

		AGENDA ITEM 7
		CSS/08/13
Committee:	Corporate Scrutiny Committee	
Date:	23 July 2013	
<u>FORWARD LOOK/ WORK PROGRAMME 2013/14</u>		
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Purpose of Report

The purpose of this report is to set out the Committee's work programme carried-forward from the former Executive Scrutiny Committee for its consideration.

Meeting	Topic	Approach	Current status
September 2013	Year End Performance Report	Full Committee	Standing item (quarterly reports)
September 2013	Property Transformation Strategy	Full Committee	
September 2013	Customer Satisfaction, Complaints and Public Relations	Full Committee	Annual Customer Satisfaction Survey report to be received as per request from the Executive Scrutiny Committee (ES/013/12)
September 2013	Capita Resourcing	Full Committee	Monitoring progress and improvement (minute 8, 24 July 2012)
November 2013	Absence Management	Full Committee	To receive data on staff absences throughout ECC
Ongoing	External & Internal Communications	Task and Finish Group	In hiatus due to Transformation II
Ongoing	Procurement Strategy	Task and Finish Group	Scrutiny Board referred item to Executive Scrutiny following the initial presentation late 2012. T &F to commence post-May 2013

**Executive Scrutiny Committee:
Schedule 2012/2013 (provisional)**

Meeting	Topic	Approach	Current status
2012/13			
January and February 2013 and ongoing.	Transformation Programme Scrutiny Review: Beyond 2012/13	Full Committee	<p>To understand the overall vision for the Transformation II Programme and the methodology for its delivery. Also to ensure the governance arrangements are appropriate for a project of this importance and that the maximum benefit to the Council and to public services in Essex is derived from the Programme.</p> <p>Commissioned Services are key in terms of checking the arrangements and scrutiny adding value to the commissioned services.</p> <p>Quarterly updates received by the Full Committee.</p>
TBA	Health and Safety at Work	Full Committee	<p>The Committee agreed at its 30 May 2012 meeting that as assessment of whether ECC fulfils its H&S legislative requirements in a scrutiny review which will look at the approach the Authority takes to H&S; and to ensure the Authority is fully compliant with relevant H&S legislation. A scoping document was agreed in January 2013. Presentation received in February 2013 – further update in due course.</p>
Ongoing via T&F Group	External Communications	Task and Finish Group	<p>The Committee considered a scoping document (ES-SCR-01/12) and agreed that a Task and Finish Group be convened. This Group has met twice to date, and it is anticipated there will be at least two further meetings. The Committee received an interim report in September 2012. This is currently in hiatus due to the</p>

			Transformation II programme.
From May 2013 via T&F Group	Procurement Strategy	Task and Finish Group	The Committee agreed at its 30 May 2012 meeting that the Deputy Leader be invited to attend the Committee to present on the strategy which is to be revised in September 2013 to ensure the strategy, as it exists and in future, ensures the procurement of cost-effective, high quality services for the residents of Essex. The report was received in November 2012. It was agreed to refer to the Scrutiny Board for further instruction. The Scrutiny Board in January 2013 referred back to Executive Scrutiny to conduct a review via Task and Finish Group with the caveat this commences post-May 2013.
Standing Items			
Ongoing	Quarterly Budget Reports	The Committee will receive quarterly financial reviews.	The quarterly 2011/12 Financial Reviews were presented throughout the year. The 2012/13 quarterly reviews will be presented to Committee throughout the year. The final one to be received in June 2013. The 2013/14 reports will continue to be reported to the Committee on an ongoing quarterly basis.
3 April 2012	Performance Management		The Executive Scrutiny Committee takes an overview of the performance scorecard and referrals to other Policy and Scrutiny Committees. At its 15 February (ES/005/11, minute 7) and 26 April (ES/022/11, minute 33) meetings the Committee considered the new arrangements for reporting performance. Quarter One Performance Report will be presented in July 2012; Quarter Two in October 2012; Quarter 3 in January 2013; and the Annual Report in the summer or

			early autumn 2013.
1 May 2012	Capita Resourcing		The final report prepared by a Task and Finish Group convened from the Central Services Policy and Scrutiny Committee was presented for consideration on 25 January 2011. Report ES/024/11 containing an update from the Task and Finish Group was presented on 26 April 2011 where it was subsequently agreed that the topic would be brought to the 1 May 2012 meeting for continued monitoring. This report was received in July 2012. Committee requested a further update to monitor improvement in 2013.
26 June 2012	Customer Satisfaction, Complaints and Public Relations		The Executive Scrutiny Committee considered report ES/029/11 at its meeting on 24 May meeting, with Duncan Wood, Head of Research and Intelligence in attendance to introduce the report, answer questions and provide an update. The Committee agreed that a report providing details of the current performance in this area was brought to the July 2012 meeting (minute 42, 2011). The Committee will receive annual customer satisfaction reports. The first of which will be July 2013 .
5 November 2012	Absence Management	Task and Finish Group	The Community Wellbeing and Older Persons Policy and Scrutiny Committee undertook a review into Absence Management for its' relevant Directorate. The Executive Scrutiny Committee awaited the outcome of this scrutiny before continuing with their review. The final scrutiny review report was agreed at the Community Wellbeing and Older Persons Policy and Scrutiny Committee on 9 December. A copy of this report was presented at the 25 January 2011

			<p>meeting of the Executive Scrutiny Committee, along with absence figures for all service areas. The Committee agreed (25 January, minute 6) that the topic would be referred to the Scrutiny Board, with a view to discussing each Policy and Scrutiny Committee reviewing their respective directorate absence statistics. The Scrutiny Board subsequently agreed that the Community and Older People P & SC undertakes this task on behalf of all P & SC's and established a Task and Finish Group which would report to Executive Scrutiny. The Committee agreed in September 2012 that this review was now complete given that absence rates within ECC are lower than comparable public sector organisations. A final report was presented to the 5 November 2012 Committee. The Committee will receive updated data in November 2013.</p>
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