
Meeting: Corporate Resources Overview and Scrutiny Committee

Date: 1 March 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 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.

Appendices:

Appendix A – Corporate Resources Overview & Scrutiny Committee Work Programme by Committee Date.

Background Papers: (open to public inspection)

None

Location of papers:

Priory House, Chicksands

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 st March 2010	Corporate Overview of the Budget	To consider the processes involved when setting the Council's Budget.	Matt Bowmer / Richard Ellis	<p>In light of the Task Force's work and Terms of Reference, Members are minded to consider the four key objectives for scrutiny to add value to the council's management of its finances:</p> <ul style="list-style-type: none"> • To challenge whether the budget processes are effective and accessible and whether there is integration between corporate and service planning and performance and financial management; • To challenge how resources are allocated, monitor how they are used and examine their impact; • To test out and make explicit whether the Council is directing its resources effectively to meet its priorities and achieving value for money; and • To provide an additional and transparent challenge to the Executive's management of the Council's finances.

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2.		Treasury Management Report	To consider the operation of Central Bedfordshire's Treasury Management function for 2010 / 2011	Matt Bowmer / Richard Ellis	Treasury Management is about managing the Council's cash flow, borrowing and cash investments to support Central Bedfordshire's finances for the benefit of the regions Council Tax payers and the services that the Council provides. Produced annually, the Treasury Management Strategy summarises the activities, strategy, performance and costs of this service. Good Practice suggests Council's should pay as little interest on borrowing and to earn as much income on investments as possible, and to always be aware of the consequences of actions so that the risk to the Council's finances is considered first.
3.		People Strategy	To receive the People Strategy for Central Bedfordshire Council prior to its receipt and adoption by the Executive	Gordon MacFarlane	The national local government workforce strategy advises all councils to adopt a 'strategic people management' approach to ensure that their workforce is focused on achieving their council's objectives and improving services. To this end, an effective workforce strategy, for Central Bedfordshire council should be integrated with the overall corporate strategic plan. This approach will assist Central Bedfordshire Council to ensure that the right people are in the right places, with the right skills, at the right time. This strategic approach provides a launch pad for organisational development.

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4.		Quarter 3 Budget Report	To receive Q3 Budget information for the Corporate Resources Directorate.	Richard Ellis / Matt Bowmer	The Committee will receive a statement of the Directorate's financial performance against budget for Q3
5.		Quarter 3 Performance Report	To receive Q3 Performance information for the Corporate Resources Directorate.	Richard Ellis / Matt Bowmer	The Committee will receive a statement of the Directorate's performance for Q3
6.	26th April 2010	Review of the Budget Setting Process – outcomes from the Task Force	To consider and review the Budget Setting Process 2009 / 2010. As part of the Task Force's deliberations, Members of the Task Force will provide recommendation to the Executive based on their lessons learnt and how this can be applied to 2010 / 2011the Budget Setting Process.	-	Scope of the Task Force is to consider : <ul style="list-style-type: none"> • Reviewing the current information prior to budget setting; • Considering the current mechanisms for Member involvement in the budget setting process; • Reviewing the current arrangement for financial monitoring by Scrutiny Committees; and • Suggesting ways in which Members could be more effectively engaged in the process and be better equipped to fulfill their financial scrutiny role.
7.		Proposals for Property Services	TBC	TBC	TBC
8.		Sustainable Communities Strategy	TBC	TBC	TBC

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9.		Shared Services Review	TBC	TBC	TBC
10.	June 2010	Budget Timetable 2010 / 2011			<p>There are four key objectives for scrutiny to add value to the council's management of its finances:</p> <ol style="list-style-type: none"> 1. To challenge whether the budget processes are effective and accessible and whether there is integration between corporate and service planning and performance and financial management; 2. To challenge how resources are allocated, monitor how they are used and examine their impact; 3. To test out and make explicit whether the Council is directing its resources effectively to meet its priorities and achieving value for money; 4. To provide an additional and transparent challenge to the Executive's management of the Council's finances.
11.		Quarter 4 Budget Report	To receive Q4 Budget information for the Corporate Resources Directorate.	Richard Ellis / Matt Bowmer	The Committee will receive a statement of the Directorate's financial performance against budget for Q4

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12.		Quarter 4 Performance Report	To receive Q4 Performance information for the Corporate Resources Directorate.	Richard Ellis / Matt Bowmer	The Committee will receive a statement of the Directorate's performance for Q4
Previous Work Programme Items					
13.	1st February	Medium Term Financial Plan 21010/11 to 2014/15	To review the budget recommendations from the Business Transformation; Corporate Resources; Children, Families & Learning; Social Care, Health & Housing; and Sustainable Communities Overview and Scrutiny Committees with the aim of co-ordinating a recommendation to the Executive on 9 February		
14.		Capital Programme 2010/11 to 2014/15	To receive the proposed Capital Programme prior to its recommendation to Council with the aim of co-ordinating a recommendation to the Executive on 9 February		
15.	18th 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

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16.		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
17.		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.
18.	10th 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
19.		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
20.		Review of 2010/11 Corporate Budget Proposals	To receive the high level position of the 2010/11 Corporate budget proposals	Clive Heaphy	

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21.	2 nd 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"> • Health and Safety Audit of CBC properties • Insurance Review of CBC properties 	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"> • Key issues; • Challenges; and • Tasks facing the directorate in delivering the Council's priorities
22.		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
23.		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

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24.	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
25.		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.

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26.		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.
27.	10th 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.
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	

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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	
34.	7th September 2009	Department Overview: Financial Services	To receive an overview of the Financial Services function	Matt Bowmer	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 <ul style="list-style-type: none"> • Key issues; • Challenges; and • Tasks facing the directorate in delivering the Council's priorities

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35.		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"> • 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.
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
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.

Executive Dates:

9 Mar 2010, 6 Apr 2010 and 4 May 2010