

# REPORT TO THE OVERVIEW & SCRUTINY COMMITTEE

Report No.11

Date of Meeting	19 <sup>th</sup> July 2007
Title of Report	Overview & Scrutiny Work Plan
Link to Corporate Priorities	None specifically but links to all.
Public Report	Yes

## Summary of Report

**This Report presents a Draft Work Plan for approval at Appendix 1.**

**The Committee is asked to make additions to the Work Plan and approve it as a working document for the rest of the municipal year.**

## Officer Recommendations

To make additions to the Work Plan at Appendix 1 and to approve as a working document for the rest of the municipal year.

Other than those implications agreed with the relevant Officers and referred to below, there are no other implications associated with this report.

Financial Implications	Legal Implications	Community & Environmental Implications	Human Resources Implications	Equality & Diversity Implications
None	None	None	None	None

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## **1. Introduction**

- 1.1 At the meeting held on the 21<sup>st</sup> June 2007, the Committee considered Report No.9, *A Programme of Work for the Overview & Scrutiny Committee*.
- 1.2 The Committee resolved to consider the Plan further at their next meeting and that officers put forward a list of items which have to be considered by the Committee.
- 1.3 The Chairman encouraged Members to contribute ideas, which could be included in the Work Plan.
- 1.4 The Draft Work Plan is attached as Appendix 1, Members are asked to select and program topics illustrated at paragraphs 3, 4 & 5.

## **2. Options**

- 2.1 Option 1: To select topics and include them in the Draft Work Plan.
- 2.2 Option 2: Not to formulate a Work Plan.

## **3. Topics which have to be considered by the Overview & Scrutiny Committee.**

- 3.1 At the meeting held on the 21<sup>st</sup> June 2007, the Committee asked officers for a list of items which have to be considered by the Committee.
- 3.2 The only topic which the Overview & Scrutiny Committee is statutorily obliged to consider is the Corporate Plan.
- 3.3 However, it should be noted that the consideration of a performance indicator report is considered good practice. It is suggested that the Committee program a quarterly performance indicator report, focusing on poorly performing performance indicators.
- 3.4 It should also be noted that within the Council's Policy & Budget Framework, draft business/service plans are scheduled to be considered by the Overview & Scrutiny Committee in the Autumn.

## **4. Topics suggested by Members of the Committee**

Explanations are included as supplied by Members.

### **4.1 Choice Based Lettings**

### **4.2 The viability & vitality of our town centres**

### **4.3 Citizens and the Council's services:**

To examine the communication and main interactions between the Council as an organisation and the citizens who pay for the services and elect the democratic leadership - to include housing and housing benefit; the methods and styles of communication in selected service areas, and their effectiveness; the operation and use of the Peoples' Panel. The use of electronic media would be examined, along

with paper based communication. Lessons would be learnt from practices in other authorities. Outcomes would include recommendations for better communication with North Wilts residents and community organisations. Benefits would include better engagement between the Council and its constituents, improved reputation and better feedback when the Council needs residents' views.

#### **4.4 Public Conveniences**

Methods to include looking at options, costs and ways in which other authorities provide this facility. Benefits to include options for policy development.

#### **4.5 Home Working**

To review how effective current arrangements are, to ascertain whether they are providing value for money. To determine whether more work should be done by home workers if they are proven to be successful.

#### **4.6 Complaints Procedure**

To review the effectiveness of the procedure.

#### **4.7 Purchasing Procedure**

To review the effectiveness of the procedure.

#### **4.8 The impact of car parking charges on business six months after introduction**

#### **4.9 Perceptions of young people**

#### **4.10 The Customer First Partnership**

#### **4.11 Alternate Weekly Refuse Collection**

#### **4.12 Confidential Paperwork**

#### **4.13 Partnership Working**

### **5.0 Items previously considered by the Committee**

#### **5.1 The following items were considered by the Committee during the previous municipal year:**

6 Month progress report on the Freephone Service.  
6 Month progress report on the Energy Reduction Programme.  
Quarterly Performance Indicator Reports.  
Revenue & Capital Monitor Reports.  
6 Month update on Write-offs and National Non Domestic Rate Collection.  
6 Month update on Council Tax Collection.  
Report of the Health O&S representative.  
6 Month Sundry Debtors Report.  
Draft Best Value Performance Plan.  
Quarterly Corporate Plan Progress Update.

<b>Appendices:</b>	<ul style="list-style-type: none"> <li>• <b>Appendix 1 - Draft Work Plan</b></li> </ul>
<b>Background Documents Used in the Preparation of this Report:</b>	<ul style="list-style-type: none"> <li>• <b>None</b></li> </ul>

#### **Previous Decisions Connected with this Report**

<b>Report</b>	<b>Committee &amp; Date</b>	<b>Minute Reference</b>
<b>Report No.9</b> <i>A Programme of Work for the Overview &amp; Scrutiny Committee</i>	Overview & Scrutiny 21 <sup>st</sup> June 2007	018