

Corporate Issues Overview and Scrutiny Committee



7 July 2014

Review of the Committee's Work Programme 2014-2015

Report of Lorraine O'Donnell, Assistant Chief Executive

Purpose of the Report

1. To provide for Members consideration an updated work programme for the Corporate Issues Overview and Scrutiny Committee for 2014 -15.

Background

2. At its meeting on 27th March 2014, the Corporate Issues O/S Committee considered the actions identified within the Council Plan 2014 – 2017 for the Altogether Better priority theme and agreed to refresh its work programme to include a number of these actions.

Detail

3. In accordance with this decision, a work programme for 2014 - 2015 has been prepared, please find attached at Appendix 2.
4. Members are requested to also identify any possibly areas of scrutiny investigation, (indepth and light touch reviews). Members may recall, at the CIOSC meeting of 27th March, discussions included:
 - The MTFP is the ongoing area of major focus and that early involvement is important;
 - Sickness absence as a potential topic for future review;
 - The possibility of a future light touch review on progress with payment of invoices within 30 days (links to a previous scrutiny review)

Recommendation

5. Members of the Committee are asked to agree the attached work programme.

Background Papers

Council Plan 2014 – 2017.

Corporate Issues OSC Report 27 March 2014 – Council Plan 2014-17 – Refresh of Work Programme for Corporate Issues Overview and Scrutiny Committee.

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Appendix 1: Implications

Finance – The Council Plan sets out the corporate priorities of the Council for the next 3 years. The Medium Term Financial Plan aligns revenue and capital investment to priorities within the Council Plan.

Staffing – None

Risk - None

Equality and Diversity/Public Sector Equality Duty - None

Accommodation - None

Crime and Disorder - None

Human Rights - None

Consultation – None

Procurement – None

Disability Issues – None

Legal Implications – None

<p>OVERVIEW AND SCRUTINY WORK PROGRAMME 2014 TO 2015</p> <p>Corporate Issues Overview and Scrutiny Committee (CIOSC)</p> <p>Lead Officer: Jenny Haworth</p> <p>IPG contact: Jeff Garfoot/Paul Darby</p>	<p>Note:</p> <p>O/S Review - A systematic 6 monthly review of progress against recommendations/Action Plan</p> <p>Scrutiny/Working Group – In-depth Review/Light Touch Review</p> <p>Overview/progress – information on an issue; opportunity to comment, shape, influence, progress with a scrutiny review</p> <p>Performance/Budget – ongoing monitoring (quarterly) performance reports/budgets</p>
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	When	Who	Outcome	Comment
Scrutiny/Working Group <i>(Light Touch/In-depth review)</i>				
Customer First Strategy	Feb – July 2014	Alan Patrickson Mary Readman S Gwilym	To enable Scrutiny Members to have input into the Customer First Strategy	Task and Finish Group – objectives: Customer First Strategy; efficient and effective access channels; Customer standards; Learning from customer feedback.
Future topics to be agreed following Members' engagement into identified areas of scrutiny review				

Overview/Progress				
Budget and MTFP process Improving efficiency and value for money	Sep 2014 – March 2015 Dates to be confirmed	Don McLure/ Lorraine O'Donnell/Jeff Garfoot	To enable scrutiny Members to comment and feed into MTFP and DCC's budget setting process – and also to monitor continuously as a priority for CIOSC (joint with OSMB).	A commissioned approach to look at any issues/reviews linked to achieving savings within the MTFP, as and when requested Update reports considered by CIOSC
Regulation of Investigatory Powers	Annual Review – 7 July or 19 Sept 2014 Q3 and Q1 – 7 July 2014 Q2 – 14 Nov 2014 Q3 – 9 March 2015	Colette Longbottom/Clare Burrows	To inform Members of the Council's use of powers under the Regulation of Investigatory Powers Act 2000 ('RIPA') on a quarterly basis.	Members' information.
Sickness Absence	Performance Managements reports: Q1 – 19 Sept 2014 Q2 - 23 Jan 2015 Q3 – 20 Apr 2015 Q4 – tbc	Jenny Haworth/ Kim Jobson	To enable Members to monitor sickness absence within DCC	Regular updates to CIOSC – through Performance reporting.

Customer First Strategy	19 Sept 2014	M Readman	To update Members on the revised Customer First Strategy – scrutiny have had input to the Strategy through the light touch review.	CIOSC Task and Finish Group set up in Jan 2014 to look at the Customer First Strategy refresh
Web development/online services		Roger Goodes/ Mary Readman		Links into the Customer First Strategy, and also monitored in quarterly performance reporting.
Review of Accounts Payable (Invoices paid)	7 th July 2014 Performance Management reports: Q1 – 19 Sept 2014 Q2 - 23 Jan 2015 Q3 – 20 Apr 2015 Q4 – tbc	Ian Ferguson	To keep Members updated re ongoing system improvements.	Scrutiny review carried out in May 2011. Monitored through quarterly performance reports.

Work with Town and Parish Councils	14 Nov 2014	Gordon Elliott/ Donna Jefferson	To update Members on partnership work carried out by DCC with Town and Parish Councils	Linked to Local Councils Working Group
Customer Feedback – Compliments, Complaints, Suggestions quarterly report	7 July 2014 19 Sept 2014 14 Nov 2014 23 Jan 2015	A Patrickson/M Readman	Following transfer from Standards Committee quarterly reports to CIOSC.	Members' information.
CAS Annual Representations Report	14 Nov 2014	Gill Ward/Clare McLaren	Following changes to reporting for Representations within Durham County Council (DCC), the (CAS) Annual Representations Report 2012/13 to be presented to CIOSC.	Members' information.
ICT Services ICT Prioritisation process	9 March 2015	Phil Jackman	To regularly update Members on ICT services	Members' information.
Community Asset Transfer	To be agreed	Gordon Elliott	To update Members on Community Asset Transfer	
Engaging Effectively with our communities and partners, through AAPs	Future update as needed	Gordon Elliott	To monitor progress	Systematic review and sign off of the 'Fit for Purpose, Fit for the Future' O/S Review went to CIOSC 19 Feb 2014. Agreed should remain on CIOSC Work Programme and reported regularly to OSMB through CDP Updates.

Performance/Budget

Performance Quarter Reporting (Assistant Chief Executives and Resources)	Q1 – 19 Sept 2014 Q2 - 23 Jan 2015 Q3 – 20 Apr 2015 Q4 – tbc	Jenny Haworth		Standing item
Budget Outturn Report Quarter Reporting (Assistant Chief Executives and Resources)	Q4 – 19 Sept 2014 Q2 - 23 Jan 2015 Q3 – 20 April 2015 Q4 – tbc	Jeff Garfoot		Standing item