

**UPDATE ON WORK PROGRAM : COUNCIL EXCELLENCE SCRUTINY COMMITTEE -
21/09/10**

Reports to assist in monitoring the Committee's work programme

It was agreed by the Scrutiny Chairs Group in September 2008 to use the following reports to monitor the work programme for each Scrutiny Committee. The last item on each Scrutiny Committee agenda should be 'Review of the Committee Work Programme'.

Report 1 - Monitoring Report for Scrutiny Committee Work Programme

This report will list all items that have been selected by the Committee for inclusion on the work programme for the current year.

It will also include items, such as previous Panel Reviews, where recommendations have been made to Cabinet. It is important that the implementation of these recommendations is monitored. Otherwise there is no measure of the success of scrutiny.

For each item on the work programme, the report will give a description, an indication of how the item will be dealt with, a relative timescale for the work and brief comments on progress.

Report 2 - Suggestions for Additions to Work Programme

The Work Programme for the Committee should be reviewed at each meeting. This will enable members to ask for new Items to be added to the programme. This report will list any newly suggested items. Committee will then have the opportunity to agree (or not) for them to be added to the programme.

Report 3 - Proposed Outline Meeting Schedule for the Municipal Year

The report will, for each scheduled Committee meeting, list those items which are likely to be on the meeting agenda. This will give the opportunity for Committee members to take a greater lead in organising their work programme.

Report 4 - Progress Report on In-Depth Panel Reviews

This report will give a very brief update on progress / timescales for in-depth panel reviews which are in the 'ownership' of the Committee.

REPORT 1
MONITORING REPORT FOR SCRUTINY COMMITTEE WORK PROGRAMME
COUNCIL EXCELLENCE : 2010 / 2011

Date of New item	Topic Description	How the topic will be dealt with	Estimated Complete Date	Comments on Progress	Complete?
17/03/10	Community Cohesion	Officer Report (Carolyn Curr)		Council Excellence Committee meeting of 17 th March 2010 requested that this item be included on the Committee's work programme for 2010/11.	
17/03/10	Freedom of Information Act	Officer Report (Ian Coleman)		Follow-up report (from meeting held on 17 th March 2010) presented to 8 th July meeting. No further actions requested.	
08/07/10	Future of Performance Management / replacement of CAA: - How will performance management operate once the CAA and statutory Performance Indicators have been removed? - Who collects the current PI data, how much effort is involved, and what use is made of it? - Which Performance Indicators are relevant and should be retained? - What information do members need to monitor the local authority effectively?	Officer Report (Carolyn Curr)		A verbal report on the current view of the future for performance monitoring in the authority will be provided at the meeting on 21 st September.	
08/07/10	Performance Monitoring (Quarterly updates on existing performance indicators – 'Exceptions' only will be reported).	Officer Reports (Carolyn Curr)		Quarterly Performance Monitoring Reports will be included on each agenda from September onwards.	
08/07/10	Change Programme: - Regular updates on proposed savings; - Monitor the effectiveness of the Change Programme;	Officer Reports (Dave Green)		Suggested report on the progress of the Strategic Change Programme Board to be provided for the meeting 18 th November	
08/07/10	Common Administrative Processes	Officer Reports (Dave Green)		Suggested report on progress of the project at the meeting on 18 th November.	

Date of New item	Topic Description	How the topic will be dealt with	Estimated Complete Date	Comments on Progress	Complete?
08/07/10	Financial Reporting / Budget: - Monitoring the financial statements - How the authority performs against savings targets; - Review the impact on local residents where savings are made; - Impact of the Comprehensive Spending Review on the borough;	Officer Reports (Ian Coleman)		Financial / Budget Monitoring reports will be included on each meeting agenda.	
08/07/10	'Total Place': - What is the role for the concept of 'Total Place' in the borough?; - What is happening with partners to establish areas for cooperation, for example, how will DASS and NHS work together to streamline 'elderly' care?	Officer Reports (Carolyn Curr)		Report on the background to 'Total Place and successor arrangements – Community Budgets' to be provided at the meeting on 21 st September.	
08/07/10	Office Accommodation: - The EC Harris report was referred to the Council Excellence Committee by Cabinet (24 June 2010); - Need to understand the Cabinet timetable; - What are the implications for the Council's Data Centres?; - Future role for agile working	Officer reports plus site visits. (Bill Norman / Ian Brand)		Special meeting of the Committee arranged for 24 th August 2010. Further report will be provided at the meeting on 21 st September.	
08/07/10	Future of Cultural Services: - Where should Cultural Services fit in the organisation?; - How can the service be best managed?;	Possible joint work with Sustainable Communities Overview and Scrutiny Committee		Suggested report at the meeting on 31 st January 2011.	
08/07/10	Monitoring of items of expenditure exceeding £500: - How does the system operate?	Officer report to a future meeting (Ian Coleman)		Issue initially raised by a member at the Committee meeting on 08/07/10. Report on 'Publication of Expenditure' at the meeting on 21 st September.	

REPORT 3
PROPOSED OUTLINE MEETING SCHEDULE FOR THE MUNICIPAL YEAR
COUNCIL EXCELLENCE : 2010 / 2011

Meeting Date	Topic Description
08/07/10	Financial Monitoring Housing Benefit / Council Tax Benefit Annual Report Customer Services Annual Report Treasury Management Annual Report Audit Commission Performance Management Review Anti-Fraud and Corruption Policy Freedom of Information requests (follow-up report from meeting held on 17 th March 2010) Forward Plan Office Accommodation Work Programme Update Forward Plan
24/08/10	Office Accommodation (Special Meeting)
21/09/10	Financial Monitoring Tax, Income & Benefits Budget Projections 2011-15 Treasury Management Customer Services Focus Group Publication of Expenditure Managing Attendance IRRV Conference – Harrogate Catering tenders Delivering efficiency and measuring and reporting Value for Money gains in local services Q1 Performance Monitoring – Report concentrating on red / amber ‘exceptions’ plus a verbal update on the future plans for performance monitoring ‘Total Place’ and successor arrangements – Community Budgets Office Accommodation Work Programme Update Forward Plan

Meeting Date	Topic Description
18/11/10	Financial Monitoring, General Financial Matters and Budget Projections Impact of the Comprehensive Spending Review Q2 Performance Monitoring – Report concentrating on red / amber ‘exceptions’ Progress of Change Programme Common Administrative Processes Work Programme Update Forward Plan
31/01/11	Financial Monitoring, General Financial Matters and Budget Projections Q3 Performance Monitoring – Report concentrating on red / amber ‘exceptions’ Future of Cultural Services Work Programme Update Forward Plan
16/03/10	Financial Monitoring, General Financial Matters and Budget Projections Work Programme Update Forward Plan

REPORT 4
PROGRESS REPORT ON IN-DEPTH PANEL REVIEWS
COUNCIL EXCELLENCE : 21/09/10

Title of Review	Members of Panel	Progress to Date	Date Due to report to Committee
None at present			