

## CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE

<b>Date of Meeting</b>	Thursday, 18 May 2023
<b>Report Subject</b>	Forward Work Programme
<b>Report Author</b>	Democratic Services Manager
<b>Type of Report</b>	Operational

### EXECUTIVE SUMMARY

Overview & Scrutiny presents a unique opportunity for Members to determine the Forward Work programme of the Committee of which they are Members.

By reviewing and prioritising the Forward Work Programme Members are able to ensure it is Member-led and includes the right issues.

A copy of the Forward Work Programme is attached at Appendix 1 for Members' consideration which has been updated following the last meeting.

The Committee is asked to consider, and amend where necessary, the Forward Work Programme for the Corporate Resources Overview & Scrutiny Committee.

### RECOMMENDATIONS

1	That the Committee considers the draft Forward Work Programme and approve/amend as necessary.
2	That the Democratic Services Manager, in consultation with the Chair of the Committee be authorised to vary the Forward Work Programme between meetings, as the need arises.

## REPORT DETAILS

1.00	EXPLAINING THE FORWARD WORK PROGRAMME
1.01	<p>The Forward Work Programme (FWP) is intended to set out the Committee's schedule of work for the coming months.</p> <p>It is a 'working document' that remains under constant review to ensure that the Committee is carrying out the proper level of scrutiny and is focussing on the appropriate areas in accordance with its Terms of Reference.</p>
1.02	<p>Items feed into a Committee's Forward Work Programme from a number of sources.</p> <p>Members can suggest topics for review by Overview &amp; Scrutiny Committees, members of the public can suggest topics, items can be referred by the Cabinet for consultation purposes, or by County Council or Chief Officers.</p> <p>Other possible items are identified from the Cabinet Work Programme and the Improvement Plan.</p>
1.03	<p>It is important that the Forward Work Programme focusses on relevant topics. The FWP was reviewed against the committee's terms of reference at the March meeting to ensure it is complete and current. From this review, the committee has been agreed that future meetings (from September) will be 'themed' around specific elements from the Committee's Terms of Reference. These include:</p> <p><b>September 2023: Capital Programme and Assets 'themed' meeting</b></p> <p>To receive updates regarding Capital Programme and Assets, including: Corporate Property Maintenance Service; Property and Design Consultancy; Valuation and Estates Service; Community Assets; Capital Programme and Assets; and, Community Asset Transfer Programme.</p> <p>Community Safety Partnership Annual Report This item fulfils the statutory requirement for the committee to hold an annual 'crime &amp; disorder' scrutiny meeting.</p> <p>Proposed Month Subject Purpose of Report / Presentation</p> <p><b>October 2023: Corporate Services 'themed' meeting</b></p> <p>To receive updates regarding Corporate Services, including: Corporate Communications; Financial services; ICT Services; HR Business Partnering; Occupational Health and Wellbeing Employment Services; Legal Services; and, Democratic Services. Proposed Month Subject Purpose of Report / Presentation</p> <p><b>November 2023: Strategic and Partnership Working 'themed' meeting</b></p> <p>To receive updates regarding Strategic and Partnership Working, including: Partnership and collaborative working frameworks; Public</p>

	<p>Service Board; Civil Contingencies; Strategic and Partnership Working; and, Emergency Planning</p> <p>In addition, the following items will also be scheduled for a meeting in the autumn:</p> <ul style="list-style-type: none"> <li>• <i>North Wales Economic Ambition Board.</i></li> <li>• <i>Organisational Design &amp; Change Programme.</i></li> </ul>
1.04	Members are also encouraged to consider and propose items for inclusion on the FWP, noting the guidance at paragraph 1.06. The Committee's 'Terms of Reference' is included as Appendix 2 to help with this.
1.05	In addition to the 'targeted' work items, there are standard, regular reports that follow a 'pattern'. These are included in Appendix 1 under 'Regular Items'.
1.06	<p>In identifying any additional topics for future consideration, it is useful for a 'test of significance' to be applied. This can be achieved by asking a range of questions as follows:</p> <ol style="list-style-type: none"> <li>1. Will the review contribute to the Council's priorities and/or objectives?</li> <li>2. Is it an area of major change or risk?</li> <li>3. Are there issues of concern in performance?</li> <li>4. Is there new Government guidance or legislation?</li> <li>5. Is it prompted by the work carried out by Regulators/Internal Audit?</li> <li>6. Is the issue of public or Member concern?</li> </ol>

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	None as a result of this report.

<b>3.00</b>	<b>IMPACT ASSESSMENT AND RISK MANAGEMENT</b>
3.01	Not applicable.

<b>4.00</b>	<b>CONSULTATIONS REQUIRED/CARRIED OUT</b>
4.01	Publication of this report constitutes consultation.

<b>5.00</b>	<b>APPENDICES</b>
5.01	Appendix 1 – Draft Forward Work Programme.

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	None.

<b>7.00</b>	<b>CONTACT OFFICER DETAILS</b>
7.01	<b>Contact Officer:</b> Steven Goodrum, Democratic Services Manager <b>Telephone:</b> 01352 702320 <b>E-mail:</b> <a href="mailto:Steven.Goodrum@flintshire.gov.uk">Steven.Goodrum@flintshire.gov.uk</a>

<b>8.00</b>	<b>GLOSSARY OF TERMS</b>
8.01	Not applicable.