Work Programme and Topic Review for 2022/23 Municipal Year

Purpose

1.1   The Corporate Services Board will have an opportunity to study its Terms of Reference and Remit for the remainder of the 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 Board work programme for the 2022/23 municipal year and any topic reviews.

Recommendation

2.1   To note the report.

2.2   To review the work programme for the 2022/23 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 remit of this board covers the following service areas that fall within the portfolios of the Cabinet Members for Strategy, Governance and Finance, Digital and Culture:

- Overall strategic lead on all Council services
- Strategic partnerships
- Derby Plan/Council Plan
- Medium Term Financial Strategy
- National and regional profile
- International development
- Communications & Marketing
- Audit/CMAP
- Human Resources
- Organisational Development
- Legal
- Democracy
- Elections & Land charges
- Procurement & Contracting
- Health & Safety
- Counter Terrorism / Migration
- Finance
- Revenues and Benefits
- Business Support
- Business Systems
- Customer Management
- Digital & IT
- Strategic Asset Management & Estates
- Facilities Management
- Property Design
- Connect Derby
- Policy & Insight
- Strategy & Performance
- Change Derby
- Culture, Derby Live and Events

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 an 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.

Other significant implications

10.1   None.

This report has been approved by the following people:

Role	Name	Date of sign-off
Legal		
Finance		
Service Director(s)		
Report sponsor		
Other(s)	Alex Hough - Head of Democracy	

Background papers:	
List of appendices:	Appendix 1 – Work Programme for Corporate Services Scrutiny Review Board

Corporate Services Scrutiny Review Board
Work Programme 2022/23

Meeting	Items	Service Director / Lead Officer
21 July 2022	Overview of Digital Enablement and Foundations – deferred.	Andy Brammall
	Work Programme and Topic Review	All
29 September 2022	Our City Our River Project *Joint meeting with Regeneration & Housing Scrutiny Review Board*	David Fletcher / Catherine Williams / Sarah Banks
	Overview of Digital Enablement and Foundations	Andy Brammall
	FMS Upgrade – Implementation Update	Alison Parkin
	Work Programme and Topic Review	All
8 December 2022	Partnerships	Heather Greenan / Neil Sheard
	Working Smarter	Heather Greenan / Neil Sheard
	Intelligence Led Council *(Horizon Scanning etc)*	Heather Greenan
	Property *(property disposals update, achievements and plans)*	tbc
	Work Programme and Topic Review	All
9 March 2023	Culture *(How the bid for City Of Culture has strengthened the cultural sector, the benefits of partnership working and sponsorship)*	Claire Davenport / Adam Buss / Mike Brown
	Counter Terrorism Priorities	Pop Gill
	Work Programme and Topic Review	All

Topic Review – Hardship in the City – focus on how to support people, access to welfare reform, city response, (inc digital support, SEND, HAF).

Facilities Management – date tbc.
Constitutional Review – date tbc.