish to consider a presentation and complementary report setting out the Council's position and a way forward.
22.		Medium Term Budget Strategy	To consider the Medium Term Budget Strategy	Clive Heaphy & Matt Bowmer	

23.		Medium Term Accommodation Plan	To receive a report / update on the Intermediate solution to Office Accommodation	Caroline Carruthers	
24.		Accommodation Strategy	To consider Central Bedfordshire Council's plan for office accommodation	Caroline Carruthers	
25.		ICT Strategy	To consider the ICT Strategy  To consider the plan for rationalisation and migration of ICT	Caroline Carruthers	
26.		Performance Monitoring Reports	Property Acquisitions and Disposals Monitoring: Quarterly basis monitoring and reporting of all property transactions	Mark Bassett	
27.		Review of the Work programme		Overview & Scrutiny Officer	
28.	7 <sup>th</sup> September 2009	Department Overview: Financial Services	To receive an overview of the Financial Services function	Matt Bowmer	<p>The Committee will receive an overview of how the Financial Services Department operates within the Corporate Resources Directorate, taking account of the Council Priorities and the Directorates Service Plans. The overview will outline the</p> <ul style="list-style-type: none"> <li>• Key issues;</li> <li>• Challenges; and</li> <li>• Tasks facing the directorate in delivering the Council's priorities</li> </ul>

29.		Budget Setting Process 2010 / 2011	To receive an overview of Central Bedfordshire Council's budget setting process for 2010 / 2011	Matt Bowmer	The Committee will receive an overview setting out the Council's approach to setting the Budget for the year 2010 / 2011. The overview will outline the <ul style="list-style-type: none"> <li>• The national context for local government finance;</li> <li>• The impact of MTFP on the Council's priorities and objectives</li> <li>• CBC's financial situation with a focus pressures and challenges for the future.</li> </ul>
30.		Quarter 2 Budget & Performance Information	To receive the Budget and Performance information for the Corporate Resources Directorate.	Matt Bowmer	The Committee will receive a statement of the position Directorate's financial performance against budget for Q1
31.		Task Force Feedback: Review of the Procurement Strategy	To receive feedback from the Task Force's meeting	n/a	The Committee will receive an update of the Task Force' investigation into the Procurement Strategy.
32.		Review of the Work programme	To consider the Corporate Resources Overview & Scrutiny Committee's Work Programme with a view to further refine its work for the municipal year 2009 - 2010.	Overview & Scrutiny Officer	The Corporate Resources Overview & Scrutiny Committee considers will need to continually refine and approve its work programme in order to add any further items to the work programme and/or establish any Task Forces to assist it in reviewing specific items.

**Executive Dates:**

9<sup>th</sup> February 2010

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