

# CORPORATE RESOURCES SCRUTINY COMMITTEE WORK PROGRAMME

| SUBJECT                                                          | RATIONALE                                               | LINKS TO COUNCIL PRIORITIES AND COMMUNITY STRATEGY                                                                                                   | SUGGESTED BY                     | PROGRESS                                                                                                           |
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| Corporate Plan Priorities and Performance Indicators for 2009/10 | Part of the Council's Performance Management Framework  | <b>Sustainable Community Strategy Theme:</b> N/A<br><br><b>Corporate Plan Aim:</b> A well run and responsive Council<br><br><b>Council Priority:</b> | Jo Payne                         | <b>Start Date:</b> 11/06/09<br><br><b>Frequency of meetings:</b> 1<br><br><b>Completion Date:</b> 11/06/09         |
| Corporate Performance Clinics                                    | Part of the Council's Performance Management Framework  | <b>Sustainable Community Strategy Theme:</b> N/A<br><br><b>Corporate Plan Aim:</b> A well run and responsive Council<br><br><b>Council Priority:</b> | Alison Braithwaite               | <b>Start Date:</b> 11/06/09<br><br><b>Frequency of meetings:</b> Quarterly<br><br><b>Completion Date:</b> 15/04/10 |
| Single Site                                                      | To report progress on the proposed move to Single Site. | <b>Sustainable Community Strategy Theme:</b><br><br><b>Corporate Plan Aim:</b><br><br><b>Council Priority:</b>                                       | Ian Miller/<br>Caroline Newlands | <b>Start Date:</b> 11/06/09<br><br><b>Frequency of meetings:</b> Monthly<br><br><b>Completion Date:</b> 15/04/10   |

| SUBJECT                             | RATIONALE                                                                                                                                                                                                                                                                                                                | LINKS TO COUNCIL PRIORITIES AND COMMUNITY STRATEGY                                                                                                | SUGGESTED BY       | PROGRESS                                                                                                           |
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| No Barriers Review Panel            | To receive an update from the No Barriers Review Panel for the awards for 2009.                                                                                                                                                                                                                                          | <b>Sustainable Community Strategy Theme:</b><br><br><b>Corporate Plan Aim:</b><br><br><b>Council Priority:</b>                                    | Alison Braithwaite | <b>Start Date:</b> 11/06/09<br><br><b>Frequency of meetings:</b> 1<br><br><b>Completion Date:</b> 11/06/09         |
| Directorate Business Plans          | Part of Council's Performance Management Framework. The Committee be advised through the quarterly 'highlight' and 'exception' reports from the Corporate Performance Clinics of progress being made by Directorates in the delivery of their Business Plan and Members of the Committee take ownership of directorates. | <b>Sustainable Community Strategy Theme:</b> A well run and responsive Council.<br><br><b>Corporate Plan Aim:</b><br><br><b>Council Priority:</b> | Alison Braithwaite | <b>Start Date:</b> 09/07/09<br><br><b>Frequency of meetings:</b> Quarterly<br><br><b>Completion Date:</b> 15/04/10 |
| Comprehensive Area Assessment (CAA) | Part of National Performance Management Framework for Councils.                                                                                                                                                                                                                                                          | <b>Sustainable Community Strategy Theme:</b><br><br><b>Corporate Plan Aim:</b> A well run and responsive Council.<br><br><b>Council Priority:</b> | Alison Braithwaite | <b>Start Date:</b> 09/07/09<br><br><b>Frequency of meetings:</b> 1<br><br><b>Completion Date:</b> 15/04/10         |
| Annual Report (2008/09)             | Part of Council's Performance Management Framework                                                                                                                                                                                                                                                                       | <b>Sustainable Community Strategy Theme:</b><br><br><b>Corporate Plan Aim:</b> A well run and responsive Council.<br><br><b>Council Priority:</b> | Jo Payne           | <b>Start Date:</b> 09/07/09<br><br><b>Frequency of meetings:</b> 1<br><br><b>Completion Date:</b> 09/07/09         |

| SUBJECT                                                | RATIONALE                                                                                                             | LINKS TO COUNCIL PRIORITIES AND COMMUNITY STRATEGY                                                                                                                                                    | SUGGESTED BY       | PROGRESS                                                                                                                  |
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| Sickness Monitoring                                    | Following a request from the Corporate Services Scrutiny Committee last year, to monitor the sickness for the Council | <p><b>Sustainable Community Strategy Theme:</b></p> <p><b>Corporate Plan Aim:</b> A well run and responsive Council.</p> <p><b>Council Priority:</b> Improving Efficiency and Value for Money.</p>    | Alison Braithwaite | <p><b>Start Date:</b> 09/07/09</p> <p><b>Frequency of meetings:</b> 1</p> <p><b>Completion Date:</b> 09/07/09</p>         |
| Equality & Diversity Update                            | Monitor progress with Single Equality Scheme                                                                          | <p><b>Sustainable Community Strategy Theme:</b></p> <p><b>Corporate Plan Aim:</b> A well run and responsive Council</p> <p><b>Council Priority:</b></p>                                               | Alison Braithwaite | <p><b>Start Date:</b> 10/09/09</p> <p><b>Frequency of meetings:</b> Quarterly</p> <p><b>Completion Date:</b> 15/04/10</p> |
| Exception Reporting from Performance Management Clinic | To monitor the work of the Performance Management Clinics                                                             | <p><b>Sustainable Community Strategy Theme:</b></p> <p><b>Corporate Plan Aim:</b> A well run and responsive Council.</p> <p><b>Council Priority:</b></p>                                              | Alison Braithwaite | <p><b>Start Date:</b> 10/09/09</p> <p><b>Frequency of meetings:</b> Quarterly</p> <p><b>Completion Date:</b> 18/03/10</p> |
| Domestic Waste Collection & Recycling Review Panel     | To receive recommendations from the Domestic Waste & Recycling Review Panel                                           | <p><b>Sustainable Community Strategy Theme:</b> A sustainable environment.</p> <p><b>Corporate Plan Aim:</b> Reducing waste to landfill and increasing recycling.</p> <p><b>Council Priority:</b></p> | David Buckland     | <p><b>Start Date:</b> 10/09/09</p> <p><b>Frequency of meetings:</b> 1</p> <p><b>Completion Date:</b> 10/09/09</p>         |

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| Equality Framework                    | New policy                                                                                                                                                                                                          | <b>Sustainable Community Strategy Theme:</b><br><br><b>Corporate Plan Aim:</b><br><br><b>Council Priority:</b>                                   | Alison Braithwaite       | <b>Start Date:</b> 10/09/09<br><br><b>Frequency of meetings:</b> 1<br><br><b>Completion Date:</b> 10/09/09 |
| Joint Municipal Waste Structure       | Review into the Joint Municipal Waste Management Strategy and the future method of domestic waste and recycling service. Linked with the recommendations of the Domestic Waste Collection & Recycling Review Panel. | <b>Sustainable Community Strategy Theme:</b><br><br><b>Corporate Plan Aim:</b><br><br><b>Council Priority:</b>                                   | David Buckland           | <b>Start Date:</b> 10/09/09<br><br><b>Frequency of meetings:</b> 1<br><br><b>Completion Date:</b> 10/09/09 |
| Recommendation Tracking Forms         | To review the recommendations made by Scrutiny to Cabinet.                                                                                                                                                          | <b>Sustainable Community Strategy Theme:</b><br><br><b>Corporate Plan Aim:</b> A well run and responsive Council<br><br><b>Council Priority:</b> | Councillor G W Ballinger | <b>Start Date:</b> 15/10/09<br><br><b>Frequency of meetings:</b> 1<br><br><b>Completion Date:</b> 15/10/09 |
| Local Authority Mortgage Review Panel | To receive the recommendations from the Local Authority Mortgage Review Panel                                                                                                                                       | <b>Sustainable Community Strategy Theme:</b><br><br><b>Corporate Plan Aim:</b><br><br><b>Council Priority:</b>                                   | David Buckland           | <b>Start Date:</b> 15/10/09<br><br><b>Frequency of meetings:</b> 1<br><br><b>Completion Date:</b> 15/10/09 |

| SUBJECT                                             | RATIONALE                                                                               | LINKS TO COUNCIL PRIORITIES AND COMMUNITY STRATEGY                                                                                                                                                     | SUGGESTED BY       | PROGRESS                                                                                                          |
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| Updated Data Quality Policy and User Guidance Notes | To inform Members of the updated Data Quality Policy and User Guidance.                 | <p><b>Sustainable Community Strategy Theme:</b> N/A</p> <p><b>Corporate Plan Aim:</b> A well run and responsive Council.</p> <p><b>Council Priority:</b></p>                                           | Joanne Payne       | <p><b>Start Date:</b> 12/11/09</p> <p><b>Frequency of meetings:</b> 1</p> <p><b>Completion Date:</b> 12/11/09</p> |
| Budget Review Panel                                 | To set the process and establish the membership of the Budget Review Panel for 2009/10. | <p><b>Sustainable Community Strategy Theme:</b></p> <p><b>Corporate Plan Aim:</b></p> <p><b>Council Priority:</b></p>                                                                                  | David Buckland     | <p><b>Start Date:</b> 01/10/09</p> <p><b>Frequency of meetings:</b> 1</p> <p><b>Completion Date:</b> 04/02/10</p> |
| Homeworking Policy                                  | To support mobile and flexible working for the authority - new policy.                  | <p><b>Sustainable Community Strategy Theme:</b> N/A</p> <p><b>Corporate Plan Aim:</b> A well run and responsive Council.</p> <p><b>Council Priority:</b> Improving efficiency and Value for Money.</p> | Alison Braithwaite | <p><b>Start Date:</b> 12/11/09</p> <p><b>Frequency of meetings:</b> 1</p> <p><b>Completion Date:</b> 12/11/09</p> |
| Value for Money Policy                              | Linked with the Budget Review Panel.                                                    | <p><b>Sustainable Community Strategy Theme:</b></p> <p><b>Corporate Plan Aim:</b> A well run and responsive Council.</p> <p><b>Council Priority:</b> Improving efficiency and value for money.</p>     | David Buckland     | <p><b>Start Date:</b> 01/10/09</p> <p><b>Frequency of meetings:</b> 1</p> <p><b>Completion Date:</b> 04/02/10</p> |

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| Worcestershire Enhanced Two Tier Working (WETT) Regulatory Services | A fully integrated Regulatory Services function, more effectively focussed on businesses and consumers, with all partners operating within one Management Structure. | <b>Sustainable Community Strategy Theme:</b><br><b>Corporate Plan Aim:</b> A well run and responsive Council.<br><b>Council Priority:</b>                                               | Diane Tilley       | <b>Start Date:</b> 10/12/09<br><b>Frequency of meetings:</b> 1<br><b>Completion Date:</b> 10/12/09 |
| Base Budget Proposals                                               | Recommendations to Cabinet on Income Service Options                                                                                                                 | <b>Sustainable Community Strategy Theme:</b><br><b>Corporate Plan Aim:</b> A well run and responsive Council<br><b>Council Priority:</b>                                                | David Buckland     | <b>Start Date:</b> 14/01/10<br><b>Frequency of meetings:</b> 1<br><b>Completion Date:</b> 14/01/10 |
| Budget Strategy Proposals                                           | Recommendations to Cabinet on initial budget strategy proposals                                                                                                      | <b>Sustainable Community Strategy Theme:</b><br><b>Corporate Plan Aim:</b> A well run and responsive council<br><b>Council Priority:</b>                                                | David Buckland     | <b>Start Date:</b> 11/02/10<br><b>Frequency of meetings:</b> 1<br><b>Completion Date:</b> 11/02/10 |
| Business Continuity Plan (Emergency Planning)                       | Update Members on the Council's Business Continuity Plan                                                                                                             | <b>Sustainable Community Strategy Theme:</b> N/A<br><b>Corporate Plan Aim:</b> A well run and responsive Council.<br><b>Council Priority:</b> Improving efficiency and Value for Money. | Alison Braithwaite | <b>Start Date:</b> 11/02/10<br><b>Frequency of meetings:</b> 1<br><b>Completion Date:</b> 11/02/10 |

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| Corporate Performance Clinic Review | To review the effectiveness of the Corporate Performance Clinics since they were established in June 2009. | <p><b>Sustainable Community Strategy Theme:</b> None</p> <p><b>Corporate Plan Aim:</b> A Well Run &amp; Responsive Council</p> <p><b>Council Priority:</b></p>                                         | Alison Braithwaite | <p><b>Start Date:</b> 11/02/10</p> <p><b>Frequency of meetings:</b> 2</p> <p><b>Completion Date:</b> 15/04/10</p> |
| Workforce Development Plan          | New Human Resource Policy                                                                                  | <p><b>Sustainable Community Strategy Theme:</b> N/A</p> <p><b>Corporate Plan Aim:</b> A well run and responsive Council.</p> <p><b>Council Priority:</b> Improving efficiency and Value for Money.</p> | Alison Braithwaite | <p><b>Start Date:</b> 11/02/10</p> <p><b>Frequency of meetings:</b> 1</p> <p><b>Completion Date:</b> 11/02/10</p> |
| Update on the ICT Strategy          | Update on the ICT strategy                                                                                 | <p><b>Sustainable Community Strategy Theme:</b></p> <p><b>Corporate Plan Aim:</b> A well run and responsive Council.</p> <p><b>Council Priority:</b> Improving efficiency and value for money.</p>     | David Buckland     | <p><b>Start Date:</b> 18/03/10</p> <p><b>Frequency of meetings:</b> 1</p> <p><b>Completion Date:</b> 18/03/10</p> |

| SUBJECT                                     | RATIONALE                                                                                                                       | LINKS TO COUNCIL PRIORITIES AND COMMUNITY STRATEGY                                                                                                                                                     | SUGGESTED BY       | PROGRESS                                                                                                          |
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| Flexible Retirement Policy                  | New Human Resources Policy                                                                                                      | <p><b>Sustainable Community Strategy Theme:</b> N/A</p> <p><b>Corporate Plan Aim:</b> A well run and responsive Council.</p> <p><b>Council Priority:</b> Improving efficiency and Value for Money.</p> | Alison Braithwaite | <p><b>Start Date:</b> 18/03/10</p> <p><b>Frequency of meetings:</b> 1</p> <p><b>Completion Date:</b> 18/03/10</p> |
| Directorate Business Plans 2010/11          | To inform Members of the five Directorate Business Plans for 2010/11 and request recommendation for Cabinet & Council approval. | <p><b>Sustainable Community Strategy Theme:</b> None</p> <p><b>Corporate Plan Aim:</b> A well run &amp; responsive Council</p> <p><b>Council Priority:</b></p>                                         | Jo Payne           | <p><b>Start Date:</b> 15/04/10</p> <p><b>Frequency of meetings:</b> 1</p> <p><b>Completion Date:</b> 15/04/10</p> |
| Performance Management Action Plan Progress | To inform Members of progress made against the Performance Management Action Plan.                                              | <p><b>Sustainable Community Strategy Theme:</b> None</p> <p><b>Corporate Plan Aim:</b> A Well Run &amp; Responsive Council</p> <p><b>Council Priority:</b></p>                                         | Joanne Payne       | <p><b>Start Date:</b> 15/04/10</p> <p><b>Frequency of meetings:</b> 1</p> <p><b>Completion Date:</b> 15/04/10</p> |