

North Yorkshire County Council
Corporate and Partnerships Overview and Scrutiny Committee
1 July 2013
Work Programme

1.0 Purpose of Report

- 1.1 This report asks the Committee to:
- a. Note the information in this report.
 - b. Confirm, amend or add to the list of matters shown on the work programme schedule (attached at Annex A).

2.0 Scope of the Committee

- 2.1 Under the Council's constitution the scope of this Committee is defined as:

“the Council’s corporate organisation and structure, resource allocation, asset management, procurement policy, people strategy, equality and diversity, performance management, communications and access to services.

Partnership working, community development, community engagement, community strategies and community safety (the designated Crime and Disorder Committee)”.

3.0 Mid cycle briefing

- 3.1 The mid cycle briefing is an opportunity for the lead Members of the Committee to have informal discussions around the work programme. Attached at Annex B is a briefing note that gives more information on this.

6.0 Recommendations

- 6.1 The Committee is asked to:
- a. Note the information in this report.
 - b. Approve, comment or add to the areas of work listed on the Work Programme schedule

Bryon Hunter, Scrutiny Team Leader
Central Services
County Hall, Northallerton

Report compiled by: Lorraine Laverton Corporate Development Officer
Telephone: 01609 532108
Email: Lorraine.laverton@northyorks.gov.uk
Date: June 2013
Background Documents: None
Annex: Annex A – Work Programme
Annex B – Note on mid cycle briefings

Corporate & Partnerships Overview and Scrutiny Committee – Work Programme Schedule 2013 / 14

Scope

The Council's corporate organisation and structure, resource allocation, asset management, procurement policy, people strategy, equality & diversity, performance management, communication and access to services.

Partnership working, community development, community engagement, community strategies and community safety. This Committee shall be the Crime & Disorder Committee for the purposes of Part 3 of the Police and Justice Act 2006

Meeting dates

<p><i>Scheduled Mid Cycle</i> Attended by Lead Members of Committee</p>	<p><i>3 June</i> 2013 10:30am</p>	<p><i>7 Oct</i> 2013 10:30am</p>	<p><i>6 Jan</i> 2014 10:30am</p>	<p><i>10 March</i> 2014 10:30am</p>
<p><i>Scheduled Committee Meetings</i> Agenda briefings to be held at 9.30am prior to Committee meeting. Attended by Lead Members of Committee</p>	<p><i>1 July</i> 2013 10.30am</p>	<p><i>1 Nov</i> 2013 10.30am</p>	<p><i>3 Feb</i> 2014 10.30am</p>	<p><i>28 April</i> 2014 10.30am</p>

In-depth Scrutiny Review

Meeting	SUBJECT	AIMS/TERMS OF REFERENCE	ACTION/BY WHOM
<i>1st July 2013</i>	One Council	<p>A Member Task Group has been meeting during 2011 / 2012</p> <p>The One Council Programme is coming to an end. There will be an overview and rounding off presentation to the first meeting of the Committee in the new Council.</p>	Gary Fielding

Corporate & Partnerships Overview and Scrutiny Committee – Work Programme Schedule 2013 / 14

<u>Overview Reports</u>			
Meeting	SUBJECT	AIMS/TERMS OF REFERENCE	ACTION/BY WHOM
1st July 2013	Overview & Scrutiny at NYCC	An introduction – oral report	Lorraine Laverton
	Executive Member Update	Overview and update from the Executive Member	C Cllr Carl Les
	Property Performance	Receive annual report	Roger Fairholm
	Review of the 'paid for newspapers pages'	Comments are invited from the Committee	Helen Edwards
	Work Programme Report	Regular report where the Committee reviews its work programme	Lorraine Laverton
1st November 2013	Executive Member Update	Overview and update from the Executive Member	C Cllr Carl Les
	Workforce of the future	Interactive report as background for the Committee on the NYCC workforce and strategies in place to ensure the Council is prepared for the future.	Justine Brooksbank
	Libraries	Refresh of the Library Strategy	Julie Blaisdale
	Work Programme Report	Regular report where the Committee reviews its work programme	Lorraine Laverton
3rd February 2014	Executive Member Update	Overview and update from the Executive Member	C Cllr Carl Les
	Work Programme Report	Regular report where the Committee reviews its work programme	Lorraine Laverton
28th April 2014	Executive Member Update	Overview and update from the Executive Member	C Cllr Carl Les
	Engaging and communicating in the future	How can NYCC ensure its communications strategy is 'future proof'?	Helen Edwards
	Work Programme Report	Regular report where the Committee reviews its work programme	Lorraine Laverton
To be scheduled	Procurement	to examine the annual procurement plan, progress on delivery and annual report (Timing to be confirmed – Nov 2013 or Feb 2014)	Debbie Hogg
	Police & Crime Commissioner and Chief Constable for North Yorkshire	Designated Crime and Disorder Committee – strategic overview – future plans (Invited to attend November 2013)	Julia Mulligan and Dave Jones
	Corporate Performance Management Framework	Monitor the implementation of the new framework, including reviewing a selection of service plans to establish the impact that they have had upon shaping day to day service operations and promoting cultural change amongst staff	Gary Fielding
	Council Plan	Review of the past year in relation to the current Council Plan Comment on and make suggestions for the draft 2014/17 Council Plan	Neil Irving
	Community Safety Agreement 2013/14	Reviewed annually	Neil Irving

Please note that this is a working document, therefore topics and timeframes might need to be amended over the course of the year.

North Yorkshire County Council

Overview and Scrutiny

Mid Cycle Briefings

What is a mid cycle briefing?

The mid cycle briefing is a meeting of the lead Members of the Overview and Scrutiny Committee mid way between two Committee meetings.

Who attends the mid cycle briefing?

The mid cycle briefing is attended by:

- the Chairman, Vice Chairman and the Group Spokesperson(s)
- As part of a Members mentoring programme the 'Shadow' for the Chairman may also attend

In effect, although the meetings are non political, this means that each of the parties are represented.

- The Chairman may invite the rest of the committee membership to the mid cycle briefing if this is required or thought helpful.
- The Corporate Development Officer who supports the Committee
- NYCC Officers / Executive Members and/or external experts / partner agencies are there by invitation as required.

Whenever possible, to reduce travelling, attendance at the briefing may be via video conferencing.

Is the mid cycle briefing a public meeting?

No. It is not open to the public.

What is the purpose of the mid cycle briefing?

The mid cycle briefing is basically a planning and horizon scanning meeting. It provides an opportunity for the lead Members to:

- Review the Committee future work programme and suggest topics / agenda items for consideration by the Committee
- Have an informal discussion with Officers and Executive Members on matters of particular interest within the scope of the Committee. The items may not be on the current Committee work programme.
- To have an informal discussion with partner agencies / external experts on matters within the scope of the Committee
- To be briefed on upcoming emerging issues

What is the impact of the mid cycle briefing?

Matters discussed at the mid cycle briefing can lead to:

- Items being put forward for consideration by the Committee to be placed on the future work programme
- Better informed lead Members
- Lead members views being taken into consideration by NYCC officers / Executive / partner agencies / external experts
- Potential issues being resolved

Does the briefing have an agenda?

There are no formal rules on sending out papers as there are for committee meetings, but there is an agenda with background papers as required. This is usually emailed out a week before the meeting. Unless there are particularly large documents that Members might prefer in paper format.

Are Members eligible to claim expenses?

Yes. Members are able to claim expenses for attendance at this briefing

Is the briefing minuted?

Brief notes and action points are usually taken of the meeting.

Is the briefing diaried?

The briefing dates are published annually within the County Council diary. This is also helpful if an additional Committee meeting is required as the date can often be used.

Is the wider Committee informed of the outcome of the mid cycle briefing?

The wider Committee is kept informed through the regular Committee work programme report written by the Corporate Development Officer. This includes any potential items for the work programme.