

CALDERDALE COUNCIL

USE OF RESOURCES SCRUTINY PANEL

Work Plan (version as at 29th September, 2016)



DATE/ FORMAT	ISSUE	REASON FOR SCRUTINY	APPROACH	DEADLINE FOR SUBMISSION OF REPORTS TO COMMITTEE ADMIN
26 th October 2016	Corporate Projects & governance and management of Capital projects – update	To receive an update on the Councils' corporate and capital projects, including the Halifax Town Centre Office Strategy (HTCOS) and SMARTER working updates	Report contacts: Kate Thompson /Nigel Broadbent To receive a presentation / report on the major corporate and capital projects (including Piece Hall, new Library and Princess Buildings), including on the governance and management of capital projects. Also an update on the Halifax Town Centre Office Strategy (HTCOS) and SMARTER working – progress.	5pm on Monday 17th October, 2016
26 th October 2016	Corporate enforcement matters - update	Panel Members request – added as a work plan item at the 6 th July, 2016 meeting – this date for consideration agreed in consultation with the chair.	Report contact: Ian Hughes To invite the Head of Democratic and partnership services to provide a report / update to the Panel on the subject of the number of matters recommended for enforcement action by Council Officers to legal services, and those enforcement cases that are then taken forward by legal services	5pm on Monday 17th October, 2016

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26 th October 2016	Matter arising from consideration of Chief Executive's 1st Quarter Monitoring report 2016-17: budget savings requirement "cost of democracy"	Panel members request – meeting of Panel held on 24 th August, 2016	Report contact: Ian Hughes Panel requested the attendance of the Head of Democratic and Partnership Services at the 26 th October, 2016 meeting of the Panel to provide the Panel with an update on progress towards achieving the £100k budget saving for "cost of democracy" which has yet to be achieved.	5pm on Monday 17th October, 2016
26 th October, 2016	Attendance Management – quarterly update	Added for consideration on a quarterly basis until further notice	Report contacts: Jackie Addison / Robin Tuddenham The Director of Communities and Service Support be requested to submit a quarterly written report which provides an update on attendance management. The Corporate Lead for Human Resources, following prior consultation with the Chair of the Scrutiny Panel, arrange to invite the Director /Head of Service (or their nominee(s) responsible for the highest three areas of hotspot area of sickness absence in the Council to attend the 26 th October, 2016 meeting of the Panel when the next absence management report is to be considered.	5pm on Monday 17th October, 2016

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23 rd November, 2016	Cross-Cutting theme – Budget Savings – Subsidised Services – Progress update	Added by the Panel for consideration on a continual quarterly basis – revised date for consideration agreed by the Chair.	Report contact: Nigel Broadbent Head of Finance to provide an update every quarter which provides an update on subsidised services (Minute D24/23(b) of the meeting of the Panel held on 29 th October, 2014 refers)	5pm on Monday 14th November, 2016
23 rd November, 2016	Value for Money (VFM)Scorecards - update	Added by the Panel for consideration on work plan. Date agreed for submission of this report in consultation with the Chair	Report contact: Nigel Broadbent To undertake further work on VFM scorecards	5pm on Monday 14th November, 2016
23 rd November, 2016	Chief Executive’s Office – 2nd Revenue monitoring report	Financial Monitoring	Report contact: Paul Greenwood Panel to determine	5pm on Monday 14th November, 2016
23 rd November, 2016	HR + ICT + Transformation - 2nd Revenue monitoring report	Financial Monitoring	Report contact: Wendy Halstead Panel to determine	5pm on Monday 14th November, 2016

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11 th January, 2017	Leader of the Council / Chief Executive – priorities & challenges – Mid-year review	To hear from the Leader of the Council and Chief Executive on the progress of their priorities and challenges following their attendance at the earlier meetings in 2016. Holding the Political leadership and Corporate leadership to account.	Report contacts: Chief Executive and Leader of the Council Oral report and/or presentation.	5pm on Friday 30th December, 2016
11 th January, 2017	Attendance Management – quarterly update	Added for consideration on a quarterly basis until further notice	Report contacts: Jackie Addison / Robin Tuddenham The Director of Communities and Service Support be requested to submit a quarterly written report which provides an update on attendance management.	5pm on Friday 30th December, 2016
25 th January, 2017	Chief Executive’s Office – 3rd Revenue monitoring report	Financial Monitoring	Report contact: Paul Greenwood Panel to determine	5pm on Monday 16th January, 2017
25 th January, 2017	HR + ICT + Transformation - 3rd Revenue monitoring report	Financial Monitoring	Report contact: Wendy Halstead Panel to determine	5pm on Monday 16th January, 2017

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25 th January, 2017	Revenue Budget 2017/18 – 2019/20 – Cabinet Proposals for Consultation	Budget consultation	To be determined by the Panel	5pm on Monday 16th January, 2017
15 th March, 2017	Cross-Cutting theme – Budget Savings – Subsidised Services – Progress update	Added by the Panel for consideration on a continual quarterly basis	Report contact: Nigel Broadbent Head of Finance to provide an update every quarter which provides an update on subsidised services (Minute D24/23(b) of the meeting of the Panel held on 29 th October, 2014 refers)	5pm on Monday 6th March, 2017
12 th April, 2017	Corporate Asset and Facilities Management (CAFM) Transformational Programme – updates on progress	The Panel has agreed to receive six monthly progress reports until further notice	Report contact: Alan Lee	5pm on Monday 3rd April, 2017
12 th April, 2017	Attendance Management – quarterly update	Added for consideration on a quarterly basis until further notice	Report contacts: Jackie Addison / Robin Tuddenham The Director of Communities and Service Support be requested to submit a quarterly written report which provides an update on attendance management.	5pm on Monday 3rd April, 2017

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12 th April, 2017	Attendance Management Scrutiny review report – detailed responses to recommendations	<p>The 2015/16 panel submitted an Attendance Management Scrutiny review report to Cabinet and the Council's Corporate Leadership team (CLT) in April, 2016.</p> <p>(Panel recommendation 9 "That the Use of Resources Scrutiny Panel should return to this subject in a year's time to assess the impact our recommendations have had.)</p>	<p>Report contacts: Jackie Addison / Robin Tuddenham</p> <p>To invite the Leader of the Council / Cabinet Member for Business Improvement and Resources and a representatives of the Council's Corporate Leadership Team (CLT) to attend this meeting and to respond to the recommendations of the Attendance Management Scrutiny review report</p>	5pm on Monday 3rd April, 2017
12 th April, 2017	The future role and function of Halifax Town Hall – update report	Last considered September, 2016 meeting Panel request for update in 6 months' time (April, 2017)	<p>Report contacts: Alan Lee / Andrew Pitts</p> <p>The Panel has asked to have the opportunity to see and comment on the report and any proposals contained therein in respect of the future role and function of Halifax Town hall prior to the submission of said report to Cabinet for consideration and determination.</p> <p>The report to be submitted to Panel is to be a further update report on progress.</p>	5pm on Monday 3rd April, 2017

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Briefing Notes	Topic(s) the Panel has chosen to receive in the form of Briefing Notes	The undermentioned topics added by the Panel for circulation as briefing notes only, as agreed at the meeting of the Panel held 15 th July, 2015. The Panel has asked that these updates be circulated to Members rather than taken as a formal item at a Panel meeting.	Officers' to provide the Scrutiny Support Officer with briefing note(s) by the dates specified, who will arrange for them to be circulated to Panel Members.	
To receive a report three times in a municipal year – updates in the form of a Briefing note to be circulated to the Panel commencing October, 2016	Future Workforce Programme (FWP) update	Agreed by the Panel as part of its work plan – work plan reviewed and request for future briefing notes made at the 22 nd June, 2016 meeting of the Panel.	Officers' to provide the Scrutiny Support Officer with the briefing note requested by the date(s) specified who will arrange for the note to be circulated to Panel Members.	To be submitted via the Scrutiny Support Officer – deadline dates - end October, 2016; end January 2017 & end March 2017

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To receive a report three times in a municipal year – updates in the form of a Briefing note to be circulated to the Panel commencing October, 2016	Performance Appraisal and “Our Voice” Employee Engagement (combined update)	Agreed by the Panel as part of its work plan – work plan reviewed and request for future briefing notes made at the 22 nd June, 2016 meeting of the Panel.	Officers’ to provide the Scrutiny Support Officer with the briefing note requested by the date(s) specified who will arrange for the note to be circulated to Panel Members.	To be submitted via the Scrutiny Support Officer – deadline dates - end October, 2016; end January 2017 and end March, 2017
Future topics for consideration	Future topics listed below – the Panel may wish to add some of these topic(s) to its work plan for consideration at a future date			
2016/17 Municipal Year onwards	Devolution – updates on developments	For the Panel to receive periodic updates, by e-mail or briefing note or Panel report or other communication when the outcome of bids to central Government are known.	Report contact: Merran McRae (see report on Devolution and minutes of the meeting of the Panel held on 23 rd September, 2015 for further background information)	No date allocated at this time.

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2016/17 Municipal Year (date tbc, c Jan 2017)	Statistical Information relating to the Annual Health and Safety Report	Policy development	Report contact: Martin Allingham, Health and Safety Manager	No date allocated at this time.
Potential scrutiny review topic	Communications and the use and waste of resources	Chairs request.	Await outcome of communications review being submitted to Communities Panel in august, 2016 then consider setting up a joint scrutiny review group on topic of Communications and the use and waste of resources	No date allocated at this time.

Paul Preston, Scrutiny Support Officer 29/09/2016 - updated