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| | AGENDA ITEM 9 |
| | ES/006/13 |
| Committee: | Executive Scrutiny Committee |
| Date: | 29 January 2013 |
| <u>FORWARD LOOK/ WORK PROGRAMME 2012/13</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. A scoping document for Health and Safety at Work will be circulated to Members in advance of the meeting.

| Meeting | Topic | Approach | Current status |
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| 29 January | Third Quarter Outturn | Full Committee | Standing item |
| 29 January | Third Quarter Performance Report | Full Committee | Standing item |
| 29 January | 2013/14 Budget | Full Committee | Standing item in January |
| 29 January | Member Development Charter | Full Committee | Updated report |
| 29 January/ 25 February and ongoing | Transformation II | Full Committee | Scoping document agreed by Chairman/Vice-Chairman |
| 25 February | Developing the Localism Agenda | Full Committee | Committee agreed scoping document for review. |
| 26 March | Coroner's Service | Full Committee | Annual Update on performance of the service |
| 26 March | Property Strategy and Fixed Assets Register | Full Committee | To be agreed – scoping document to follow |
| 26 March | Health and Safety at Work review | Full Committee | To be agreed – scoping document attached |
| 23 April | Year End Outturn | Full Committee | Standing item |
| 23 April | Year End Performance Report | Full Committee | Standing item |
| 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 |
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| 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>Scrutiny to commence in January 2013 and February 2013 and ongoing.</p> |
| Date to be agreed | Transformation Programme Scrutiny Review: Shared Services | Full Committee | To consider the Essex Shared Services Strategy 2011-16. A scoping document will be prepared by Mark Hobson, Shared Services and presented to a future meeting of the Committee. |
| March 2013 | Property Strategy and Fixed Assets Register | Full Committee | Councillor David Finch to attend Committee (Scoping Document to follow). |
| March 2013 | Coroner's Service | Full Committee | The Committee considered report ES/030/11 on 24 May, and received a report at its 31 January meeting. The Committee will receive a further update in March 2013. |
| Ongoing via T&F Group | External Communications | Task and Finish Group | 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 |

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| | | | meetings. The Committee received an interim report in September 2012. This is currently in hiatus due to the 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. |
| February 2013 | Developing the Localism Agenda | Full Committee | The Committee agreed at its 30 May 2012 meeting that an update be invited from the Cabinet Member for Communities and Planning on the Big Society Revenue and Capital Fund. The review should also include elements of Partnership working, the elected Member as a Community leader, the General Power of Competence and communities being given the right to run services. The ECC Petitions Policy should also form part of the review. Partnerships and the Impact of the Localism Bill, Locality Boards and the Essex Partnership Forum refresh will also form part of this agenda item. A scoping document was agreed in November 2012. |
| March 2013 | Health and Safety at Work | Full Committee | 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 |

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| | | | 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 will be presented at this meeting. |
| 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. |
| 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; with Quarter 3 at this meeting. |
| April 2013 | Equality Impact Assessments (ES-SCR-004) | Full Committee | A scoping document setting out the suggested areas of focus for this review was agreed on 23 June 2011 (ES/041/11). Committee received an update on 29 November 2011. A further update will be received in the spring of 2013. |
| January 2013 | Member support, development and effectiveness (ES-SCR-005) | Full Committee | The Executive Scrutiny Committee considered this topic at its 29 November 2011 meeting. The main areas of focus were: <ul style="list-style-type: none"> • Member Development Charter • Member effectiveness |

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| | | | <ul style="list-style-type: none"> • Support for Members • Information and communication for and with Members <p>A scoping document setting out the suggested areas of focus was agreed on 23 June 2011 (ES/045/11). An update is being received at this meeting.</p> |
| 1 May 2012 | Capita Resourcing | | <p>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.</p> |
| 26 June 2012 | Customer Satisfaction, Complaints and Public Relations | | <p>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.</p> |
| 5 November 2012 | Absence Management | Task and Finish Group | <p>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</p> |

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| | | | <p>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. 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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| Completed Scrutiny Reviews by the Executive Scrutiny Committee | | | |
| 3 April 2012 | Corporate Human Resources issues | Full Committee | The Committee will considered a scoping document (ES-SCR-02/12) was considered by the Committee at its 31 January 2012 meeting and a report was received on 3 April 2012 and the Committee agreed that the scrutiny review of this item was complete |
| 25 January 2011 | Facilities Management Overspend | The full Committee | At its 30 November meeting the Committee requested further |

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| | | agreed the summary report | 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. |
| 24 May 2011 | Risk Management and contracting arrangements (report ES/33/10) | The full Committee undertook the review. | The Committee monitored the scrutiny review recommendations at 24 May 2011 meeting and received a response from Councillor Louis, Cabinet Member for Major Projects and Commercial Services (ES/031/11). The Committee found that the recommendations had all been accepted, and good progress had been made against them. The Committee agreed that no further action was required in relation to this topic. |
| 29 November 2011 | Essex People Strategy 2012 and beyond including staff survey results (ES-SCR-007) | Full Committee | Adam Bowles, Head of Corporate HR and Keir Lynch, Executive Director for Transformation were in attendance to provide an update on the Essex People Strategy, focusing on 2012 and beyond, and include details of the staff survey results and collection methods. A scoping document setting out the areas of focus for this review was agreed at the 23 June 2011 meeting (ES/044/11). The Central Services Policy and Scrutiny Committee originally considered the Essex People Strategy at its September 2009 meeting. |
| September 2012 | The Changing Pattern of Finance within Local Government | Full Committee | The Committee agreed at its 30 May meeting that it receive a presentation in how the Local Government Finance Bill will affect ECC; what approach the County will be taking to the changes and the areas which might be affected. The review should include The Community Infrastructure Levy, |

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| | | | Business Improvement Districts, Localism Benefits, National Non-Domestic Rates, and Tax Increment Financing. This report will be received at the 11 September meeting of the Committee. A Member Development Session has been arranged. |
| June 2012 | Refresh of EssexWorks Corporate Vision (ES-SCR-006) | Full Committee | The Committee considered the refreshed EssexWorks Corporate Vision on 29 November 2011, following previous consideration of this topic at the 23 June meeting. |
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