

# WIRRAL COUNCIL

## TRANSFORMATION AND RESOURCES POLICY & PERFORMANCE COMMITTEE

23 SEPTEMBER 2013

<b>SUBJECT:</b>	<b><i>COMMITTEE WORK PROGRAMME</i></b>
<b>REPORT OF:</b>	<b><i>CHAIR OF THE COMMITTEE</i></b>

### 1.0 EXECUTIVE SUMMARY

At the meeting of the Transformation and Resources Committee on 30<sup>th</sup> July, it was agreed that a meeting of the Chairs and Party Spokespersons be convened to develop the work programme for this committee. A meeting was convened on 19<sup>th</sup> August. This briefing note summarises the discussion and agreements at this meeting.

### 2.0 BACKGROUND AND KEY ISSUES

- 2.1 Inaugural meetings of all Policy and Performance Committees have included discussion about potential items for the scrutiny work programme. Each Committee has delegated the development of its work programme to the Committee Chairs and Party Spokespersons.
- 2.2 With regard to the criteria for selecting items for scrutiny, the Chair and Party Spokespersons of this Committee have agreed a number of items for the work programme. This includes some items to be examined through Task & Finish Reviews and some to be presented in the form of officer reports for the Committee to examine and make appropriate recommendations.

### 3.0 WORK PROGRAMME OF THE TRANSFORMATION AND RESOURCES POLICY & PERFORMANCE COMMITTEE

- 3.1 The work programme for this Committee is attached as Appendix 1.
- 3.2 A common work programme format has been adopted for all four Policy and Performance Committees. This is in the form of a schedule for the municipal year highlighting the committee meetings with the proposed activity set out against the following four headings:
  - 3.3 **Scheduled Reviews** – These have been prioritised and programmed across the year and include:
    - 3.3.1 A session of pre-decision scrutiny on the ICT Strategy prior to Cabinet approval. This will be undertaken at the Committee meeting on 23 September.

- 3.3.2 A task and finish group to undertake pre-decision scrutiny on the development of 'Shared Services' with Cheshire West and Chester. Members of this group will be identified at the Committee Meeting on 23<sup>rd</sup> September and this group will determine the detailed scope of the review.
- 3.3.3 A task and finish review of Freedom of Information requests in the light of recent criticism by the Information Commissioner. The review will explore how the Council is addressing the concerns raised by the Commissioner and the measures that have been put in place to ensure compliance with its legal obligations.
- 3.3.4 A review to explore the process for dealing with sickness absence and the impact it has on capacity within the HR division and the wider organisation. The scope (to be determined by a task and finish group) could also include how effective the Council is in re-integrating people back into the workplace and any benefit gained from the employee assistance programme in reducing / addressing sickness absence.
- 3.4 **Potential Reviews** – This section is included to capture items that the committee would like to review in more detail, subject to there being sufficient capacity. Currently none have been identified.
- 3.5 **Reports Requested** – This section is included to capture specific items that the Committee would like to discuss or receive reports on, or items referred by Cabinet. Currently none have been identified.
- 3.6 **Standing Items – This includes the following regular items:**
- Performance Dashboard – performance against target for key indicators in the Directorate Plan.
  - Budget monitoring – monitoring of the Directorate budget and delivery of budget savings.
  - Policy update – an update on any key policies or legislation relevant to this Committee since the last meeting.
- 3.7 In addition, to the items set out above, special meetings have been scheduled in November and December to review the proposed budget options for 2014/15 in line with the annual budget consultation timetable.

#### **4.0 RELEVANT RISKS**

- 4.1 There are none relating to this report.

#### **5.0 OTHER OPTIONS CONSIDERED**

- 5.1 N/A

#### **6.0 CONSULTATION**

- 6.1 N/A

## **7.0 OUTSTANDING PREVIOUSLY APPROVED ACTIONS**

7.1 N/A

## **8.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS**

8.1 N/A

## **9.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS**

9.1 N/A

## **10.0 LEGAL IMPLICATIONS**

10.1 N/A

## **11.0 EQUALITIES IMPLICATIONS**

11.1 Has the potential impact of your proposal(s) been reviewed with regard to equality?

No because of another reason which is

The report is for information to Members and there are no direct equalities implications at this stage.

## **12.0 CARBON REDUCTION AND ENVIRONMENTAL IMPLICATIONS**

12.1 N/A

## **13.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS**

13.1 N/A

## **14.0 RECOMMENDATIONS**

14.1 Members are requested to approve the Transformation and Resources Policy & Performance Committee work programme as set out in Appendix 1 and make any necessary amendments.

**REPORT AUTHOR:** Michael Lester  
Scrutiny Support Officer  
telephone (0151) 691 8628  
email [michaellester@wirral.gov.uk](mailto:michaellester@wirral.gov.uk)

## **APPENDICES**

Appendix 1 – Transformation and Resources Committee Work Programme.

## **SUBJECT HISTORY (last 3 years)**

Transformation and Resources Committee	30/07/13
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