

## **WORK PROGRAMME**

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### **1. EXECUTIVE SUMMARY**

1.1 At the 6<sup>th</sup> June 2007 meeting of Corporate Services Overview and Scrutiny Committee discussion took place about the Committee's work programme for the coming year. It was agreed that the Committee work programme for 2007/08 should focus on the issues :

- i) Communications (internal and external)
- ii) Staff Retention
- iii) Accommodation Strategy & Asset Management

1.2 The Director of Corporate Services was asked to bring a scoping report the next Committee on these three topics. This report deals with progress on this matter.

### **2. Work Programme**

2.1 Over the summer further discussions have taken place with officers about how this work programme might best be developed and implemented. Initial views on each of the three areas are shown below. I have set out below for each of these subjects, areas that the Committee might wish to focus on.

#### **Communications**

- i) Current structure, practice and effectiveness;
- ii) Future plan / developments;

#### **Staff Retention**

- i) General position on staff retention
- ii) Areas of particular difficulty
- iii) The reasons for this
- iv) Potential remedies and their implications.

#### **Accommodation Strategy and Asset Management**

- i) Current position regarding the Accommodation Strategy and the Asset Management Strategy
- ii) Issues to be addressed over the next twelve months
- iii) Relationship between the Accommodation Strategy and Asset Management Strategy and other Council initiatives

2.2 It should be noted that this is only an initial suggestion and Members may wish to consider other issues for each of the three topics.

### **3. Scheduling of Work Programme**

- 3.1 In addition to these “focus” topics, the Committee will also have to consider a range of other reports e.g. Performance and Financial Monitoring. It is therefore proposed that at each meeting of the Overview and Scrutiny Committee one of these topics is looked at in detail. It is proposed that the items be dealt with in the order that Members listed, starting with Communications which is the subject of a presentation to this meeting. The final meeting of the current municipal year could be used to take an overview of all three issues.

### **4. Financial implications**

- 4.1 None as a result of this report.

### **5. Staffing implications**

- 5.1 None as a result of this report.

### **6. Equal Opportunities implications**

- 6.1 None as a result of this report.

### **7. Community Safety implications**

- 7.1 None as a result of this report.

### **8. Local Agenda 21 implications**

- 8.1 None as a result of this report.

### **9. Planning implications**

- 9.1 None as a result of this report.

### **10. Anti-poverty implications**

- 10.1 None as a result of this report.

### **11. Human Rights implications**

- 11.1 None as a result of this report.

### **12. Social Inclusion implications**

- 12.1 None as a result of this report.

### **13. Local Member Support implications**

- 13.1 None as a result of this report.

### **14. Background Papers**

- 14.1 None.

### **15. RECOMMENDATIONS**

- 15.1 That this work programme be agreed.

### **J. WILKIE**

Deputy Chief Executive/Director of Corporate Services

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