Overview and Scrutiny Committee

Overview and Scrutiny Committee
Work Programme 2013/14

24 September 2013

Report of Head of Law and Governance

PURPOSE OF REPORT

This report presents the Overview and Scrutiny Committee work programme 2013/14 for consideration.

This report is public

Recommendations

The Overview and Scrutiny Committee is recommended:

(1)   To consider the Overview and Scrutiny Committee Work Programme 2013/14 as set out at Appendix 1 of the report.

(2)   To note any items of interest in the Executive Work Programme and consider whether to include them on the Overview and Scrutiny Committee Work Programme 2013/14.

(3)   To consider if there are any other items Members would like to include on the Overview and Scrutiny Committee Work Programme.

Details

1   Overview and Scrutiny Committee Work Programme 2013/14

1.1   The Overview and Scrutiny Committee Work Programme 2013/14 is attached at appendix 1.

1.2   Members are invited to make any suggestions to improve the appearance of the work programme.

1.3   Each future agenda item includes an overview of the item and reason

for consideration by the Committee.

1.4   In determining the work programme for 2013/14, the Committee will wish to take into account the terms of reference as laid out in the Constitution (Appendix 2)

2   Executive Work Programme

2.1   As part of the monthly work programme report, the Committee reviews the Executive Work Programme to consider whether there are any issues which they would wish to look at in more detail in advance of the Executive discussion and decision. To facilitate a thorough consideration of the topic the Committee will need to identify the Executive Work Programme items at an early stage of the decision making process.

2.2   The Executive Work Programme is updated and published monthly; an electronic copy is available on the council's website and all councillors are sent a prompt containing the website link. Members of the Committee are encouraged to review the Executive Work Programme outside the committee meetings and to contact the Chairman, Vice-Chairman or Democratic Services Officer if there is a topic that they wish to review.

2.3   The Committee will wish to note any items of interest in the current version of the Executive Work Programme and consider whether to include them on the Overview and Scrutiny Committee Work Programme for 2013/14.

2.4   At the time of writing this report, the current version of the Executive Work Programme is September to December, 2013 and can be found at: www.cherwell.gov.uk

3   Updates on Overview and Scrutiny Work Programme Items

3.1   Electronic Document and Records Management (EDRM) – a successful bid was made for some Microsoft development money, and a Microsoft Gold partner has identified and designed what it would require from an IT perspective to implement an EDRM solution for Cherwell and South Northants. The design is now being reviewed to identify the implementation costs, and will be fed back into the joint Harmonisation programme. Provided approval is subsequently given, the phase one pilot will commence to test and measure against success criteria, followed by phase two; the roll-out to both Cherwell and South Northants.

4   Potential Work Programme Items

4.1   Committee Members may wish to suggest other items for inclusion on the Work Programme 2013/14. Members are reminded that in considering the suggestions for the Work Programme and prioritising

topics, it is important to consider the resources available to support the work and the timescales. The Committee should also reflect on the demands that scrutiny reviews place on the resources in the individual service areas.

4.2 The Committee will also wish to consider the priority checklist. The current, informal criteria applied to all suggestions for a scrutiny review are that it must:

- be of concern to a group of people living within the Cherwell District;

- relate to a service, event or issue in which the Council has a significant stake or over which the Council has an influence;

- not be an issue which scrutiny has considered during the last 12 months;

- not relate to an individual service complaint;

- not relate to an individual planning or licensing application.

5 Future Meetings Schedule

5.1 The future meeting dates for the Overview and Scrutiny Committee are listed below.

Overview and Scrutiny Committee	12 November 2013, 6.30pm 10 December 2013, 6.30pm 14 January 2014, 6.30pm 18 February 2014, 6.30pm 01 April 2014, 6.30pm 27 May, 2014, 6.30pm 08 July, 2014, 6.30pm

Implications

Financial:	There are no financial implications arising directly from this report. The report of the individual scrutiny reviews will address any specific financial issues.
	Comments checked by Sarah Best, Service Accountant, 01295 221982
Legal:	There are no legal implications arising directly from this report. The report of the individual scrutiny reviews will address any specific financial issues.
	Comments checked by Paul Manning, Solicitor

Advocate 01295 221691

Risk Management: If too many items are included on the work programme there is a risk that scrutiny agendas become overloaded. This undermines effective scrutiny because Members are unable to concentrate on the key issues and officer resources are over-stretched. It may be necessary to hold further meetings during the year if the risk of not achieving the work programme becomes apparent. The report of the individual scrutiny reviews will address any specific risk issues.

Comments checked by James Doble, Democratic and Elections Manager, 01295 221587

Wards Affected

Each scrutiny review will identify the wards affected

Corporate Plan Themes

Each scrutiny review will identify the relevant corporate plan themes

Document Information

Appendix No	Title
Appendix 1	Overview and Scrutiny Committee Work Programme 2013/14
Appendix 2	Overview and Scrutiny Committee Terms of Reference
Background Papers	
None	
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