
Meeting: Corporate Resources Overview and Scrutiny Committee

Date: 10 December 2009

Subject: Work Programme 2009-2010

Report of: 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 13th 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.

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

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.
-

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.	10 th 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"> • Key issues; • Challenges; and • Tasks facing the directorate in delivering the Council's priorities
2.		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
3.		Review of 2010/11 Corporate Budget Proposals	To receive the high level position of the 2010/11 Corporate budget proposals	Clive Heaphy	

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Lead Officer(s)	Comment
4.	4 th 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	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"> • Key issues; • Challenges; and • Tasks facing the directorate in delivering the Council's priorities
5.		Draft Budget Report		Clive Heaphy / Matt Bowmer	
6.	1 st February 2010	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
7.	1st March 2010	No Business			
8.	29th March 2010	No Business			
9.	26th April 2010	No Business			
10.	24 th 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

11.	2 nd November 2009	Department Overview: Audit & Risk	<p>To receive an overview of the Audit & Risk function in light of the update and refresh of directorate strategies and plans, namely the</p> <ul style="list-style-type: none"> • Health and Safety Audit of CBC properties • Insurance Review of CBC properties 	Nick Murley	<p>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</p> <ul style="list-style-type: none"> • Key issues; • Challenges; and • Tasks facing the directorate in delivering the Council's priorities
12.		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
13.		Task Force Feedback: Review of the Procurement Strategy	To receive feedback from the Task Force's meeting held on the 16 th 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 th November 2009

14.	5 th October 2009	Department Overview: Human Resources & Organisational Development	<p>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</p> <ul style="list-style-type: none"> • HR operating model; • Workforce strategy; • Organisational development strategy ; • Learning and development plan; and • Employee engagement plan 	Gordon MacFarlane	<p>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</p> <ul style="list-style-type: none"> • Key issues; • Challenges; and • Tasks facing the directorate in delivering the Council's priorities
15.		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.

16.		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	The Corporate Resources Overview & 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 The formulation and review of the capital programme is a policy framework matter and requires formal referral to the Corporate Resources Overview & Scrutiny Committee for review prior to recommendations being made to the Executive.
17.	10 th 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.
18.		Medium Term Budget Strategy	To consider the Medium Term Budget Strategy	Clive Heaphy & Matt Bowmer	
19.		Medium Term Accommodation Plan	To receive a report / update on the Intermediate solution to Office Accommodation	Caroline Carruthers	
20.		Accommodation Strategy	To consider Central Bedfordshire Council's plan for office accommodation	Caroline Carruthers	
21.		ICT Strategy	To consider the ICT Strategy To consider the plan for rationalisation and migration of ICT	Caroline Carruthers	

22.		Performance Monitoring Reports	Property Acquisitions and Disposals Monitoring: Quarterly basis monitoring and reporting of all property transactions	Mark Bassett	
23.		Review of the Work programme		Overview & Scrutiny Officer	
24.	7 th 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"> • Key issues; • Challenges; and • Tasks facing the directorate in delivering the Council's priorities
25.		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"> • The national context for local government finance; • The impact of MTFP on the Council's priorities and objectives • CBC's financial situation with a focus pressures and challenges for the future.

26.		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
27.		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.
28.		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:

8th December 2009; 12th January 2010; 9th February 2010