

CORPORATE OVERVIEW AND SCRUTINY

WORK PROGRAMME 2019/20

Who are we?

The Corporate Overview and Scrutiny Committee is made up of 11 Members (reflecting the Council's political balance) who manage the functions of the Committee (as detailed within the Constitution of the Council- also see the *how we do it* section below). The meeting dates and report deadline dates are as follows:

<u>Name of Committee</u>	<u>Final Reports Deadline</u>	<u>Agenda Publication Deadline</u>	<u>Date of meeting</u>
Corporate Overview and Scrutiny Committee	Thursday, 7th June, 2019	Monday, 10th June, 2019	Tuesday, 18th June, 2019
Corporate Overview and Scrutiny Committee	Thursday, 11th July, 2019	Monday, 15th July, 2019	Tuesday, 23rd July, 2019
Corporate Overview and Scrutiny Committee	Wednesday, 16th October, 2019	Friday, 18th October, 2019	Monday, 28th October, 2019
Corporate Overview and Scrutiny Committee	Thursday, 30th December, 2019	Friday, 2nd January, 2020	Monday, 13th January, 2020
Budget Corporate Overview and Scrutiny Committee	Thursday, 30th January, 2020	Monday, 3rd February, 2020	Tuesday, 11th February, 2020
Corporate Overview and Scrutiny Committee	Wednesday, 12th March, 2020	Friday, 16th March, 2020	Tuesday, 24th March, 2020

What we do

The Committee's primary role is to hold the executive to account by way of undertaking policy and budget development reviews as well as questioning/challenging the judgement and decisions making of the Executive, Members, Portfolio Holders and Senior Officers. The Committee's work is also supported by the study groups it commissions and monitors.

How we do it

The functions of the Corporate Overview and Scrutiny Committee are:

- Develop a work programme detailing the objectives, timetable and methodology.
- Responsible Committee for scrutiny of Townships generally; corporate service development and delivery; for scrutiny of partnerships or key contractors (e.g. Agilysis); corporate performance monitoring;

corporate financial monitoring and the annual budget development consultation, and for overview of the respective Portfolio Holders and Directors.

- Respond to consultation by Cabinet on relevant policy development and the annual budget proposals.
- Scrutinise the in-year performance of Council Services and other appropriate bodies, in accordance with the Council's Performance Management Framework and against approved Directorate Plans, where appropriate.
- Scrutinise in-year budget performance.
- Instigate the appropriate action in response to adverse service performance.
- Scrutinise inspection reports and associated action plans produced by external agencies (where appropriate to this Committee).
- Review and scrutinise executive decisions in accordance with the Council's Constitution, which have been called-in by Members of the Council.
- Receive reports, where appropriate, from the Council's representatives on outside bodies, and to direct representatives to report to the Council, where appropriate.
- Commission, scope and oversee studies and reviews relating to Council Services and issues directly affecting the Borough and, where appropriate, to make recommendations to the Cabinet arising from such studies and reviews.
- Consider annual Service Plans in line with Council Policy (Part 4E - Constitution of the Council).

**CORPORATE OVERVIEW AND SCRUTINY COMMITTEE – MEETINGS IN
2019/20**

18th June 2019

Work Programme	To consider the Committee's Work Programme for 2018/19
Call-in/Member items/other referrals	
Directorate Plan Updates (4 th Quarter 2018/19) <ul style="list-style-type: none"> • Resources Directorate • Neighbourhoods (Corporate Services) Directorate 	Performance management and monitoring
Revenue Finance Outturn Report 2018/19	Financial scrutiny
Capital Finance Outturn Report 2018/19	Financial scrutiny
Savings outturn Report 2018/19	Financial scrutiny
Collection Fund Outturn Report 2018/19	Financial scrutiny

23rd July 2019

Work Programme	
Directorate Plans 2019-2020	
Corporate Plan (2020 - 2023)	
Employment Equality Report 2018/19	
Finance Update Report 2019/20	
Budget 2020/21 To 2022/23 Guidelines, Timetable And Public Engagement	
Health Related Absence Reporting	
Township Funds Review	

28th October 2019

Work Programme	To note the Committee's Work Programme
Call-in/Member items/other referrals	
Local Government Ombudsman: Annual Review 2018/19	Performance monitoring and management
Comprehensive Financial Update – Presentation.	Financial scrutiny
Corporate Complaints report	
Schools Outturn	
Fees and Charges	

13th January 2020

Work Programme 2019/20	To note the Committee's Work Programme
Call-in/Member items/other referrals	
Collection Fund 2019/20	Performance monitoring and management
Comprehensive Financial Update – Presentation. Including savings, Budget Preparation and Insurance.	Financial scrutiny
Insurance Claims Report 2018/1	Financial scrutiny
OD Strategy	
Workforce Wellbeing	

11th February 2020 (Budget Scrutiny meeting)

Work Programme	To note the Committee's Work Programme
Call-in/Member items/other referrals	
BAU – Short Task Group before the start of the meeting.	
Comprehensive Financial Update – Presentation. Including; <ul style="list-style-type: none">• Council Tax• Medium Term Financial Strategy• Revenue and Capital Budgets and Council Tax 2019/20• Robustness of the budget• Detail on Children's budget	Budget development
Treasury Management Strategy	Budget Scrutiny
Corporate Debt Strategy	Budget Scrutiny
Joint Equalities Strategy	
3 rd Quarter 2019/20: Directorate Plan Update	Performance monitoring and management

24th March 2020

Work Programme	To note the Committee's Work Programme
Call-in/Member items/other referrals	
Draft Joint Equalities, Diversity and Inclusion Strategy	Performance monitoring and management
Corporate Complaints	Performance monitoring and management
Township Plan 2020 - 2022	Performance monitoring and

	management
Health Related Absence – Quarters 1 and 2 - 2019/2020	Performance monitoring and management
Comprehensive Financial Update – Presentation	Financial scrutiny

Other items to be assigned a meeting

Agilysis report plus visit	Members to decide at February meeting if keep on work Programme
Digital Strategy	<i>Only If significant changes from previous version</i>
Contact Centre	Members to decide at February meeting if keep on work Programme
PSR – Public Sector Reform	Members to decide at February meeting if keep on work Programme
Artificial Intelligence in business processes (R19020)	
Commercial Development	June/July 2020