

# **BUSINESS SUPPORT OVERVIEW AND SCRUTINY COMMITTEE**

**22 MARCH 2011**

## **WORK PROGRAMME**

Report from: Neil Davies, Chief Executive

Author: Caroline Salisbury, Overview and Scrutiny Co-ordinator

### **Summary**

The item advises the Committee of the current work programme and enables adjustments to be made in light of latest priorities, issues and circumstances. It gives Members the opportunity to shape and direct the Committee's activities over the year.

#### **1. Budget and Policy Framework**

- 1.1 Under Chapter 4 – Rules, paragraph 22.1 (v) General terms of reference, each overview and scrutiny committee has the responsibility for setting its own work programme.

#### **2. Background**

- 2.1 Appendix 1 to this report sets out the existing work programme for the Committee.

#### **3. Agenda planning meeting**

- 3.1 Members will be aware that Overview and Scrutiny Committees hold agenda planning meetings on a regular basis. These give officers guidance on information Members wish them to provide when scrutinising an issue.

- 3.2 An agenda planning meeting took place on Thursday, 3 March 2011 and the Chairman discussed the items on the agenda for this meeting. He advised that the Portfolio Holder for Customer First and Corporate Services would be unable to attend the next meeting due to ill health.

#### **4. Future work programme**

##### **4.1 Cabinet's Forward Plan**

The next version of the Forward Plan is due to be published on 17 March 2011 and will be reported verbally at the meeting.

**5. Legal and financial implications**

5.1 There are no financial or legal implications arising directly from this report.

**6. Recommendations**

6.1 Members are requested to consider the Committee's current workload and identify items for inclusion in the work programme set out at appendix A.

**Background papers**

None.

**Lead officer contact**

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**Work Programme  
Business Support Overview and Scrutiny Committee**

**Policy framework documents: Council Plan, Community Plan and  
Licensing Policy Statement**

<b>Item</b>	<b>Work type</b>	<b>Responsible officer</b>	<b>Objectives</b>	<b>Timescale</b>
Attendance of the Leader	Executive accountability		To hold the Leader to account for executive decision-making.	22 March 2011
Council Plan monitoring – third quarter	Performance monitoring	Abi Cooper	To scrutinise performance against targets in the Council Plan.	22 March 2011
Six monthly review of the Risk Register	Performance monitoring	Joy Kirby	Six month review.	22 March 2011
Housing Asset Management Strategy and Business Plan including proposals for a Tenant Reward Scheme	Policy development	Deborah Upton	To consider the strategy and plan following scrutiny of HRA capital and revenue budget 2011/2012.	22 March 2011
Council Plan monitoring – fourth quarter	Performance monitoring	Abi Cooper	To scrutinise performance against targets in the Council Plan.	To be confirmed
Outcome of work on benefit payments for supported accommodation	Business management	Mick Hayward	To consider the outcome of this review.	To be confirmed
Annual review from Housing Improvement Board	Business management	Deborah Upton	The Chairman of the Board is invited to attend to provide a review of the board's work.	Early 2012

**Forthcoming meetings:**

2011: 22 March

**Outstanding issues:**

**Temporary Accommodation Task Group to oversee procurement process in relation to proposals for a new Assessment Centre**

**Work completed in 2010/11:**

**27 January 2011**

- Attendance of the Portfolio Holder for Finance and Deputy Leader
- Attendance of the Portfolio Holder for Housing and Community Services
- Council Plan
- Capital budget monitoring 2010/2011
- Draft capital and revenue budgets (Business Support)
- Draft Capital and revenue budgets (report back from other O&S committees)
- Housing Revenue Account, revenue and capital budget report
- Resident involvement review and local housing offers
- Revenue budget monitoring 2010.2011
- Treasury Management Strategy Statement and Annual Investment Strategy 2010/2011

**15 December 2010**

- Capital and revenue budget initial proposals
- Capital budget monitoring 2010/2011
- Contract Register and the Forward Procurement Plan
- Council Plan monitoring – second quarter
- Revenue budget monitoring 2010/2011
- Overview of Adult Learning Services
- Review of Licensing Policy

**4 November 2010**

- Annual review of Risk Management Strategy and six monthly review of the Risk Register
- Capital budget monitoring 2010/2011
- Revenue budget monitoring 2010/2011
- Treasury Management Strategy mid-year report

**23 September 2010**

- Quarter 1 Council Plan monitoring report 2010/2011 including feedback from other O&S committees on targets referred to them
- Petitions referral – rotation of sheltered housing scheme managers
- Support for people in temporary accommodation – assessment centre

**8 July 2010**

- Electoral registration
- Petition referral
- Stage one (benchmarking) – assessment centre for people requiring temporary accommodation
- In-depth report on NI156, H5 and H8 performance indicators

**25 May 2010**

- New petition procedures including e-petitions
- End of year performance report 2009/10
- Review of support for people in temporary accommodation – update on assessment centre