

Report sponsor: Head of Democracy  
Report author: Democratic Services Manager

## **Work Programme for 2023/24 Municipal Year**

### **Purpose**

- 1.1 The Corporate Services and Cost of Living Board will have an opportunity to study its Terms of Reference and Remit for the forthcoming municipal year. The Board meets four times in the municipal year and may undertake 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 Executive Scrutiny 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 Corporate Services and Cost of Living Board work programme for the 2023/24 municipal year and any topic reviews.

### **Recommendation**

- 2.1 To note the report.
- 2.2 To review the work programme for the 2023/23 municipal year.

### **Reason**

- 3.1 To make the Board aware of its Terms of Reference.
- 3.2 To enable the council to undertake functions in relation to 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 Scrutiny Review 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 Executive Scrutiny Board in respect of performance areas for review.
- 4.2 The Terms of Reference for this board cover the following service areas, and encompasses the portfolios of the Cabinet Members for Strategy; Governance; and, Finance and Cost of Living, Equalities and Customer Inclusion:

**Corporate Governance, Procurement and Property**

- Legal, Insurance and Information Governance
- Democracy
- Procurement

**Finance**

- Corporate Finance
- Business Partnering
- Major Projects
- Business Support and Debt Management
- Internal Audit

**Corporate Management**

- Projects and Change
- Strategy, Performance and Partnerships
- Communications and Marketing
- Human Resources and Workforce Development
- Policy and Insight

**Communities**

- Community Safety (Cohesion)

**Digital Infrastructure and Customer Engagement**

- Digital Enablement and Automation
- ICT Infrastructure and Cyber Security
- Customer Engagement and Registration Services
- Accommodation, Facilities and Health & Safety.

**Other**

- Cost of Living Coordination Group
- VCS Engagement

- 4.3 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.

- 4.4 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.

### **Public/stakeholder engagement**

- 5.1 None directly arising from this report.

### **Other options**

- 6.1 None.

### **Financial and value for money issues**

- 7.1 None arising directly from this report. Implications may arise from future items identified for inclusion on the work programme as and when they are considered by the Board and from the final recommendations resulting from topic reviews.

### **Legal implications**

- 8.1 Implications may arise from future items identified for inclusion on the work programme as and when they are considered by the Board and from the final recommendations resulting from topic reviews.

### **Climate implications**

- 9.1 Implications may arise from future items identified for inclusion on the work programme as and when they are considered by the board and from the final recommendations resulting from topic reviews.

### **Socio Economic Implications**

- 10.1 Implications may arise from future items identified for inclusion on the work programme as and when they are considered by the board and from the final recommendations resulting from topic reviews.

### **Other significant implications**

- 11.1 None.

This report has been approved by the following people:

| Role  | Name   | Date of sign-off |
|---|--|------------------|
| Legal<br>Finance<br>Service Director(s)<br>Report sponsor<br>Other(s) | Alex Hough - Head of Democracy   |                  |
| Background papers:<br>List of appendices:                             | Appendix 1 – Work Programme for Corporate Services Scrutiny Review Board |                  |

## Corporate Services and Cost of Living Scrutiny Review Board Work Programme 2023/24

| Meeting           | Items  | Service Director / Lead Officer              |
|-------------------|--|--|
| 20 July 2023      | Digital by Default and Artificial Intelligence (AI) Services   | Andy Brammall                                |
|                   | Insight Led Council ( <i>Horizon Scanning etc</i> )            | Heather Greenan                              |
|                   | Work Programme and Topic Review                                | All  |
| 28 September 2023 | Hardship – Affecting Residents                                 | Heather Greenan / Sarah Walker               |
|                   | Voluntary Sector Engagement Update and Locality Working Update | Sarah Walker<br>Sam Dennis / Charles Edwards |
|                   | Work Programme and Topic Review                                | All  |
| 7 December 2023   | Customer Management  | Andy Brammall                                |
|                   | Councillor Casework Portal                                     | Alex Hough                                   |
|                   | Work Programme and Topic Review                                | All  |
| 7 March 2024      | Artificial Intelligence (AI)                                   | Andy Brammall                                |
|                   | Tbc  |  |
|                   | Work Programme and Topic Review                                | All  |