

Remit, Work Programme and Topic Reviews

SUMMARY

- 1.1 The Supporting Derby's Workforce Board will have the opportunity to study its Terms of Reference and Remit for the forthcoming municipal year. The Board will meet four times in the municipal year and will be primarily focused on undertaking Topic Review/s supported by Democratic Services Officers and officers from other departments, but will also look at service reviews, policy development and any issues referred from the Corporate Scrutiny and Governance Board.
- 1.2 The report allows officers to inform the Board of any key work areas, issues or potential topic review subjects for discussion or inclusion in the work programme.
- 1.3 Members of the Board will also have the opportunity to consider and agree items for the Supporting Derby's Workforce work programme for the 2016/17 municipal year and any topic reviews.

RECOMMENDATIONS

- 2.1 To note the report.
- 2.2 To consider and agree the future work programme and topic reviews for the 2016/17 municipal year.

REASONS FOR RECOMMENDATIONS

- 3.1 To make the Board aware of its Terms of Reference.
- 3.2 To enable the council to undertake functions in relation to overview and scrutiny, specifically to investigate, gather evidence and make recommendations to the scrutiny board in an advisory capacity.

SUPPORTING INFORMATION

4.1 Terms of Reference of Overview and Scrutiny Boards

Within the scope of their terms of reference set out in Article 6 of the Constitution to:

1. Agree a programme of policy development and review in relation to the board's allocated topic area, and to undertake any policy development and review arising;
2. Consider service updates in relation to council and non council functions within the board's allocated topic area;
3. Make reports or recommendation to Council, Council Cabinet or any committees of the council in respect of the discharge of the council's functions; and
4. Make recommendations to the Corporate Scrutiny and Governance Board in respect of performance areas for review.

4.1 The remit of this board covers service areas that fall within the portfolios of the Cabinet Member for Strategy and Policy (Leader of the Council) and the Cabinet Member for Jobs and Fair Employment:

- Legal and Democratic Services
- Finance and Procurement
- ICT and Business Systems
- Strategic Services and Transformation
- Customer Management
- HR Operations
- HR Strategy and Policy.

4.2 This item gives members an opportunity to discuss the proposed topic review/s for the forthcoming municipal year, and develop the basis for the topic reviews.

4.3 If a working group is formed for the purpose of conducting topic reviews, they should only exist for the duration of the review and be dissolved upon completion of the review. Individuals outside of the scrutiny board can be invited to join the working group, as the group has no formal scrutiny powers. The purpose of the working group is to investigate, gather evidence and make recommendations to the scrutiny board in an advisory capacity.

OTHER OPTIONS CONSIDERED

5.1 None

This report has been approved by the following officers:

Legal officer Financial officer Human Resources officer Estates/Property officer Service Director(s) Other(s)	David Walsh – Head of Democracy
For more information contact: Background papers: List of appendices:	Karen Squires 01332 643649 None Appendix 1 – Implications Appendix 2 – Draft work programme for Supporting Derby's Workforce Overview and Scrutiny Board Appendix 3 – Presentation on the Organisational Development Plan

IMPLICATIONS

Financial and Value for Money

- 1.1 There are no financial implications resulting from the recommendations of the report itself, however, there may be financial implications resulting from the recommendations of any further report or other Member recommendations passed back to Cabinet which will be reported as they are identified.

Legal

- 2.1 There are no legal implications resulting from the recommendations of the report itself. However, there may be legal implications resulting from the recommendations of any further report or other Member recommendations referred to Council Cabinet which will be reported as they are identified.

Personnel

- 3.1 The personnel implications of each of the topics if applicable would be covered in a more detailed report on them.

IT

- 4.1 None.

Equalities Impact

- 5.1 There are no direct equalities implications arising from this report, however, the topics outlined in the report would have detailed equalities implications on examination.

Health and Safety

- 6.1 The proposals will support the Health and Wellbeing Strategy.

Environmental Sustainability

- 7.1 There are no direct sustainability implications arising from this report.

Property and Asset Management

- 8.1 None.

Risk Management

- 9.1 The risk management implications of each of the topics would be covered in any more detailed report on them.

Corporate objectives and priorities for change

- 10.1
- A skilled and motivated workforce.

Appendix 2

Supporting Derby's Workforce Overview and Scrutiny Board – Draft Work Programme 2016/17

Meeting	Items	Service Director / Lead officer
18 July	Work Programme and Topic Reviews Brief Update from Officers Potential Work Programme / Topic Reviews <ul style="list-style-type: none"> • Volunteering opportunities across the city • Which employers across the city are paying the living wage • Organisational Development Strategy • Application / Assessment process for recruitment / simplification of Person Specifications, Job Description and Job Information Questionnaires - JIQs. 	
17 October	Work Programme and Topic Reviews	
16 January	Work Programme and Topic Review Update	
10 April	Work Programme and Topic Review Update	