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**WORK PROGRAMME UPDATE – INFORMATION REPORT**

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**Reason for the report**

1. To brief Members on progress in delivering the Committee's work programme for the 2012/13; to update them on forthcoming items and to seek agreement regarding the Committee's next task and finish inquiry.

**Background**

2. The Constitution states that each Scrutiny Committee will set its own work programme for the forthcoming year (Scrutiny Procedure Rule 7). A Committee's work programme should ensure that the time available to the Committee is used most effectively by considering items in a timely fashion that maximise the impact of scrutiny.

**Items due for consideration**

3. Attached at **Appendix A**, Members will find an updated copy of the Committee's work programme. Given that this is the first year of a new administration it has been necessary to retain a degree of flexibility in terms of scheduling items. Some items have needed to be accommodated at short notice in order to ensure that the Committee's scrutiny has maximum impact, whilst the timing of other items have slipped due to changes in the anticipated timing of Cabinet decisions.

## **Task and Finish inquiries**

4. During summer and autumn 2012, the Committee led on a joint task and finish inquiry into the preferred strategy for the Local Development Plan, jointly chaired by Councillor Clark and supported by the Committee's Principal Scrutiny Officer. This report was presented to the Cabinet in October 2012. A Cabinet response is anticipated in the coming month.
5. Members of this Committee will also participate in the next stage of the task and finish inquiry considering the Local Development Plan, undertaking a further joint inquiry into the Local Development Plan Deposit and Master Plan. This inquiry will take place in the spring.
6. The Committee is currently undertaking an inquiry into Public Engagement with Scrutiny Committees, chaired by the Committee Chair, Councillor Clark. The task and finish group is scheduled to present its draft report to the Committee's March meeting.
7. In addition, during the Committee's work programme sessions, Committee members expressed an interest in undertaking an inquiry into Council Performance Management, in terms the alignment of the Council's performance appraisal mechanism to performance monitoring, reporting and management arrangements. Members may wish to decide a way forward for this proposed inquiry at the meeting.

## **Legal Implications**

8. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct legal implications. However, legal implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any legal implications arising from those recommendations. All decisions taken by or on behalf the Council must (a) be within the legal powers of the Council; (b) comply with any procedural

requirement imposed by law; (c) be within the powers of the body or person exercising powers of behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. Scrutiny Procedure Rules; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

## **Financial Implications**

9. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct financial implications at this stage in relation to any of the work programme. However, financial implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any financial implications arising from those recommendations.

## **Recommendations**

The Committee is recommended to:

- note the content of the updated 2012/13 work programme attached to this report, in particular where the timing of items has changed;
- decide a way forward for the proposed Performance Management task and finish inquiry.

MIKE DAVIES  
Head of Scrutiny, Performance & Improvement  
10 January 2013

| Policy Review & Performance Scrutiny Committee: Work Programme 2012 -13 |                            |                      |                                |                             |                          |                                |                                |                |   |                            |  |
|---|----------------------------|----------------------|--------------------------------|-----------------------------|--------------------------|--------------------------------|--------------------------------|----------------|---|----------------------------|--|
|   | Sept 5th                   | Sept 18th            | Oct 3rd                        | Oct 24th                    | Nov 16th                 | Nov 28th                       | Jan 16th                       | Feb 20th       | March 6th                               | April 17th                 | May 15th                               |
| <b>Corporate</b>  |                            |                      |                                |                             |                          |                                |                                |                |   |                            |  |
|   | Budget Strategy            |                      |                                |                             |                          |                                |                                | Budget 2013/14 | Annual Improvement Report               |                            |  |
|   |                            |                      |                                |                             |                          |                                |                                | Corporate Plan |   |                            |  |
| <b>Policy Review</b>  |                            |                      |                                |                             |                          |                                |                                |                |   |                            |  |
|   | Proposed Senior Team Model | Equal Pay Settlement |                                |                             |                          | C2C provision, perf & projects |                                |                | Our Space                               | Lord Mayoralty?            | Procurement permissions/ category mgmt |
|   |                            | Living Wage          |                                |                             |                          | Complaints Policy Review       |                                |                | Non Operational Property Mgmt           | Capital Times/ Advertising | Website                                |
|   |                            |                      |                                |                             |                          | Sickness Absence Review        |                                |                |   |                            |  |
| <b>Monitoring</b>   |                            |                      |                                |                             |                          |                                |                                |                |   |                            |  |
|   |                            |                      | Budget M3 info/ exception only | Quarterly Perf Rept M3      |                          |                                | Quarterly Perf Report M6       |                | Quarterly Perf Rept Q3 info only        | Annual Report 2012/13      | Quarterly Perf Report M12              |
|   |                            |                      |                                |                             |                          |                                | Budget M6                      |                | Budget M8 info/ exception only          |                            |  |
|   |                            |                      |                                |                             |                          |                                | Risk Management 6 month report |                | LDP Preferred Strategy Cabinet response |                            |  |
| <b>Briefing Report</b>  |                            |                      |                                |                             |                          |                                |                                |                |   |                            |  |
|   | Work Programme             |                      | WAO Scrutiny Review            | Welfare Reform Implications |                          |                                | Work Programme                 |                |   |                            | Transformation update                  |
|   |                            |                      | Correspondence                 | Transformation update       |                          |                                | Correspondence                 |                | Correspondence                          |                            |  |
| <b>Inquiries</b>  |                            |                      |                                |                             |                          |                                |                                |                |   |                            |  |
| Performance Management  |                            |                      |                                |                             |                          |                                |                                |                |   |                            |  |
| Public Engagement   |                            |                      |                                |                             |                          |                                |                                |                | Report                                  |                            |  |
| <b>Joint Scrutinies</b>   |                            |                      |                                |                             |                          |                                |                                |                |   |                            |  |
|   |                            |                      |                                |                             | Callaghan Square call-in |                                |                                |                |   |                            |  |
| LDP Preferred Strategy T&F  |                            |                      | Report                         |                             |                          |                                |                                |                |   |                            |  |
| LDP Deposit Plan & Masterplans T&F                                      |                            |                      |                                |                             |                          |                                |                                |                |   |                            |  |