

Outline Work Programme and Topic Reviews

SUMMARY

- 1.1 This item gives members an opportunity to discuss potential work plans and topic reviews for the forthcoming municipal year, and develop the basis for a work programme. The reviews may cover anything within their remit and could include internal as well as external facing services.

RECOMMENDATION

- 2.1 To agree the current work programme, suggest future items for the work programme and identify any further topic reviews for the forthcoming year as attached at Appendix 2.
- 2.2 To discuss future topics for review by the board and if appropriate, agree on the next topic review subject.

REASONS FOR RECOMMENDATION

- 3.1 To ensure that the board has a clear and evolving work programme and ensure that the board is kept informed on progress with regards to items on the work programme and any topic reviews.
- 3.2 To enable work to commence on any identified in-depth topic review as identified by the board.

SUPPORTING INFORMATION

- 4.1 The Overview and Scrutiny Board should agree a work programme at each meeting to enable board members, the supporting Scrutiny Officer and departmental officers to plan in advance for meetings throughout the year in a strategic way and take account of any new items for inclusion in the programme.
- 4.2 The work programme is not restrictive, and board members can identify and introduce items for scrutiny throughout the year. Items for scrutiny will be discussed at pre-meetings with the Chair and Vice Chair, and will be added to the Scrutiny Board Agenda at the Chair's discretion.
- 4.3 The Council Constitution limits one topic review report to be submitted to the

Council Cabinet every six months from Scrutiny Boards. It is possible for each Board to conduct two reviews in each municipal year. Topic reviews are not mandatory, but if the board wishes to conduct in-depth reviews in the current year, it is suggested that members should aim to agree a topic for review at the earliest opportunity.

- 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.

OTHER OPTIONS CONSIDERED

- 5.1 None.

This report has been approved by the following officers:

Legal officer	N/A
Financial officer	N/A
Human Resources officer	N/A
Estates/Property officer	N/A
Service Director(s)	N/A
Other(s)	Mahroof Hussain, Overview and Scrutiny Manager

For more information contact:	Clare Harrison 01332 643648 clare.harrison@derby.gov.uk
Background papers:	None
List of appendices:	Appendix 1 – Implications Appendix 2 – Work Programme

IMPLICATIONS

Financial and Value for Money

- 1.1 None arising directly from this report.

Legal

- 2.1 Section 21 (3) of the Local Government Act 2000 requires that the power of an overview and scrutiny committee to review or scrutinise a decision made but not implemented and includes power to recommend that the decision be reconsidered by the person who made it.

Personnel

- 3.1 None arising directly from this report.

Equalities Impact

- 4.1 Effective scrutiny benefits all Derby people.

Health and Safety

- 5.1 None arising directly from this report.

Environmental Sustainability

- 6.1 None arising directly from this report.

Property and Asset Management

- 7.1 None arising directly from this report.

Risk Management

- 8.1 None arising directly from this report.

Corporate objectives and priorities for change

- 9.1 Our aim is to work together so that Derby and its people will enjoy a thriving sustainable economy, good health and well-being and an active cultural life.

**Planning, Housing and Leisure Board
Draft Work Programme - October 2013**

Meeting date	Item
March	Leisure Governance Options appraisal.
	Local Sustainable Transport Fund Programme/Connected Update
	Strategy protocol and enforcement protocol to tackle illicit trade in alcohol and tobacco
	Derby Cemeteries
	Derby Homes – training, work experience and employment programme.
	DFG process review
	Riverlights Pool Development – Car Parking
	Community Infrastructure Levy
	Work programme reporting 2013/2014 & Topic Reviews