

**Corporate Services
Overview and Scrutiny Committee**

16th October 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:
 - 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	Sally Baxter	sallybaxter@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 Committee. (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?
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 – this will be a verbal update • 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

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Item	Report detail	Date of last report	Date of next report
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
WCC Network to Payday Loan Companies	To consider the Council's options with regard to blocking access via the WCC network to payday loan companies. This was agreed at Council on 9 th July to be forwarded to the OSC to consider and submit recommendations if required. (Tonino Ciuffini)	N/a	16 th October 2013
Treasury Management Outturn Report 2012/13	The Committee to consider the report. (Mathew Dawson)	20 th February 2013	16 th October 2013
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. (Tejay De Krester)	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

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Item	Report detail	Date of last report	Date of next report
Strategic Projects	To consider on update on the WCC approach to managing Strategic Projects (Colin Gordon).	N/a	11 th December 2013
Review of Small-holdings	To consider the outcome of the review. (Geoff Taylor)	N/a	19 th February 2014
Community Infrastructure Levy	<p>To consider an outline of CIL and its impact on the County Council. Possible joint scrutiny with the Communities OSC. (Ciaran Power / Louise Wall)</p> <p>This to be followed at a later date with a discussion with representatives from the District/Borough Councils regarding the changes and implications arising from CIL.</p>	N/a	TBC
Traded Services to Schools	TBC	N/a	TBC
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, together with an overview of staffing for 2014-18 in line with the One Organisational Plan. (Sue Evans)	N/a	March / April 2014
BDUK Project	To receive an overview of the project. (Tonino Ciuffini / Leigh Hunt)	N/a	TBC
Appointment of Chair and Vice-Chair	To formally appoint the Chair and Vice-Chair for 2014/15.	N/a	May/June 2014

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Work Programme 2013/14**

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	OSC Update	Progress Notes
10 th July 2013	Recommend that the other Overview and Scrutiny Committees consider the sections of the Organisational Health report relevant to their remit.	Georgina Atkinson / OSC Chairs	16 th October 2013	ASC&H and Communities OSCs both now include this on the Work Programmes. CYP OSC – still yet to consider. Completed
10 th July 2013	Recommend that the Portfolio Holder for Corporate Business and Environment develop an effective working relationship with the Coroner.	Cllr Clarke	16 th October 2013	Emailed confirmation to Councillor Clarke – 15 th July 2013. Completed
10 th July 2013	Request that a seminar on the CWLEP and City Deal be provided for all members and that the invitation be extended to members from the District and Borough Councils and Coventry City Council; and	Louise Wall	16 th October 2013	Seminar will be delivered by Louise Wall in November – date TBC, but invitation will be for all members and also District/Borough members.
10 th July 2013	Request further consideration of joint scrutiny options with the Communities Overview and Scrutiny Committee with regard to the CWLEP.	Sally Baxter / Louise Wall	16 th October 2013	Further consideration to be undertaken following the seminar.
10 th July 2013	Request further consideration of joint scrutiny options with the Communities Overview and Scrutiny Committee regarding the Community Infrastructure Levy.	Sally Baxter / Ciaran Power	16 th October 2013	Seminary will be delivered by Ciaran Power – date TBC. Once members can be more involved will then come to OSC for consideration. Timescale TBC.