Corporate Services
Overview and Scrutiny Committee

15 July 2015

Work Programme 2015/16

Recommendations

That the Corporate Services Overview and Scrutiny Committee:

1) Agrees the proposed 2015/16 Work Programme and makes any additional comments or changes, as required; and

2) Notes the scheduled future meeting dates.

1.0   Work Programme

1.1   The Work Programme for 2014/15 is attached at Appendix A and will show the committee what items were considered and what is still outstanding. Suggestions and ideas put forward at the Work Programme Event which were subsequently discussed and identified at a Chair and Spokes meeting as potential areas for reports, briefing notes and Task and Finish Group work, is attached at Appendix B.

1.2   The committee is asked to consider the proposals and make any additional suggestions or changes, and if agreed, prioritise and schedule reports to the committee over 2015/16.

2.0   Briefing Notes

2.1   A number of briefing notes were provided to the committee during 2014/15 as listed in Appendix A. The Chair and Spokes have identified some briefing notes and are included on the proposed Work Programme attached at Appendix B.

3.0   Dates of Future Meetings

3.1   Future meetings of the Committee have been scheduled for 2p.m. on the following dates:

- 17 September 2015 at 2 p.m
- 3 December 2015 at 2 p.m.

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Background papers

None

Appendices:

Appendix A – Work Programme 2014/15

Appendix B – Work Programme 2015/16

	Name	Contact details
Report Author	Sally Baxter	sallybaxter@warwickshire.gov.uk 01926 412323
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Corporate Services Overview and Scrutiny Committee
Work Programme 2014/15

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. (Sally Baxter)	N/A	* Standing item for every meeting
One Organisational Plan	To receive performance information on a quarterly basis, relevant to the remit of the committee.	N/A	*Standing item for every meeting.
Warwickshire County Council Property Protocol	To receive an update about the development of WCC's Property Protocol.	25 November 2014	15 July 2015
People Group Systems	The committee was invited by the Portfolio Holder, Jose Compton, to monitor the process of procuring IT Systems for the People Group. – **The report proposes an update to committee in September 2015**	N/A	11 February 2015
Transformation through Strategic Commissioning Programme	The Transformation through Strategic Commissioning Programme was completed at the end of the 2013/14 financial year. Is an update on the programme required?	26 February 2014	TBC
Community Infrastructure Levy	To consider an outline of CIL and its impact on the County Council. Possible joint scrutiny with the Communities OSC. 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.	N/a	TBC

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Item	Report detail	Date of last report	Date of next report
Libraries, Community Buildings and Peppercorn Rents	The impact of the withdrawal of peppercorn rents and the ability of providing community services from libraries and other community buildings.	N/a	September/ November 2015
Communications and Marketing	TBC	N/a	September/ November 2015
Law and Governance	TBC	N/a	TBC
LEP/ City Deal	Invitation for information to be presented to a future meeting of the committee	N/A	TBC

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Work Programme 2014/15

Item considered	Outcome	Date	Actions
Small Holdings Strategy	In depth financial information was requested. It will be presented at a future meeting.	4 September 2014	N/A
Social Care Complaints	Committee considered and noted the report.	4 September 2014	N/A
Treasury Management Mid-Year Report 2014/15	To consider the Actual results on cash investments from April to September 2014.	25 November 2014	N/A
Warwickshire County Council Property Protocol and Peppercorn Rents	To receive a report with regard to WCC's position and what help is provided by the authority to those community groups in preparation for when peppercorn rents cease to be in operation. (Geoff Taylor/ Steve Smith)	25 November 2014	An update report to be considered at May's committee meeting

Briefing Notes

Item	Briefing Note detail	Date requested	Date circulated
Rural Growth Network Grant Scheme	Information setting out the background to Micro-Enterprise Grants, composition of recipients of grants and application details.	04/09/2014	09/10/2014
Comparison of performance - Mid-Year and Qtr 3 of the OOP	A detailed paper providing a comparison of performance of Council services within the remit of the committee, between Mid – Year and Quarter 3.	N/A	03/02/2015

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Community Infrastructure Levy	Precis of the current system and explanation of rationale. Details are provided as to the current County Council arrangements.	25/11/2014	11/02/2015
People Group Action Plan	A plan detailing the timeframe for action with regard to achieving KPI's.	25/11/2014	09/02/2015
Slippage in the Capital Programme	Information detailing slippage and causation.	25/11/2014	11/02/2015

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<div align="right">**Appendix B**</div>

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. (Sally Baxter)	N/A	* Standing item for every meeting
One Organisational Plan	To receive performance information on a quarterly basis, relevant to the remit of the committee.	N/A	*Standing item for every meeting.
People Group Systems	A report to update the committee on the procurement process for the Client Information System.in September 2015.	11 February 2015	17 September 2015
LEP/ City Deal	Brief update report to be presented to the committee.	N/A	17 September 2015
Internal Audit	Report to inform the volume of risks and their potential impact.	N/A	17 September 2015
Transformation through Strategic Commissioning Programme	The Transformation through Strategic Commissioning Programme was completed at the end of the 2013/14 financial year. Is an update on the programme required?	26 February 2014	TBC
Libraries, Community Buildings and Peppercorn Rents	The impact of the withdrawal of peppercorn rents and the ability of providing community services from libraries and other community buildings.	N/a	TBC

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Item	Report detail	Date of last report	Date of next report
Customer Journey	A report to explain the Customer Journey approach and experience. This will include information about the complaints policy and how feedback is provided to customers.	N/A	TBC
WCC Consultations	Briefing note in the first instance (please see briefing note section of this report) which could lead to more in depth information being required.	N/A	TBC
One Organisation Plan	Review how information is presented to members and accessibility. This could involve a member seminar.	N/A	TBC
HR and Health & Safety	Report to discuss workforce health including levels of staff sickness.	N/A	TBC
HR and Property Rationalisation	Review of the Property Rationalisation Programme and its relationship with new ways of working.	N/A	TBC
Capital Slippage	Report to investigate why there has been reported underspend and overspend in services and what mechanisms have been identified/ put in place.	N/A	TBC
Project Management and Major Projects	Report to explain the process adopted across WCC when managing projects including those that are large scale.	N/A	TBC
IT Systems	Analysis of the IT systems in place; whether they are fit for purpose and capable of	N/A	TBC

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Appendix B

Item	Report detail	Date of last report	Date of next report
	being able to share information across different services.		

Proposed Briefing Notes

Item	Briefing Note detail	Date requested	Date circulated
WCC Consultations	Information on how WCC consults - is there a policy/ protocol? Are consultations timely? Is there a schedule for consultations?	TBC	
Human Resources	General information on Workforce composition and staff surveys	TBC	

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