

Exempt

Corporate Resources Scrutiny Committee

Agenda

**6.00pm
Thursday, 11th February 2010
The Earl Baldwin Suite
Duke House
Clensmore Street
Kidderminster**



Corporate Resources Scrutiny Committee

Members of Committee:

Chairman: Councillor G W Ballinger	
Vice-Chairman: Councillor J Greener	
Councillor J Aston	Councillor J Baker
Councillor A J Buckley	Councillor H E Dyke
Councillor P B Harrison	Councillor J Holden
Councillor C D Nicholls	Councillor J W Parish
Councillor M A Salter	Councillor K J Stokes
Councillor J Thomas	Councillor N J Thomas

Would Members please note that, to ensure continuity in scrutiny, substitutes should only be appointed for the Scrutiny Committee in exceptional circumstances.

Information for Members of the Public:

Part I of the Agenda includes items for discussion in public. You have the right to inspect copies of Minutes and reports on this Agenda as well as the background documents used in the preparation of these reports.

Part II of the Agenda (if applicable) deals with items of "Exempt Information" for which it is anticipated that the public may be excluded from the meeting and neither reports nor background papers are open to public inspection.

Declarations of Interest – Guidance Note

Code of Conduct

Members are reminded that under the Code of Conduct, it is the responsibility of individual Members to declare any personal or personal and prejudicial interest in any item on this agenda if appropriate. A Member who declares a personal interest may take part in the meeting and vote, unless the interest is also prejudicial. If the interest is prejudicial, as defined in the Code, the Member must leave the room. However, Members with a prejudicial interest can still participate if a prescribed exception applies or a dispensation has been granted.

Co-opted Members

In order to promote a sense of ownership and partnership in the decision making process, and achieve continuity in scrutiny, a maximum of two co-opted members will be appointed to each scrutiny committee, at Annual Council, for the municipal year.

Scrutiny Committees will also be able to appoint ad-hoc Co-opted Members for the duration of a particular item.

In addition to this, when agreeing the scoping for a Review Panel, the Scrutiny Committee will be able to approve the participation of Co-opted Members in the Review Process.

The following will apply:

- i) The total number of voting co-opted members on any Scrutiny Committee will not exceed 25% at any one time. Should the number of Co-opted Members exceed this limit, preference will be given to those Co-opted Members appointed at Annual Council.
- ii) The total number of voting Co-opted Members on any Review Panel will not be limited.
- iii) Co-opted Members will exercise their voting rights in accordance with the principals of decision making set out in the constitution.

For Further information:

If you have any queries about this Agenda or require any details of background papers, further documents or information, you should contact Sue Saunders, Committee/Scrutiny Officer, Civic Centre, Stourport-on-Severn. Telephone: 01562 732733 or email susan.saunders@wyreforestdc.gov.uk

Wyre Forest District Council

Corporate Resources Scrutiny Committee

Thursday, 11th February 2010

The Earl Baldwin Suite, Duke House, Clensmore Street, Kidderminster

Part 1

Open to the press and public

Agenda item	Subject	Page Number
1.	Apologies for Absence	
2.	Appointment of Substitute Members To receive the name of any Councillor who is to act as a substitute, notice of which has been given to the Director of Legal & Corporate Services, together with the name of the Councillor for whom he/she is acting.	
3.	Declarations of Interest In accordance with the Code of Conduct, to invite Members to declare the existence and nature of any personal or personal and prejudicial interests in the following agenda items. Members should indicate the action they will be taking when the item is considered. Members are also invited to make any declaration in relation to Section 106 of the Local Government Finance Act 1992.	
4.	Minutes To confirm as a correct record the Minutes of the meeting held on the 14 th January 2010. Minutes 14.1.10	6
5.	Matters Arising To consider any matters arising from the Minutes of the meeting held on 14 th January 2010.	-
6.	Business Continuity Plan (Emergency Planning) To receive a presentation on Emergency Planning from Richard Leech - Emergency Planning Officer, Worcestershire County Council.	-
7.	Draft Workforce Plan 2010 - 2012 To receive a briefing report from the Human Resources Officer which presents to Members the draft Workforce Plan 2010 – 2012. Agenda Item 7 Workforce Plan 2010-2012	12

8.	<p>Establishment of Review Panel</p> <p>To consider a Scrutiny Proposal Form requesting the establishment of a review panel on Corporate Performance Clinics. Agenda Item 8 Corp Performance Clinic Review</p>	32
9.	<p>Recommendations from the Budget Review Panel</p> <p>To receive recommendations from the Budget Review Panel following Stage 3 of the budget process – Consideration of Financial Strategy. (To follow)</p>	-
10.	<p>Directorate Business Plans 2009/10</p> <p>To receive an update from Members of the Corporate Resources Scrutiny Committee on progress made on Directorate Business Plans. <i>(The Directorate Business Plans have been sent electronically.)</i> Community and Partnership Services Business Plan Report Chief Executives Directorate Business Plan Report Legal and Corporate Services Business Plan Report Planning and Regulatory Services Business Plan Report Resources Directorate Business Plan Report</p>	-
11.	<p>Feedback from Cabinet</p> <p>To note the content of the Cabinet action list, following consideration of the recommendations from its meeting on 19th January 2010. Agenda Item 11 Cabinet decision list</p>	36
12.	<p>Work Programme</p> <p>To review the work programme for the current municipal year with regard to the Sustainable Community Strategy Theme, Corporate Plan Aim, Annual Priorities and the Forward Plan.</p>	38
13.	<p>Press Involvement</p> <p>To consider any future items for scrutiny that might require publicity.</p>	
14.	<p>To consider any other business, details of which have been communicated to the Director of Legal and Corporate Services before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.</p>	
15.	<p>Exclusion of the Press and Public</p> <p>To consider passing the following resolution:</p> <p>“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of “exempt information” as defined in paragraph 3 of Part 1 of Schedule 12A to the Act”.</p>	

Part 2

Not open to the Press and Public

16.	Single Site To consider a report from the Chief Executive which updates Members on Single Site. (To follow)	-
17.	To consider any other business, details of which have been communicated to the Director of Legal and Corporate Services before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.	

Terms of Reference for Scrutiny Committees

All Scrutiny Committees shall be responsible for:

- Setting and agreeing an Annual Work Programme and prioritising the work of the Committee.
- Establishing Review Panels detailing the relevant Terms of Reference.
- Ensuring consideration is given to encouraging public participation and engagement in functions of the Committee.
- Ensuring that the views of any invitees and co-opted Members (where appropriate) are taken into account when conducting investigations.
- Monitoring the implementation of scrutiny recommendations.
- Reviewing and scrutinising relevant public bodies and partners in the District, including the Council's contribution and relationship with them. Where necessary, requesting them to address overview and scrutiny about their activities, performance, particular decisions, initiatives or projects.

Corporate Resources Scrutiny Committee	Community and Regeneration Scrutiny Committee
<ul style="list-style-type: none"> • Scrutiny Co-ordination (including the allocation of all overview and scrutiny functions not within the specific remit of the Scrutiny Committees) • Asset Management • Single Site • Branding • Budget & Major Policy • Call-In • Communication • Comprehensive Area Assessment • Concessionary Travel • Corporate Plan Review • Customer Services / Worcs Hub • Emergency Planning • Equality & Diversity • Human Resources • ICT • Improvement Plan • Scrutiny Support • Refuse Collection and Recycling • Transformational Change 	<ul style="list-style-type: none"> • Parking Services • Cemeteries, Park and Open Spaces • Children and Young People • Climate Change • Community Safety and Accountability • Councillor Call for Action • Crime & Disorder Act • Culture and Arts • Economic Development and Regeneration • Health Improvement • Housing Strategy • Leisure and Community Development • Leisure Centres • Local Development Framework • Markets • Older People • Partner Agencies and LSP • Planning and Sustainable Communities • Public Conveniences • Public Health • Tourism • Transportation and Highways