

Agenda Item:

Meeting: Corporate Resources Overview & Scrutiny Committee

Date: 10 August 2009

Subject: Corporate Resources Overview & Scrutiny Committee
Work Programme 2009 / 2010

Report of: Cheryl Powell, Overview & Scrutiny Officer

Summary: The report provides Members with information of the key strategic plans and priorities originating from the Corporate Resources Directorate.

Contact Officer: Cheryl Powell

Public/Exempt: Public

Wards Affected: All

Function of: n/a

Key Decision n/a

Reason for urgency/ n/a

Exemption from call-
in (if appropriate)

RECOMMENDATION:

1. That the Corporate Resources Overview & Scrutiny Committee note the contents of this report for information.
2. That the Corporate Resources Overview & Scrutiny Committee begin to identify the areas of work that it wishes to scrutinise during the coming municipal year.

Reason for Recommendation: Members are asked to identify issues that they would wish to consider during the coming year at this meeting so that officers can develop a detailed work programme.

Introduction

1. Setting the Work Programme for the Scrutiny Committees is an important stage in the scrutiny process. An effective work programme will identify the key topics that scrutiny will consider over the coming year. A well planned work programme will also help both officers and members plan their workloads as well as providing a clear picture to the public of planned scrutiny activity. It is vital that scrutiny members take responsibility for both drawing up and managing their own work programme.
2. At its meeting on the 13th July 2009, the Committee received presentations from the Director of Corporate Resources, the Assistant Director of Financial Services and the Assistant Director of ICT & Property. Each presentation discussed key strategies, plans as well as pressures within the Directorate. This enabled the Committee to decide on the items they felt would be appropriate to receive at their meetings throughout the 2009 / 2010 municipal year.
3. Within its terms of reference, the Committee discussed also relevant items from Executive's Forward Plan as well as the Policy and Planning Framework (PPF).

Scrutiny Work Programme 2009-10

4. Some of the key principles for members to consider in setting the future Work Programme include:-
 - Topics included in the Work Programme must add value to the work of the authority
 - Where appropriate involve partners, stakeholders and the public.
 - Allow some flexibility to enable topics to be included as and when they arise
 - Ensure that the Work Programme reflects the priorities of the Council as laid out in the Strategic Plan
5. Some of the areas that Members may wish to consider as part of developing a work programme for the coming year include:
 - Updates from senior officers on the priorities and developments within the remit of the Committee so that the Committee can identify issues that it could constructively become involved with.
 - Consultation on policies and developments arising from the Forward Plan that the Scrutiny Panel could have a constructive input into.
 - Single issue scrutiny events where the Committee invites senior officers and external witnesses to explore a particular issue in depth.
 - Exploring performance objectives and the achievement of performance targets with senior officers.

- The monitoring of the outcomes of previous scrutiny recommendations and impact that these have had on the organisation and importantly the people and communities of Central Bedfordshire.
6. Members of the Scrutiny Committee now have the opportunity to re-visit the current Work Programme and consider whether the issues identified on it remain appropriate. Members may also wish to consider any additional items for inclusion onto the future Work Programme. For example Members may consider devising “cross cutting” Committee Task Forces to avoid duplication and to share resources. Members will no doubt bear in mind that the Work Programme needs to be manageable both from the Committee’s perspective and resourcing work by Officers.

Conclusion

7. Members are therefore asked to note the contents of this report for information and consider the items suggested for scrutiny.

CORPORATE IMPLICATIONS
<p>Council Priorities: Under its terms of reference, the Corporate Resources Overview & Scrutiny Committee’s Work Programme will support the following Council priority of delivering value for money.</p>
<p>Financial: n/a</p>
<p>Legal: n/a</p>
<p>Risk Management: n/a</p>
<p>Staffing (including Trades Unions): n/a</p>
<p>Equalities/Human Rights: n/a</p>
<p>Community Development/Safety: n/a</p>
<p>Sustainability: n/a</p>

Draft Work Programme for Corporate Resources Overview & Scrutiny Committee 2009 – 2010

Ref	Report Title	Issue to be considered	Indicative Overview & Scrutiny Meeting Date	Comment
1.	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	10 th August 2009	The committee may wish too consider a presentation and complementary report setting out the Council's position and a way forward.
2.	Medium Term Budget Strategy	To consider the Medium Term Budget Strategy	10 th August 2009	
3.	Medium Term Accommodation Plan	To receive a report / update on the Intermediate solution to Office Accommodation	10 th August 2009	
4.	Accommodation Strategy	To consider Central Bedfordshire Council's plan for office accommodation	10 th August 2009	
5.	ICT Strategy	To consider the ICT Strategy To consider the plan for rationalisation and migration of ICT	10 th August 2009	

Ref	Report Title	Issue to be considered	Indicative Overview & Scrutiny Meeting Date	Comment
6.	Performance Monitoring Reports	Property Acquisitions and Disposals Monitoring: Quarterly basis monitoring and reporting of all property transactions	10 th August 2009	
7.	Review of the Work programme		10 th August 2009	
8.	Medium to Long Term Accommodation Strategy	To receive a report / update on the long term solution to Office Accommodation	7 th September 2009	
9.	E-Procurement strategy and plans	To consider the strategy and plans	7 th September 2009	
10.	Review of results the staff survey	To consider the results of the survey	7 th September 2009	
11.	Short term marketing and resourcing strategy	To consider the short term strategy	7 th September 2009	
12.	Long term marketing and resourcing strategy	To consider the long term strategy	7 th September 2009	

Ref	Report Title	Issue to be considered	Indicative Overview & Scrutiny Meeting Date	Comment
13.	Review of the Work programme		7 th September 2009	
14.	Strategy for maximising commercial opportunities within CBC	To consider the strategy	5 th October 2009	
15.	Maximisation of SAP within CBC	To consider the proposal	5 th October 2009	
16.	HR operating model proposal	To consider the strategy	5 th October 2009	
17.	Organisational development Strategy	To consider the strategy and the plan	5 th October 2009	
18.	Workforce Strategy and Learning & Development Plan	To consider the findings and recommendations	5 th October 2009	
19.	Health and Safety Audit of CBC properties	To consider the findings and recommendations	5 th October 2009	

Ref	Report Title	Issue to be considered	Indicative Overview & Scrutiny Meeting Date	Comment
20.	Insurance Review of CBC properties	To consider the proposal	5 th October 2009	
21.	Medium Term Property Strategy Update	To report on the progress of the implementation of the strategy.	5 th October 2009	
22.	Review of the Work programme		5 th October 2009	
23.	Approach to the review of transactional processes within Corporate Resources	To consider the approach	2 nd November 2009	
24.	Proposal for employee and manager self service	To consider the proposal	2 nd November 2009	
25.	Performance Monitoring Reports	Property Acquisitions and Disposals Monitoring: Quarterly basis monitoring and reporting of all property transactions	2 nd November 2009	
26.	Review of the Work programme		2 nd November 2009	

Ref	Report Title	Issue to be considered	Indicative Overview & Scrutiny Meeting Date	Comment
27.	Asset area reviews	To consider the proposals set out in review in light of service asset planning to ensure efficient use of accommodation and that this meets service delivery needs	30 th November 2009	
28.	Employee engagement plan	To consider the plan	30 th November 2009	
29.	Review of the Work programme		30 th November 2009	
30.	Review of the Work programme		4 th January 2010	.
31.	Performance Monitoring Reports	Property Acquisitions and Disposals Monitoring: Quarterly basis monitoring and reporting of all property transactions	1 st February 2010	
32.	Review of the Work programme		1 st February 2010	
33.	Review of Corporate Resources Support Services	Members may wish to consider : Feedback form Customer Satisfaction survey Schools level of take up of services and feedback Property partner feedback reviews	1 st March 2010	
34.	Review of the Work programme		1 st March 2010	

Ref	Report Title	Issue to be considered	Indicative Overview & Scrutiny Meeting Date	Comment
35.	Review of the Work programme		29 th March 2010	
36.	Review of the Work programme		26 th April 2010	
37.	Review of the Work programme		24 th May 2010	

Other Topics of Interest/Potential Review:

1. Programme of Category Reviews – In conjunction with the Accommodation Strategy Members may wish to consider how CBC identifies efficiencies throughout this strategic process
2. Shared Services (possible cross cutting Task Force with Business Transformation OSC)
3. Examination of Opening Balance Sheet

Executive Dates:

21st July 2009
18th August 2009
15th September 2009
13th October 2009
10th November 2009
8th December 2009
12th January 2010
9th February 2010