

**Corporate Services  
Overview and Scrutiny Committee**

**17 September 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 2015/16 is attached at Appendix A and will show the committee what items have been considered and what is still outstanding. Following the meeting of the committee on 15 July 2015, the Chair and Spokes have allocated reports to be considered at future meetings as contained in Appendix A.

**2.0 Briefing Notes**

- 2.1 A number of briefing notes have been provided or scheduled to be provided to the committee during 2015/16 as listed in Appendix A.

**3.0 Dates of Future Meetings**

- 3.1 Future meetings of the Committee have been scheduled for 2p.m. on the following dates:
  - 3 December 2015 at 2 p.m.
  - 25 February 2016 at 2 p.m.

**Background papers**

None

## Appendices:

### Appendix A – Work Programme 2015/16

	Name	Contact details
<b>Report Author</b>	Sally Baxter	<a href="mailto:sallybaxter@warwickshire.gov.uk">sallybaxter@warwickshire.gov.uk</a> 01926 412323
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**Corporate Services Overview and Scrutiny Committee  
Work Programme 2015/16**

**Appendix A**

<b>Item</b>	<b>Report detail</b>	<b>Date of last report</b>	<b>Date of next report</b>
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. – Marcus Herron	11 February 2015	17 September 2015
Capital Slippage	Report to investigate why there has been reported underspend and overspend in services and what mechanisms have been identified/ put in place. – Virginia Rennie	N/A	17 September 2015
Capital Bonds	Request came from Council, 21 July 2015 for Corporate Services OSC to investigate what WCC is doing to take advantage of the current low interest rates to borrow more through long-term bonds and to raise debt ratios and so ensure Warwickshire emerges from this deep recession in better shape than its peers. – Virginia Rennie	N/A	17 September 2015
WCC Process for designing bids	Report containing the review of the last 10 bids made by WCC for funding focussing on Mark Ryder/ John Betts/ Virginia Rennie	N/A	17 September 2015

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**Appendix A**

<b>Item</b>	<b>Report detail</b>	<b>Date of last report</b>	<b>Date of next report</b>
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 – Kushal Birla	N/A	3 December 2015
HR and Property Rationalisation	Review of the Property Rationalisation Programme and its relationship with new ways of working – Sue Evans/ Steve Smith	N/A	3 December 2015
IT Systems	Analysis of the IT systems in place; whether they are fit for purpose and capable of being able to share information across different services – Tonino Ciuffini	N/A	3 December 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	25 February 2016
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.	Information on Peppercorn rents was received July 2015.	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	25 February 2016

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One Organisational 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	25 February 2016
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

**Proposed Briefing Notes**

<b>Item</b>	<b>Briefing Note detail</b>	<b>Date requested</b>	<b>Date circulated</b>
WCC Consultations	Information on how WCC consults - is there a policy/ protocol? Are consultations timely? Is there a schedule for consultations?	September 2015	October/ November 2015
Human Resources	General information on Workforce composition and staff surveys	September 2015	Anticipated circulation: October 2015
Internal Audit	Report to inform the volume of risks and their potential impact.	July 2015	September 2015

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**Appendix A**

LEP/ City Deal	Ongoing – updates to be provided in accordance with the committee meeting cycle	July 2015	Ongoing - Updates to be circulated in sync with Corporate Services committee meeting cycle.
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