

# Item 5

## **STRATEGIC LEADERSHIP OVERVIEW & SCRUTINY COMMITTEE**

### **REPORT OF CHAIRMAN OF THE COMMITTEE**

**12<sup>th</sup> February 2008**

## **WORK PROGRAMME**

### **SUMMARY**

This report sets out the Committee's current Work Programme for consideration and review.

### **RECOMMENDATIONS**

1. That the Committee's Work Programme be reviewed.

### **DETAIL**

1. In accordance with Overview & Scrutiny Procedure Rule 8 of the Council's Constitution, Overview & Scrutiny Committees are responsible for setting their own work programme.
2. Each Overview & Scrutiny Committee should agree a realistic, achievable and considered work programme on the understanding that, from time to time, more urgent or immediate issues may require scrutiny. Issues may, for example, be raised by Cabinet reports, Members' constituency business or be referred to Scrutiny by Cabinet in advance of a Cabinet decision.
3. The current Work Programme for this Committee is appended to the report which details:-
  - Scrutiny Reviews currently being undertaken.
  - Scrutiny review topics held in reserve for future investigation.
  - A schedule of items to be considered by the Committee for the next 6 meetings.
4. **Scrutiny Review**  
The Committee should aim to undertake a small number of high quality reviews that will make a real difference to the work of the Authority, rather than high numbers of reviews on more minor issues. Each Overview & Scrutiny Committee should therefore aim to undertake two reviews concurrently. Any additional review topics that have been agreed by Members will be placed on a reserve list and as one Review is completed the Committee will decide on which review should be undertaken next.

Scrutiny reviews will be conducted by a Review Group established by the Committee comprising of 5-6 Members. In most cases the Review Group will be made up of Members from the establishing Committee. However, Members may decide to conduct a review that cuts across the responsibilities of another Overview & Scrutiny Committee. In these cases Members should consider whether it would be appropriate to co-opt Members from the other relative Overview & Scrutiny Committee(s). If it is decided that the review is crosscutting the Chairmen and Vice-Chairmen of Overview & Scrutiny Committees concerned should decide which Committee should take the lead on the review and how many Members should be co-opted from other Overview & Scrutiny Committee(s). The number of Members to be co-opted will depend on the extent to which the responsibility of the topic is shared, however the Review Group should have no more than 6 members.

#### 5. **Business for Future Meetings**

The Work Programme sets out a plan of when it is anticipated that certain items will be considered by the Committee. These items may include:-

- Best Value Service Improvement Plan updates
- Items which are submitted at regular intervals
- Issues identified by Members for consideration
- Any updates requested by Members

Members are requested to review the Committee's Work Programme and identify, where necessary, issues which they feel should be investigated by the Committee. It will not always be possible to anticipate all reports which will need to be considered by an Overview & Scrutiny Committee and therefore a flexible approach will need to be taken to work programming.

#### 4. **FINANCIAL IMPLICATIONS**

None associated with this report.

#### 5. **CONSULTATION**

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**Ward(s):** Not ward specific

**Background Papers** None

## STRATEGIC LEADERSHIP OVERVIEW & SCRUTINY COMMITTEE

### WORK PROGRAMME

#### Ongoing Reviews

- *No reviews currently ongoing*

#### Future Reviews

The following review topics have been identified by the Committee for future review. As one review is completed Members will decide which review should be undertaken next.

- *No reviews identified*

#### ANTICIPATED ITEMS

##### 25<sup>th</sup> March 2008

- *Customer Relationship Management System (CRM) Update*
- *Update on Best Value Performance Indicator BVPI 11a*

##### 1<sup>st</sup> Meeting in the 2008/09 Municipal Year

- *Annual Report on Complaints Received by Corporate Complaints Staff*
- *Performance Indicators – 2007/08 Year End Performance*
- *Recruitment & Retention (Update)*

##### 2<sup>nd</sup> Meeting in the 2008/09 Municipal Year

- *No items identified*

##### 3<sup>rd</sup> Meeting in the 2008/09 Municipal Year

- *No items identified*

##### 4<sup>th</sup> Meeting in the 2008/09 Municipal Year

- *Half Yearly Report on Complaints Received by Corporate Complaints Staff*
- *Half Yearly Performance Report*

##### 5<sup>th</sup> Meeting in the 2008/09 Municipal Year

- *Equality and Diversity Corporate Equality Plan – Progress Update*

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