

**Corporate Services
Overview and Scrutiny Committee**

10th July 2013

Work Programme 2013/14

Recommendations

That the Corporate Services Overview and Scrutiny Committee:

- 1) Agrees the proposed 2013/14 Work Programme and makes any additional or changes, as required;
- 2) Considers the use of an Action Plan to update the Committee on any actions or recommendations agreed by the Committee; and
- 3) Notes the scheduled future meeting dates.

1.0 Work Programme

- 1.1 The proposed Committee Work Programme for 2013/14 is attached at Appendix A.

2.0 Committee Action Plan

- 2.1 An Action Plan for the Committee has been created to track any recommendations and actions that are agreed by members at meetings of the Committee. The document is attached at Appendix B for information.

3.0 Briefing Notes

- 3.1 No Briefing Notes have been circulated recently to the Committee.

4.0 Dates of Future Meetings

- 4.1 Future meetings of the Committee have been scheduled for 2.00 p.m. on the following dates:
 - 16th October 2013
 - 11th December 2013

- 19th February 2014

Appendices:

Appendix A – Work Programme 2012/13

Appendix B – Recommendations / Actions raised by the Committee

	Name	Contact details
Report Author	Georgina Atkinson	georginaatkinson@warwickshire.gov.uk
Head of Service	Greta Needham	gretaneedham@warwickshire.gov.uk
Strategic Director	David Carter	davidcarter@warwickshire.gov.uk
Portfolio Holder	Councillor Jeff Clarke	cllrclarke@warwickshire.gov.uk

**Corporate Services Overview and Scrutiny Committee
Work Programme 2013/14**

Item	Report detail	Date of last report	Date of next report
Questions to the Portfolio Holders / Forward Plan decisions	Report which includes Forward Plan decisions relevant to the remit of the Board. (Georgina Atkinson)	N/a	* Standing item for every meeting
Organisational Health Report 2013/14	Quarterly report to scrutinise the financial aspects of the report, with the appendices relevant to the remit of the Committee. (John Betts). The Committee will consider the most recent version.	N/a	* Standing item for every meeting?
Organisational Health Report – End of Year 2012/13	To review the report and appendices that are applicable to the remit of the Committee. (John Betts)	N/a	10 th July 2013
Annual Governance Statement	Consideration of the key risks outlined in the statement. (Garry Rollason / Greta Needham)	N/a	10 th July 2013
Customer Services	An outline of the roles and responsibilities of the service, including key future challenges and changes to the service. (Kushal Birla / Tejay De Krester)	N/a	10 th July 2013
Organisational Plan and Medium Term Financial Plan	To scrutinise the timetable. Will be circulated on 8/9 th July. (John Betts)	N/a	10 th July 2013

**Corporate Services Overview and Scrutiny Committee
Work Programme 2013/14**

Item	Report detail	Date of last report	Date of next report
Property Rationalisation Programme and Modern and Flexible Working	<p>Steve Smith will provide an update on the Programme. Members may wish to consider the following areas:</p> <ul style="list-style-type: none"> • how far has the Council progressed and what more can be achieved? • what has been the impact on the community? This to focus on both internal and external customers • what has been the impact on staff, in terms of their ability to deliver the service? • where have services improved as a result of the programme? • what are the service delivery outcomes? 	3 rd October 2012	16 th October 2013
Transformation through Strategic Commissioning Programme	<ul style="list-style-type: none"> • To scrutinise the delivery of the Programme, including timescales and updates on service reviews. • Final Business Cases to be presented at the discretion of the Chair – additional Board meetings may need to be arranged. (Phil Evans) 	N/a	16 th October 2013
Public Engagement in Overview and Scrutiny	<p>To consider and approve a methodology for public engagement in Overview and Scrutiny, which will include:</p> <ul style="list-style-type: none"> • How public issues are raised • Different methods of engagement to use • How to identify if engagement in scrutiny activity is required • Who should be engaged and how 	20 th February 2013	16 th October 2013
Community Infrastructure Levy	To consider an outline of CIL and its impact on the County Council.	N/a	16 th October 2013

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Item	Report detail	Date of last report	Date of next report
Customer Service Excellence Project	There is an on-going project to achieve the Customer Service Excellence (CSE) standard, which would address the level of community access to services. The Committee to consider the outcome of the assessment. (Ajub Khan / Kushal Birla)	12 th December 2012	11 th December 2013
The Council's Procurement Procedures	To receive a progress report on how the Council's procurement procedures encourage small businesses to bid for Council contracts. (Paul White)	12 th December 2012	11 th December 2013
Traded Services to Schools	TBC	N/a	TBC
Community Infrastructure Levy	To have a discussion with representatives from the District/Borough Councils regarding the changes and implications arising from CIL.	16 th October 2013	TBC
Appointment of Chair and Vice-Chair	To formally appoint the Chair and Vice-Chair for 2014/15.	N/a	May/June 2014
Workforce Planning	To consider the impact of budget cuts on staff resources and the changing role of the workforce to achieve the County Council's priorities. (Sue Evans)	N/a	TBC
BDUK Project	To receive an overview of the project. (Tonino Ciuffini / Leigh Hunt)	N/a	TBC

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Item	Report detail	Date of last report	Date of next report
Review of Small-holdings	To consider the outcome of the review.	N/a	TBC
Register of Major Projects	To consider an update on the County Council's major projects.	N/a	TBC

Briefing Notes

Item	Briefing Note detail	Date requested	Date circulated

**Recommendations and Actions raised by Corporate Services OSC
2013/14**

Date raised by the OSC	Recommendation / Action	Lead Member / Officer	Board Update	Progress Notes