

Resources Overview and Scrutiny Panel

Agenda
Item:

A.2

Meeting Date: 13 June 2017
Portfolio: Cross Cutting
Key Decision: No
Within Policy and
Budget Framework
Public / Private Public

Title: OVERVIEW REPORT AND WORK PROGRAMME
Report of: Overview and Scrutiny Officer
Report Number: OS 13/17

Summary:

This report provides an overview of matters related to the Resources O&S Panel's work. It also includes the latest version of the work programme.

Recommendations:

Members are asked to:

- Note the items (within Panel remit) on the most recent Notice of Key Executive Decisions
- Note and/or amend the Panel's work programme

Contact Officer: Dave Taylor

Ext: 0781 785 8167

Appendices attached
to report:

1. Resources O&S Panel Work Programme 2017/18

1. Notice of Key Executive Decisions

The most recent Notice of Key Executive Decisions was published on 5th May 2017. This was circulated to all Members. The following items fall within the remit of this Panel:

Items which have been included in the Panel's Work Programme:

KD.06/17 Provisional Outturn Reports

KD.07/17 The Medium Term Financial Plan (including the Corporate Charging Policy) & the Capital Strategy 2018/19 to 2022/23

KD.08/17 The Asset Management Plan 2017 to 2022

KD.10/17 Street Trading Policy

KD.14/17 Kingstown Industrial Estate – Management Arrangements

Items which have not been included in the Panel's Work Programme:

2. References from the Executive

There are no references from the Executive 8th May 2017.

3. Work Programme

The Panel's current work programme is attached at **Appendix 1**. At present, this comprises mostly items for this meeting and the next one on 3rd August.

It is proposed that Directors and Portfolio Holders be invited to the next meeting of the Panel, on 3rd August to aid the Panel in defining their work programme for the year. Some possible areas of focus in the work programme will be included in the Overview Report for that meeting. As ever, it is important to stress that Scrutiny is a Member-led function and that the work programme items are chosen by Members themselves.

4. Meeting Clashes with County Council

Three Members of this Panel are Members of both the City and County Councils. The planned times of this Panel's meetings have clash with two County Council meetings – the Local Committee (14th September 2017) and a full County Council meeting (15th February 2018). In previous years, the Panel has chosen to move the starting time of its meetings on such days from 10am to 2pm to avoid a direct clash.

The Panel is asked to consider whether it wishes to move the start time of the Resources O&S Panel on 14th September 2017 and 15th February 2018 from 10am to 2pm.

5. Training

As Members will be aware from the Scrutiny Annual Report, there is to be a renewed focus on effective member-led and policy focussed scrutiny this civic year. To assist with this, two training sessions are to be provided by Tim Young from the LGiU – Tim provided some very well-received scrutiny training here

earlier this year and will return to provide these two sessions on **Tuesday 27th June 2017**. Members should contact Linda Mattinson to book themselves on either (or both) of these sessions.

BEING AN EFFECTIVE OVERVIEW AND SCRUTINY CHAIR

This workshop is aimed at being a refresher course for existing Chairs and Vice Chairs of Overview & Scrutiny Panels but will also be open to other Overview & Scrutiny Members who are interested in these skills.

The course will cover the practical aspects of chairing a panel along with key skills, approaches and tactics to help ensure that your panel is effective and engaged

Time: 27/06/17: 2.00pm to 5.00pm Venue: Committee Room B/C

Trainer: Tim Young, LGiU Associate

BEING AN EFFECTIVE 'CRITICAL FRIEND' – IMPROVING YOUR QUESTIONING SKILLS

As we know, scrutiny is all about robust and confident questioning – this session will help scrutiny Members enhance their questioning skills.

It will cover preparing for questioning, different strategies for questioning and a real world exercise to help develop your skills.

Time: 27/06/17: 5.30pm to 8.30pm Venue: Committee Room B/C

Trainer: Tim Young, LGiU Associate

NB. A buffet will be provided at 5.00 pm for all those attending either session.

Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers: None

Issue Contact Officer	Type of Scrutiny						Comments/Current Status	Meeting Dates							
	Performance Management	Notice of Key Decision / Referred from Executive	Policy Review or Development	Scrutiny of Partnership/ External Agency	Budget	Monitoring		13 Jun 17	03 Aug 17	14 Sep 17	26 Oct 17	05 Dec 17	04 Jan 18	15 Feb 18	22 Mar 18
Current Meeting – 13 June 2017															
Sickness Absence Gary Oliver	✓						To consider reports relating to sickness absence levels.	✓		✓		✓		✓	
Performance Monitoring Gary Oliver	✓					✓	Quarterly monitoring of performance within remit of Panel	✓		✓		✓		✓	
Corporate Programme Board Tracey Crilley						✓	Bi-annual monitoring of significant projects	✓				✓			
Street Trading Policy Scott Burns			✓				New policy being developed	✓							
2016/17 Provisional Outturn Reports Alison Taylor					✓		Outturn reports and requests to Council	✓							
Task & Finish Groups															

Appendix 1 – Resources Overview and Scrutiny Panel Work Programme

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Future Items															
Kingstown Industrial Estate Mark Lambert						✓	Consider business plan		✓						
Budget Monitoring 17-18 Alison Taylor					✓	✓	Monitoring of budget – both revenue and capital				✓	✓		✓	
Medium Term Financial Plan and the Capital Strategy 2018/19 to 2022/23 Alison Taylor		✓			✓		Policy Documents Consultation		✓						
Asset Management Plan Mark Walshe		✓					2017 to 2022 Plan		✓						

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Corporate Risk Register Tracey Crilley						✓	Bi-annual monitoring				✓				
Budget setting 2017/18-2021/22 Alison Taylor					✓		Draft budget consultation						✓		
Flood Update Report Darren Crossley		✓	✓			✓	Areas within remit of Panel		TBC						
Scrutiny Annual Report Dave Taylor							Draft report for comment before Chairs Group approval								✓
COMPLETED ITEMS															
FOR INFORMATION ONLY ITEMS															
Details								Date Circulated							