

## Resources and Fire and Rescue Overview and Scrutiny Committee

3<sup>rd</sup> December 2015

### Work Programme 2015/16

#### Recommendations

That the Resources and Fire and Rescue 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 At the Council meeting held on 24<sup>th</sup> September 2015, the remit of the Corporate Services Overview and Scrutiny Committee was changed to include Fire and Rescue Service and Libraries, and the name of the committee was changed to *Resources and Fire and Rescue Overview and Scrutiny Committee*.

| OSC   | Remit   | Strategic Director           | PFH's  |
|---|---|------------------------------|--|
| Resources & Fire & Rescue<br>(includes Fire & Rescue and Libraries) | Fire & rescue, budget, medium term financial plan, corporate business plan, planning and performance arrangements, finance, property, information technology, facilities management, workforce strategy and development, law and governance, libraries, customer service and communications | Resources Chief Fire Officer | Deputy Leader<br>Community Safety<br>Customers |

1.2 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.

## 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. It has been agreed that a LEP briefing note will be provided and circulated via email, a few days before each committee meeting.

## 3.0 Dates of Future Meetings

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

- 21 January 2016
- 17 March 2016

## Background papers

None

## Appendices:

Appendix A – Work Programme 2015/16

|                           | Name          | Contact details  |
|---------------------------|---------------|--|
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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. |
| 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 <sup>rd</sup><br>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 <sup>rd</sup><br>December 2015  |
| Warwickshire Fire and Rescue Service                          | Following the change in overview and scrutiny A report on the operational impact of the revised response standards – Gary Philips  | N/A                        | 3 <sup>rd</sup><br>December 2015  |
| Integrated Peer Review Action Plan: Quarterly Progress Report | To consider the Mid-Year Progress Report on the Delivery of the Integrated Peer Review Action Plan – Elizabeth Abbott  | N/A                        | 3 <sup>rd</sup><br>December 2015  |

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**Appendix A**

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|---|--|----------------------------------|----------------------------------|
| One Organisational Plan                                       | Review how information is presented to members and accessibility – Elizabeth Abbott  | N/A                              | 3 <sup>rd</sup><br>December 2015 |
| 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                              | 21 <sup>st</sup> January 2016    |
| HR and Health & Safety  | Report to discuss workforce health including levels of staff sickness.   | N/A                              | 21 <sup>st</sup> January 2016    |
| 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                              | 21 <sup>st</sup><br>January 2016 |
| National benchmarking for Fire and Rescue Service performance | Benchmarking information to give the committee an overview of performance nationally. This would help develop the committee's knowledge about the Fire Service.  | N/A                              | 17 March 2016                    |
| Integrated Peer Review Action Plan                            | Quarterly Progress report.   | 3 <sup>rd</sup><br>December 2015 | 17 March 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                              |
| Libraries, Community Buildings and                            | The impact of the withdrawal of peppercorn rents and the ability of providing community services from libraries and other community buildings.                   | Information on                   | TBC                              |

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**Appendix A**

| Item             | Report detail | Date of last report                      | Date of next report |
|------------------|---------------|--|---------------------|
| Peppercorn Rents |               | Peppercorn rents was received July 2015. |                     |

**Reports received by the committee**

| Item                 | Report detail  | Date of last report             |
|----------------------|--|---------------------------------|
| People Group Systems | A report to update the committee on the procurement process for the Client Information System in September 2015. – Marcus Herron                                       | 17 <sup>th</sup> 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       | 17 <sup>th</sup> 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 | 17 <sup>th</sup> September 2015 |

**Corporate Services Overview and Scrutiny Committee  
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**Appendix A**

|                                |  |                                    |
|--------------------------------|--|------------------------------------|
|                                | 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 |                                    |
| 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                                  | 17 <sup>th</sup><br>September 2015 |

**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 2015  |
| Human Resources   | General information on Workforce composition and staff surveys  | September 2015        | October 2015  |
| Internal Audit    | Report to inform the volume of risks and their potential impact.  | July 2015             | September 2015  |
| 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. |