

---

**Meeting:** Corporate Resources Overview and Scrutiny Committee

**Date:** 5 October 2009

**Subject:** Work Programme 2009-2010

**Report of:** Overview & Scrutiny Officer

**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.

---

Contact Officer: Cheryl Powell, Overview & Scrutiny Officer

Public/Exempt: Public

Wards Affected: All

Function of: Council

---

**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.*

**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.

---

<b>CORPORATE IMPLICATIONS</b>
<p><b>Council Priorities:</b> The work programme of the Corporate Resources Overview &amp; Scrutiny Committee will contribute indirectly to all 5 Council priorities.</p> <p><b>Financial:</b> n/a</p> <p><b>Legal:</b> n/a</p> <p><b>Risk Management:</b> n/a</p> <p><b>Staffing (including Trades Unions):</b> n/a</p> <p><b>Equalities/Human Rights:</b> n/a</p> <p><b>Community Development/Safety:</b> n/a</p> <p><b>Sustainability:</b> n/a</p>

---

## 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.	5 <sup>th</sup> October 2009	Department Overview: Human Resources & Organisational Development	<p>To receive an overview of the Human Resources &amp; Organisational Development function in light of the update and refresh of directorate strategies and plans, namely the</p> <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	<p>The Committee will receive an overview of how the Human Resources &amp; 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</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>
2.		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.

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Lead Officer(s)	Comment
3.		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 would welcome 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>
4.		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 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.

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Lead Officer(s)	Comment
5.	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>
6.		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
7.		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

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Lead Officer(s)	Comment
8.		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.
9.	<i>W/B: 7<sup>th</sup> December 2009</i>	Department Overview: ICT, Property and Assets	To receive an overview of the ICT, Property and Assets function in light of the update and refresh of directorate strategies and plans, namely the <ul style="list-style-type: none"> <li>• ICT strategy and the plan for rationalisation and migration of ICT; and</li> <li>• Property services review and to report an agreed process for reviewing future delivery of property services.</li> </ul>	Caroline Carruthers	The Committee will receive an overview 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 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>
10.		Medium Term Property Strategy	To receive an update	Caroline Carruthers & Mark Bassett	The Committee will receive quarterly update on the progress of the implementation of the strategy prior to recommendations being made to the Executive.
11.		Property Acquisitions and Disposals Monitoring	To receive a quarterly update	Caroline Carruthers & Mark Bassett	The Committee will receive quarterly basis monitoring and reporting of all property transactions.

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Lead Officer(s)	Comment
12.		Draft Budget Report	<p>To consider</p> <ul style="list-style-type: none"> <li>• The Council's grant settlement and the resulting pressure on Council Tax;</li> <li>• Any loss of investment income as a result of the fall in interest rates;</li> <li>• The Capital Programme and its resource allocations;</li> <li>• The consultation arrangements for the General Fund Budget;</li> <li>• The consultation arrangements for the HRA Budget.</li> </ul>		<p>The Corporate Resources Overview &amp; Scrutiny Committee would welcome 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 annual budget 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>
13.		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.

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Lead Officer(s)	Comment
14.	4 <sup>th</sup> January 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	<p>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</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>



Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Lead Officer(s)	Comment
15.		Revenue Budget 2010 / 2011	To give consideration to the level of revenue spending and income in 2009 / 2010 and to ensure that the budget is revised where appropriate to reflect changing circumstances.	Matt Bowmer	<p>The Corporate Resources Overview &amp; Scrutiny Committee would seek to devise a process to report the latest position on revenue spending and income for 2010 / 2011 and show any significant variations from the approved revenue budget as at the end of January 2010 and to forecast the outturn position for the year ended 31st March 2010.</p> <p>This process should also attempt to</p> <ul style="list-style-type: none"> <li>• recommend any changes to the approved revenue budget which are considered necessary</li> <li>• highlight areas where further information has been requested from Heads of Service</li> <li>• determine any areas where Members require further information in addition to that already requested and supplied.</li> </ul>
16.		Long Term Accommodation Strategy – Scoping Exercise	Possible Task Force	Caroline Carruthers et. al	Scoping Exercise to be determined by the Corporate Resources Overview & Scrutiny Committee and relevant officers
17.		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.

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Lead Officer(s)	Comment
18.	1 <sup>st</sup> February 2010	Property Acquisitions and Disposals Monitoring	To receive a quarterly update	Caroline Carruthers & Mark Bassett	The Committee will receive quarterly basis monitoring and reporting of all property transactions.
19.		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 Q3
20.		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.
21.	1 <sup>st</sup> March 2010	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.
22.	29 <sup>th</sup> March 2010	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	<b>- as above -</b>

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Lead Officer(s)	Comment
23.	26 <sup>th</sup> April 2010	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	- as above -
24.	24 <sup>th</sup> May 2010	Property Acquisitions and Disposals Monitoring	To receive a quarterly update	Caroline Carruthers & Mark Bassett	The Committee will receive quarterly basis monitoring and reporting of all property transactions.
25.		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
26.		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.
27.	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 too consider a presentation and complementary report setting out the Council's position and a way forward.

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Lead Officer(s)	Comment
28.		Medium Term Budget Strategy	To consider the Medium Term Budget Strategy	Clive Heaphy & Matt Bowmer	
29.		Medium Term Accommodation Plan	To receive a report / update on the Intermediate solution to Office Accommodation	Caroline Carruthers	
30.		Accommodation Strategy	To consider Central Bedfordshire Council's plan for office accommodation	Caroline Carruthers	
31.		ICT Strategy	To consider the ICT Strategy  To consider the plan for rationalisation and migration of ICT	Caroline Carruthers	
32.		Performance Monitoring Reports	Property Acquisitions and Disposals Monitoring: Quarterly basis monitoring and reporting of all property transactions	Mark Bassett	
33.		Review of the Work programme		Overview & Scrutiny Officer	

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Lead Officer(s)	Comment
34.	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 operate s 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>
35.		Budget Setting Process 2010 / 2011	To receive an overview of Central Bedfordshire Council's budget setting process for 2010 / 2011	Matt Bowmer	<p>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</p> <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>
36.		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

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Lead Officer(s)	Comment
37.		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.
38.		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:**

10<sup>th</sup> November 2009

8<sup>th</sup> December 2009

12<sup>th</sup> January 2010

9<sup>th</sup> February 2010