CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE

Date of Meeting	Friday, 19 July 2024
Report Subject	Forward Work Programme
Report Author	Democratic Services Manager
Type of Report	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.

RECOMMENDATION	
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.

1.00	**EXPLAINING THE FORWARD WORK PROGRAMME**
1.01	The Forward Work Programme (FWP) is intended to set out the Committee's schedule of work for the coming months. 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 current Terms of Reference (included as Appendix 2).
1.02	Items feed into a Committee's Forward Work Programme from a number of sources. Members can suggest topics for review by Overview & 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. Other possible items are identified from the Cabinet Work Programme and the Improvement Plan.
1.03	The Corporate Resources Overview and Scrutiny Committee will assume an oversight role of the 'Transformation Programme' that is currently being developed. It is anticipated that this role will commence from September 2024. Ahead of that, the Committee's Terms of Reference will be reviewed by the Democratic Services Manager in conjunction with the Chair and Vice-Chair of the Committee. This review, along with the 'Transformation Programme' will then inform the Forward Work Programme from September. Dependent on the outcome of the review, a number of 'themed' topics and reports will then be scheduled in the next work cycle from September. These will include: - Corporate Self-assessment 2023/24. - Capital Programme and Assets 'themed' meeting. - Corporate Services 'themed' meeting. - Strategic and Partnership Working 'themed' meeting. - Community Safety Partnership Annual Report. - North Wales Economic Ambition Board. - Organisational Design & Change Programme. - Update on Corporate Joint Committees (CJCs). - Alternative Delivery Models.
1.04	A number of items from previous Committee meetings are still to be scheduled, as listed below. **Joint Procurement Service Annual Report 2022/23**

	To receive a performance update report on the Joint Procurement Service with Denbighshire County Council.
	• **Council Tax Collections, Discretionary (s13a) Discounts/Write Offs** That a report is brought back to committee following a Cabinet review and the production of a comprehensive policy on s13a discretionary discounts, taking into account the comments raised and consultation with Overview & Scrutiny.
	• **Delivering public services in the 21st century: Shared Services** That officers liaise with the Chairman in order to schedule presentations on various themes at future meetings. *****This may now be included under the 'transformation' element which CROSC is assuming responsibility for.*****
	• **Community Asset Transfers** To provide an update on the Community Asset Transfer (CAT) process.
	• **Acquisition of land for Flintshire cemeteries** To provide details of how Flintshire County Council provided value for money in its land acquisition for cemeteries.
	• **Review of Industrial Estates** To review the Council's business/commercial units, further to Paragraph 1.30 of agenda item 7 Capital Programme 2024/25 – 2026/27 from the County Council meeting of 6 December 2023.
	These items will be scheduled over the summer for inclusion on the FWP from September.
1.05	As well as the 'targeted' work items, there are standard, regular reports that follow a 'pattern'. These are included in Appendix 1 under 'Regular Items' and will be scheduled on the FWP accordingly.
1.06	Members are also encouraged to consider and propose items for inclusion on the FWP, noting the guidance at paragraph 1.07. The Committee's 'Terms of Reference' is included as Appendix 2 to help with this. Though this is subject to review – as per paragraph 1.03.
1.07	In identifying 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: 1. Will the review contribute to the Council's priorities and/or objectives? 2. Is it an area of major change or risk? 3. Are there issues of concern in performance? 4. Is there new Government guidance of legislation? 5. Is it prompted by the work carried out by Regulators/Internal Audit? 6. Is the issue of public or Member concern?

2.00	**RESOURCE IMPLICATIONS**

2.01	None as a result of this report.

3.00	**CONSULTATIONS REQUIRED / CARRIED OUT**
3.01	Publication of this report constitutes consultation.

4.00	**RISK MANAGEMENT**
4.01	None as a result of this report.

5.00	**APPENDICES**
5.01	Appendix 1 – Draft Forward Work Programme Appendix 2 - CROSC 'Terms of Reference'

6.00	**LIST OF ACCESSIBLE BACKGROUND DOCUMENTS**
6.01	None.

7.00	**CONTACT OFFICER DETAILS**
7.01	**Contact Officer:** Steven Goodrum, Democratic Services Manager **Telephone:** 01352 702320 **E-mail:** steven.goodrum@flintshire.gov.uk

8.00	**GLOSSARY OF TERMS**
8.01	**Improvement Plan:** the document which sets out the annual priorities of the Council. It is a requirement of the Local Government (Wales) Measure 2009 to set Improvement Objectives and publish an Improvement Plan.