

CORPORATE GOVERNANCE & POLICY SCRUTINY COMMITTEE
Work Programme from November 2008

Please note that the work programme is a 'live' document and subject to change at short notice.

The information in this work programme is subject to approval at the meeting of November 5, 2008.

The order in which items are listed at this stage may not reflect the order they subsequently appear on the agenda / are dealt with at the scrutiny meeting. Please note that for items marked as 'part 2' it is recommended that the press and public be excluded from the meeting during its consideration in accordance with the Local Government Act 1972 (as amended).

For general enquiries relating to the Council's Scrutiny function, including this committee's work programme, please contact Suzanne Chaloner, Overview & Scrutiny Facilitator, Scrutiny Team on 292179.

For administrative arrangements such as enquiries relating to report dispatch dates, venue layouts, setting up of presentations, etc., please contact Julie Littlehales, Committee Administrator, Committee and Member Services on 292238.

All Meetings start at 6pm in the Guildhall, Wrexham, unless otherwise stated.

CORPORATE GOVERNANCE & POLICY WORK PROGRAMME

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
Additional Meeting – Tues 18 November	Senior Management Structure	To consider options and recommendations for the Authority's Director-level structure ('Fit for the Future' projects)	Pre decision Scrutiny	Chief Executive
	Governance of Partnerships	To consider arrangements for the local governance of partnerships (moved from 5 November meeting).	Pre-decision scrutiny	Strategic Director Corporate Governance
Wednesday 3 December 2008	Police Community Support Officers (PCSOs)	Quarterly monitoring report of performance against the Service Level Agreement. (Sept, Dec, Mar, June). To include further information about the options around increasing the role of PCSOs in civil parking enforcement.	External / Partnership Scrutiny	Chief Economic Development Officer
	Final draft of Community Strategy	To consider the final draft of the Community Strategy prior to its submission to Executive and Council	Pre-decision Scrutiny	Chief Finance & Performance Office
	Final Council Plan	To consider the final Council Plan prior to submission to Executive Board and Council (agreed 4 June)	Pre decision Scrutiny	Chief Finance & Performance Officer

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
	Community Safety Agenda and Strategy	To consider the revised objectives for the Community Safety Partnership and to consider which actions and measures may be appropriate for use in measuring the success of the Improvement Priority 2009/12– ‘Anti-Social Behaviour, Substance Misuse & Perception of Crime’ (following the meeting of 5 November)	External / Partnership Scrutiny	Strategic Director Corporate Governance
	Budget Proposals 09/10	Members of the Environment & Regeneration Scrutiny Committee have requested that the legal capacity around Definitive Mapping Orders is considered as part of this year’s budget proposals scrutiny..	Pre decision scrutiny	Chief Legal & Democratic Services Officer
	<i>HR Quarterly Monitoring</i>	<i>Quarterly monitoring of statistics re. employee numbers, new posts, sickness absence, and accidents.</i>	<i>Internal performance monitoring – INFORMATION ONLY</i>	<i>Chief Human Resources Officer</i>
Wednesday 7 January 2009	Legionella Policy	Committee approved the Legionella Policy at its meeting on 5 December 2007 and requested a further report in 12 months to review the implementation of the policy and progress against the action plan.	Internal performance monitoring	Strategic Director Health, Social Care and Well Being and Sustainable Development

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	Employees Survey 2008 Results and Improvement Plan	To consider the results of the Employee Survey carried out in 2008 (to include a comparison with 2006 survey results) together with the proposed improvement actions arising.	Internal performance monitoring	Chief Human Resources Officer
	Customer Focus Strategy	To consider the revised Customer Focus Strategy prior to its submission to the Executive Board (deferred from November meeting) and to consider which actions and measures may be appropriate for use in measuring the success of the Improvement Priority 2009/12– ‘Access to Services and Listening and Engaging with the Public’ (following the meeting of 5 November)	Pre decision scrutiny	Chief Information Systems Officer
Wednesday 4 February 2009	Corporate Priority – Target Challenge 2009/10 - TBC	Challenge of targets for those Corporate Priorities selected by the Committee for challenge at the 5 November meeting	Pre decision scrutiny	Chief Finance & Performance Officer
	Local Service Board - Local Development Agreement 2009/12	To consider the draft Local Development Agreement (possibly to be January or March meeting)	External / Partnership Scrutiny	Chief Executive

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
	Anti-Social Behaviour Strategy & Action Plan monitoring	As agreed at the meeting of 3 September, to receive a six monthly report on progress against the ASB Action Plan.	Internal performance monitoring	Strategic Director Corporate Governance
Wednesday 4 March 2009	Procurement	To consider the draft Procurement Strategy (August 2009 - July 2012)	Pre decision Scrutiny	Chief Finance & Performance Officer
	Police Community Support Officers (PCSOs)	Quarterly monitoring report of performance against the Service Level Agreement. (Sept, Dec, Mar, June)	External / Partnership Scrutiny	Chief Economic Development Officer
	<i>HR Quarterly Monitoring</i>	<i>Quarterly monitoring of statistics re. employee numbers, new posts, sickness absence, and accidents.</i>	<i>Internal performance monitoring – INFORMATION ONLY</i>	<i>Chief Human Resources Officer</i>
Wednesday 1 April 2009				

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
Wednesday 6 May 2009	Gating Orders	At its meeting on 5 December 2007, Committee requested that the Gating Order Policy be subject to review 12 months after its implementation. Executive Board approved 15 April 08.	Internal Performance Monitoring	Chief Economic Development Officer
Wednesday 3 June 2009	Customer Care Standards	To enable the Committee to review the Council's performance against the Corporate Customer Care Standard (1/10/08 – 01/3/09)	Internal Performance Monitoring	Chief Information Systems Officer
	Improvement and Efficiencies Annual Report 2009	As agreed at meeting of June 2008 – to receive information on the improvement and efficiency work that has taken place during 08/09 and will be taking place in 09/12.	Internal Performance Monitoring	Chief Finance & Performance Officer
	Police Community Support Officers (PCSOs)	Quarterly monitoring report of performance against the Service Level Agreement. (Sept, Dec, Mar, June)	External / Partnership Scrutiny	Chief Economic Development Officer
	<i>HR Quarterly Monitoring</i>	<i>Quarterly monitoring of statistics re. employee numbers, new posts, sickness absence, and accidents.</i>	<i>Internal performance monitoring – INFORMATION ONLY</i>	<i>Chief Human Resources Officer</i>

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
Wednesday 1 July 2009	Community Cohesion – Strategy & Action Plan	To receive a report on the outcomes of the first 12 months of the Community Cohesion Strategy and Action Plan, including an update on the ‘Big Word’ contract in terms of translation and interpretation support.	Internal Performance Monitoring	Strategic Director Corporate Governance, Communities and Community Safety
	Migrant Worker Task and Finish Group	To receive a report from the Task and Finish Group convened to consider the results of the annual survey to identify the availability of data to support service planning and resulting budgetary implications	Report back from Task & Finish	Task & Finish Group / Chief Economic Development Officer

ITEMS TO BE SCHEDULED

ITEM	AS AGREED at meeting of:	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER/ CONTACT OFFICER
Equalities Framework Toolkit	5 March 08	Committee requested that a report on the proposed toolkit for the Equalities Framework be submitted.	Pre decision scrutiny	Chief Human Resources Officer
WAG Consultation Paper on Scrutiny of Local Service Boards	2 April 08	To discuss proposals in the WAG consultation paper on Scrutiny arrangements for Local Service Boards (delayed)	External/Partnership scrutiny	Chief Executive
Scrutiny of Local Service Boards	2 April 08	To challenge arrangements adopted to scrutinise the LSB (and review of Council scrutiny of the LSB to avoid duplication)	External/Partnership scrutiny	Chief Executive
Safety Direct	2 July 08	At Executive Board meeting of 1 July, consideration was given to a proposed bid for a 3-year pilot partnership with the North Wales Fire & Rescue Service to provide general home safety advice. CG&PSC indicated they would be interested in receiving a report as appropriate should the initial expression of interest be successful and the Authority be proceeding to submitting a bid.	Pre decision scrutiny	Chief Information Systems Officer

Contact Centre Expansion	CISO discussed with Co-Chairs 7/08	To receive an information report on progress being made with the expansion of the contact centre.	INFORMATION REPORT	Chief Information Systems Officer
Corporate Complaints Review	3 September 08	Following the Information Report on received by Committee on 3 September, it was agreed that the Co-Chairs would review the appropriate time to take a further report.	Internal performance monitoring / INFORMATION REPORT	Chief Legal & Democratic Services Officer
Competency Framework	1 October 08	The Committee requested that a progress report on the framework be submitted at an appropriate time	Internal performance monitoring	Chief HR Officer
Credit Union	22 October 08	The Committee requested that they receive a progress report on the Credit Union in 12 months – in particular with reference to any request for further Council funding. (October 2009)	Pre decision scrutiny	Chief Economic Development Officer
Role of Members in the identification of sites for social affordable housing	22 October 08	To receive further information on Option B in the report of October 22.	Pre decision scrutiny	Chief Housing and Public Protection Officer

REGULAR ITEMS FOR CONSIDERATION

FREQUENCY	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER/ CONTACT OFFICER
6 monthly	Customer Care Standards	To enable the Committee to review the Council's performance against the Corporate Customer Care Standard (1/4/08 – 30/9/08 in November; 1/9/08 – 31/03/09 May)	Internal Performance Monitoring	Chief Information Systems Officer
Quarterly	Human Resources Monitoring	Quarterly monitoring of statistics re. employee numbers, new posts, sickness absence, and accidents. (Sept, Dec, March, June)	Internal Performance Monitoring INFORMATION REPORT ONLY – subject to Call Over	Chief Human Resources Officer
Quarterly	Police Community Support Officers (PCSO)	Quarterly monitoring report of performance against the Service Level Agreement. (Sept, Dec, Mar, June)	External / Partnership Scrutiny	Chief Economic Development Officer
6 monthly	Procurement	Update report (June, November)	Internal Performance Monitoring	Chief Finance and Performance Officer
6 monthly	Equalities Update – including Race Equality Scheme 2008-11	As agreed 10 July 2008 –to monitor progress against the Race Equality Scheme Action Plan and to receive the comments and views of the RES Group.	Internal Performance Monitoring	Chief Human Resources Officer

Annual	Improvement and Efficiencies Annual Report 2009	As agreed at meeting of June 2008 – to receive information on the improvement and efficiency work that has taken place during 08/09 and will be taking place in 09/12. (June)	Internal Performance Monitoring	Chief Finance and Performance Officer
TBC	'Fit for the Future'	On 5 December 2007, Chief Executive reported that this was an ongoing process under which specific projects would be developed and specific reporting dates would need to be agreed as appropriate.	Internal Performance Monitoring	Chief Executive