

		AGENDA ITEM 8
		ES/025/11
Committee:	Executive Scrutiny Committee	
Date:	26 April 2011	
<u>FORWARD LOOK</u>		
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Purpose of Report

The purpose of this report is to set out the Committee's latest work programme for its consideration.

Action

The Committee are invited to consider new topics for addition to the Forward Look at the 24 May 2011 meeting.

**Executive Scrutiny Committee:
Review Schedule 2011/2012**

Meeting	Topic	Approach	Current status
2011			
Ongoing throughout 2011	Transformation Programme (ES-SCR-003)	The full Committee are undertaking the scrutiny review.	<p>This Forward Look document sets out the proposed timetable for consideration of further topics as part of the ongoing review into the Transformation Programme. An interim report containing a summary of findings for the Cabinet Member is presented for consideration as ES/023/11.</p> <p>At the 24 May meeting:</p> <ul style="list-style-type: none"> A report detailing the work being undertaken by other Policy and Scrutiny Committees in relation to the Transformation Programme will be presented. <p>At the 28 June meeting:</p> <ul style="list-style-type: none"> It is anticipated that details of savings made through the New Ways of Working initiative will be brought to this meeting (15 February meeting, minute 17) It is envisaged that an update on the Property Strategy will be brought to this meeting (30 November meeting, minute 77) It is anticipated that the Shared Services topic will be re-visited at this meeting (7 September 2010 meeting, minute 52). It has been agreed by the Chairman and Vice-Chairman that the scope of this review will now incorporate that of the proposed scrutiny review into 'Partnerships (ES-SCR-002). The themes of this review

			<p>include:</p> <ul style="list-style-type: none"> ○ Local Enterprise Partnerships ○ Leaders Board ○ Local Strategic Partnerships ○ Essex Management Board • IT Infrastructure and Cloud Computing Review • Target Operating Models
24 May	Follow up from the 15 February meeting		<p>At the 15 February meeting the Committee raised a number of issues to be brought to future meetings, as set out below. These items will be brought to the 24 May meeting:</p> <ul style="list-style-type: none"> • Clarification of the overall difference between the financial settlements for 2010/11 and 2011/12, including details of grants and income streams (minute 15) • Further information about how the Children's Services budget reduction will be managed (minute 15) • Further information about the potential 'ring-fencing' of the 'Pupil Premium' (minute 15) • Details of the current spend on the statutory elements of the Home to School Transport budget (minute 15) • Details of the Council's redundancy scheme and how capitalisation of severance pay may impact the Council. (minute 15) • Details of the projects and programmes that have been

			<p>removed from the Capital Programme (minute 15)</p> <ul style="list-style-type: none"> • Details of the funds held in reserves (minute 15) • Details of the public consultation responses gathered by the Council in 2010 in relation to budget setting priorities (minute 15) • A summary reconciliation report of the financial quarterly outturn reports for 2010/11 (minute 15)
24 May	<p>Customer Satisfaction, Complaints and Public Relations</p> <p>This topic, previously named Public Satisfaction Surveys, has been amalgamated with Complaints and Public Relations.</p>		<p>A report detailing recent performance in this area will be brought to the 24 May meeting for the Committee to agree if any further review of this topic is required.</p> <p>The Central Services Policy and Scrutiny Committee heard from Duncan Wood, Head of Public Engagement at their 21 December meeting. Richard Puleston, Assistant Chief Executive, Community, Planning and Regeneration, attended the 15 February meeting to provide the Committee with further information about the strategies the Council has in place to address the percentage of satisfied residents.</p> <p>The Executive Scrutiny Committee will continue the work already carried out into this topic and will focus on the following themes:</p> <ul style="list-style-type: none"> • How the satisfaction of customers with the services the Council provides is measured • The data gathering tools used by the Council and its partners • How the Council engages hard

			<p>to reach groups</p> <ul style="list-style-type: none"> • Internal/External complaints • Timescales and processes for dealing with complaints • Complaints considered by the s151 officer • Internal/External communications • The overall corporate impact of Public Satisfaction Surveys on the Council
24 May	Risk Management and contracting arrangements	The full Committee undertook the review.	The final report agreed at the 30 November 2010 meeting. The recommendations made in the report will be monitored by the Committee at the 24 May 2011 meeting.
Proposed topics for future Scrutiny Review			
28 June 2011	Human Resources		<p>It is anticipated that an updated report will be brought to this meeting to enable the Committee to agree if any further review of this topic is required.</p> <p>The Central Services Policy and Scrutiny Committee considered the Essex People Strategy at the September 2009 meeting.</p> <p>The Executive Scrutiny Committee will take this topic forward in the future, along with consideration of the staff survey results and collection methods.</p>
Autumn 2011	Member support, development and effectiveness		<p>The Executive Scrutiny Committee will take this topic forward in the future, with the main areas of focus as:</p> <ul style="list-style-type: none"> • Member development Charter • Member effectiveness

			<ul style="list-style-type: none"> • Support for Members • Information and communication for and with Members
	Performance Management		<p>The Executive Scrutiny Committee takes an overview of the performance scorecard and referrals to other Policy and Scrutiny Committees. This future review will consider:</p> <ul style="list-style-type: none"> • Do the current arrangements drive performance improvement • How do other bodies consider their performance, such as other Local Authorities, NHS, public sector partners (SERCO) and private sector companies (Tesco) • The contents of performance reports that are considered by the Committee, and their continuing relevance • How the EssexWorks pledges are measured
	Coroners Service and Essex Legal Services		<p>The Central Services Policy and Scrutiny Committee received a presentation from alex Hallam, Deputy County Solicitor at the 19 October 2009 meeting about the Coroners Service.</p> <p>The Executive Scrutiny Committee will take this topic forward in the future.</p>
7 September 2011	Publications		<p>At the 22 March meeting the Committee recommended that publications should be made available in electronic format and only sent out in hard copy upon request (minute 24). Councillor Lucas, Cabinet Member for Heritage, Culture and the Arts agreed to return to a future meeting to respond to this recommendation.</p>

Standing Items			
	Quarterly Performance Reports/Policy and Scrutiny Committee Scorecard Referrals	To review the periodic referrals from the EssexWorks Corporate Plan and LAA Scorecards.	<p>Referrals are considered by the Committee at the next appropriate meeting.</p> <p>The last report the Committee received of this nature was on 26 April 2011.</p>
	Quarterly Budget Reports	The Committee will receive quarterly financial reviews.	The last report the Committee received of this nature was the 2010/11 Financial Review as at the Third Quarter Stage at its meeting 15 February 2011. It is anticipated that the next report will be presented at the 28 June 2011 meeting.
Completed Scrutiny Reviews by the Executive Scrutiny Committee			
7 September 2010	Risk Management and contracting arrangements	The full Committee undertook the review.	The final report agreed at the 30 November 2010 meeting. The recommendations made in the report will be monitored by the Committee at the 24 May 2011 meeting.
25 January 2011	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/000/11 containing an update from the Task and Finish Group is presented as report ES/024/11. It is envisaged that the topic will be brought back to the 29 November 2011 meeting for monitoring.
25 January 2011	Absence Management (ES-SCR-001)	The full Committee will review the statistical information and final	The Community Wellbeing and Older Persons Policy and Scrutiny Committee are undertaking a review into Absence Management for the relevant Directorate. The Executive Scrutiny Committee agreed to await the

		report from the Community Wellbeing and Older Persons Policy and Scrutiny Committee	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 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.
25 January 2011	Facilities Management Overspend	The full Committee agreed the summary report	At its 30 November meeting the Committee requested further information about the Facilities Management Service overspend detailed in the Financial Review as at the Half-Year stage 2010/11. A summary report containing details of the overspend was presented at the 25 January meeting.
26 April 2011	Partnerships (ES-SCR-002)		This topic has now been subsumed into the Transformation Programme Scrutiny Review: Shared Services.