

# **Report of the Chair of the Corporate Overview and Scrutiny Committee to be held on Thursday 11 August 2016.**

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## **Subject:**

**Corporate Overview and Scrutiny Committee – Work Programme 2016/17**

## **Summary statement:**

**This report includes the Corporate Overview and Scrutiny Committee work programme for 2016/17.**

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Cllr Arshad Hussain  
Chair – Corporate Overview and Scrutiny  
Committee

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## **Portfolio:**

**Corporate.  
Community Safety.**

## **Overview & Scrutiny Area:**

**Corporate.**

## **1. SUMMARY**

This report includes the Corporate Overview and Scrutiny Committee work programme for 2016/17, which is attached as appendix 1 to this report.

## **2. BACKGROUND**

2.1 The Council constitution requires all Overview and Scrutiny Committees to produce a work programme.

## **3. OTHER CONSIDERATIONS**

3.1 The Corporate Overview and Scrutiny Committee has the responsibility for “the strategies, plans, policies, functions and services directly relevant to the corporate priority about customer services and e-government, that improve the Councils ability to deliver, govern and change, community cohesion and all other corporate matters not falling within the responsibility of any other Overview and Scrutiny Committee.” (Council Constitution, Part 2, 6.2.1).

3.2 The remit of this Committee also includes:

- the co-ordination of the discharge of the Overview and Scrutiny role within the Council and in relation to external bodies;
- supporting the Executive through its contribution towards the improvement of the Council’s performance;
- co-ordinating the development of the Overview and Scrutiny role within the Council.

3.3 Best practice published by the Centre for Public Scrutiny suggests that “work programming should be a continuous process”. It is important to review work programmes, so that important or urgent issues that arise during the year are able to be scrutinised. Furthermore, at a time of limited resources, it should also be possible to remove areas of work which have become less relevant or timely. For this reason, it is proposed that the Committee’s work programme be regularly reviewed by members of the committee throughout the municipal year.

3.4 The work programme as agreed by the Committee will form the basis for the Committee’s work during the year, but will be amended as issues arise during the year.

## **4. OPTIONS**

4.1 The Committee may choose to add to or amend the topics included in the 2016-17 work programme for the committee.

4.2 Members may wish to consider any detailed scrutiny reviews that it may wish to conduct.

**5. FINANCIAL & RESOURCE APPRAISAL**

5.1 None.

**6. RISK MANAGEMENT AND GOVERNANCE ISSUES**

6.1 None.

**7. LEGAL APPRAISAL**

7.1 None.

**8. OTHER IMPLICATIONS**

**8.1 EQUALITY & DIVERSITY**

Community Cohesion and Equalities related issues are part of the work remit for this Committee.

**8.2 SUSTAINABILITY IMPLICATIONS**

None.

**8.3 GREENHOUSE GAS EMISSIONS IMPACTS**

None.

**8.4 COMMUNITY SAFETY IMPLICATIONS**

A key priority of work for this Committee related to the Overview and Scrutiny of the strategies, plans, policies, functions and services directly relevant to the priority of Safer and Stronger Communities.

As well as this, the Corporate Overview and Scrutiny Committee is also the authority's Crime and Disorder Committee under the provisions of Section 19 of the Police and Justice Act 2006.

**8.5 HUMAN RIGHTS IMPLICATIONS**

None.

**8.6 TRADE UNION**

None.

**8.7 WARD IMPLICATIONS**

Work of this Overview and Scrutiny Committee has ward implications, but this depends on that nature of the topic.

**9. Not for Publications Items**

None.

**10. RECOMMENDATIONS**

- 9.1 That members consider and comment on the areas of work included in the work programme.
- 9.2 That members consider any detailed scrutiny reviews that they may wish to conduct.

**11. APPENDICES**

Appendix One – 2016-17 Work Programme for the Corporate Overview and Scrutiny Committee.

Appendix Two – Unscheduled Topics.

**12. BACKGROUND DOCUMENTS**

Council Constitution.

# Democratic Services - Overview and Scrutiny

Corporate O&S Committee

Scrutiny Lead: Mustansir Butt tel - 43 2574

## Work Programme

Agenda	Description	Report	Comments
<b>Wednesday, 29th June 2016 at City Hall, Bradford.</b>			
Secretariat deadline 16/06/2016.			
1) Poverty Scrutiny Review.	DRAFT Report - Key findings and recommendations.	Mustansir Butt.	
2) Consultation mechanisms within the Council.	To review how Bradford Council communicates with its staff and citizens relating to key changes and developments.	Samantha Plum/Imran Rathore.	Corporate Overview and Scrutiny recommendation from Wednesday 21 October 2015. Also a request from Overview and Scrutiny Chairs and Deputy Chairs.
3) DRAFT Work Programme 2016-17.	Discussion and agreement over the areas of work for the Committee to focus on in this Municipal Year.	Mustansir Butt.	
<b>Wednesday, 20th July 2016 at City Hall, Bradford.</b>			
Chair's briefing 30/06/2016. Secretariat deadline 07/07/2016.			
1) Annual Finance and Performance outturn report.		Stuart Mckinnon-Evans/Samantha Plum.	
2) First Quarter Financial Position Statement.		Stuart McKinnon-Evans.	
3) Safer and Stronger Communities Plan.		Rebecca Trueman/Amria Khatun.	
4) Work Planning.	There is a need to regularly review the Work Programme, in order to prioritise and manage resources.	Mustansir Butt.	
<b>Thursday, 21st July 2016 at Shipley Library.</b>			
1) Flooding Scrutiny Review.	Information gathering session with residents, voluntary organisations and residents affected by the December 2015 Floods.	Mustansir Butt.	

# Corporate O&S Committee

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## Work Programme

Agenda	Description	Report	Comments
<b>Tuesday, 26th July 2016 at Victoria Hall.</b> 1) Flooding Scrutiny Review.	Information gathering session with residents, voluntary organisations and businesses affected by the December 2015 floods.	Mustansir Butt	
<b>Thursday, 11th August 2016 at City Hall, Bradford.</b> Chair's briefing 21/07/2016. Secretariat deadline 28/07/2016.			
1) Families First Project.	Progress report.	Mark Anslow.	Corporate Overview and Scrutiny recommendation from Thursday 3 December 2015.
2) Talent Management: A Workforce Development Programme for Bradford Council.	Progress against the Workforce Development Implementation Plan in 12 months.	Sue Dunkley.	Committee recommendation from Wednesday 12 August 2015.
3) Work Planning.	There is a need to regularly review the work programme, in order to prioritise and manage resources.	Mustansir Butt.	
<b>Wednesday, 7th September 2016 at City Hall, Bradford.</b> Chair's briefing 18/08/2016. Secretariat deadline 24/08/2016.			
1) Interim report from the Children and Adult Services Strategic Directors explaining the reasons for the budget pressures in the current year and the steps being made to address them to the meeting of this Committee on 7 September 2016.		Michael Jameson/Bernard Lanigan.	Corporate Overview and Scrutiny Recommendation from Wednesday 20 July 2016.
2) Impact of leaving the EU on Bradford.		Stuart Mckinnon Evans/Steve Hartley/Mike Cowlam/Ian Day/John O'Hare.	Recommendation from Council on Tuesday 12 July 2016.
3) West Yorkshire Combined Authority and Leeds City Region Enterprise Partnership.	Progress report to be included in the 2016-17 work Programme.	Jamie Saunders.	Committee recommendation from Tuesday 8 September 2015.
4) Overview and Scrutiny Annual Report.		Mustansir Butt.	

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## Work Programme

Agenda	Description	Report	Comments
<b>Wednesday, 7th September 2016 at City Hall, Bradford.</b>			
Chair's briefing 18/08/2016. Secretariat deadline 24/08/2016.			
5) West Yorkshire Police and Crime Panel.	Update from Panel Members.	Cllr Tariq Hussain. Cllr Andrew Mallinson. Cllr Steve Pullan.	Committee recommendation from Wednesday 7 October 2015.
6) Work Planning.	There is a need to regularly review the work programme, in order to prioritise and manage resources.	Mustansir Butt.	
<b>Thursday, 6th October 2016 at City Hall, Bradford.</b>			
Chair's briefing 15/09/2016. Secretariat deadline 22/09/2016.			
1) Arrangements by Bradford Council and its Partners to tackle Child Sexual Exploitation.	Progress report in 12 months.	Paul Hill.	Committee recommendation from Wednesday 7 October 2015.
2) Industrial Services Group.	Progress report in 12 months.	Peter Keeley/Paul Egan.	Committee recommendation from Wednesday 7 October 2015.
3) Draft Scrutiny Review Report - Flooding.	Key findings and Scrutiny Review recommendations.	Mustansir Butt.	
4) Scrutiny Review - Domestic Violence.	DRAFT Terms of Reference.	Mustansir Butt.	Corporate Overview and Scrutiny Committee recommendation.
5) Work Planning.	There is a need to regularly review the work programme, in order to prioritise and manage resources.	Mustansir Butt.	
<b>Wednesday, 19th October 2016 at City Hall, Bradford.</b>			
Secretariat deadline 06/10/2016.			
1) WYPF Fossil Fuel Disinvestment.		Mustansir Butt.	Recommendation from Council.
<b>Thursday, 3rd November 2016 at City Hall, Bradford.</b>			
Chair's briefing 13/10/2016. Secretariat deadline 20/10/2016.			
1) Mid Year Finance and Performance Report.		Stuart McKinnon-Evans/Sam Plum.	
2) Income Streams into the Council.	Report to incorporate member's comments.	Stuart McKinnon-Evans/Tom Caselton.	Corporate Overview and Scrutiny Recommendation from Wednesday 4 November 2015.

**Corporate O&S Committee**  
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**Work Programme**

<b>Agenda</b>	<b>Description</b>	<b>Report</b>	<b>Comments</b>
<b>Thursday, 3rd November 2016 at City Hall, Bradford.</b>			
Chair's briefing 13/10/2016. Secretariat deadline 20/10/2016.			
3) Councils Corporate approach to Consultation and Engagement.		Samantha Plum/Imran Rathore.	Corporate Overview and Scrutiny Committee recommendation from Wednesday 29 June 2016.
4) Universal Credit.	Report relating to the implementation of Universal Credit, as well as the development of the Local delivery Partnership be presented to this committee in 9-12 months. To also consider the re-commissioning of Strategic Advice Services and on the work un	Martin Stubbs.	Committee recommendation from Tuesday 8 September 2015.
5) Safer and Stronger Communities Partnership Performance and Resources.		Rebecca Trueman/Amria Khatun.	
6) Resolution Tracking.	Tracking of progress made against the recommendations made by the Corporate Overview and Scrutiny Committee.	Mustansir Butt.	
7) Work Planning.	There is a need to regularly review the work programme, in order to prioritise and manage resources.	Mustansir Butt.	
<b>Wednesday, 14th December 2016 at City Hall, Bradford.</b>			
Chair's briefing 24/11/2016. Secretariat deadline 01/12/2016.			
1) Armed Forces Covenant.	Progress report in 12 months.	Helen Johnstone	Committee recommendation from Tuesday 8 October 2015.
2) Policing in the District.	Further progress report which also focuses on the implementation of the new operating models across the District, with evidence of how the new operating model is working.	Ian Day/Rebecca Trueman.	Corporate Overview and Scrutiny recommendation from Thursday 3 December 2015.
3) IT Digital Strategy.		David Cawthray.	Corporate Overview and Scrutiny Committee recommendation from Wednesday 29 June 2016.



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**Work Programme**

<b>Agenda</b>	<b>Description</b>	<b>Report</b>	<b>Comments</b>
<b>Wednesday, 14th December 2016 at City Hall, Bradford.</b>			
Chair's briefing 24/11/2016. Secretariat deadline 01/12/2016.			
4) Poverty Scrutiny Review.	Progress Report.	Martin Stubbs.	Corporate Overview and Scrutiny Committee recommendation from Wednesday 29 June 2016.
5) Bradford District Partnership.	Report to focus on the key performance measures and outcomes.	Samantha Plum/Kate McNicholas.	Corporate Overview and Scrutiny Recommendation from Thursday 3 December 2015.
6) Property Programme Progress.	Report to also include details of the Council's estate. Officers to also have liased with Members on Community Assets based in their Wards.	Steph Moore.	Corporate Overview and Scrutiny recommendation from Thursday 3 December 2015.
7) Work Planning.	There is a need to regularly review the work programme, in order to prioritise and manage resources.	Mustansir Butt.	
<b>Wednesday, 11th January 2017 at City Hall, Bradford.</b>			
Chair's briefing 15/12/2016. Secretariat deadline 22/12/2016.			
1) Revised Safer and Stronger Communities Plan.		Ian Day/Rebecca Trueman/Amria Khatum.	Corporate Overview and Scrutiny Recommendation from Wednesday 20 July 2016.
2) DRAFT Council Budget 2016-17.		Stuart McKinnon-Evans.	Member request.
3) Risk Management across the Council.	Further progress report, which also includes progress against the Council's Corporate Business processess and how risk can be better embedded into our risk management processess.	Stuart McKnnon-Evans/Mark St. Romaine.	Corporate Overview and Scrutiny Recommendation from Wednesday 6 January 2016.
4) Work Planning.	There is a need to regularly review the work programme, in order to prioritise and manage resources.	Mustansir Butt.	
<b>Thursday, 2nd February 2017 at City Hall, Bradford.</b>			
Chair's briefing 12/01/2017. Secretariat deadline 19/01/2017.			
1) Third Quarter Financial Position Statement.		Stuart McKinnon-Evans.	

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**Work Programme**

<b>Agenda</b>	<b>Description</b>	<b>Report</b>	<b>Comments</b>
<b>Thursday, 2nd February 2017 at City Hall, Bradford.</b>			
Chair's briefing 12/01/2017. Secretariat deadline 19/01/2017.			
2) Prevent Action Plan for the District.		Ian Day/Michael Churley.	Corporate Overview and Scrutiny Committee recommendation from Wednesday 12 August 2015.
3) Neighbourhood Panels.	Progress report.	Rebecca Trueman.	Corporate Overview and Scrutiny recommendation from Wednesday 3 February 2016.
4) Work Planning.	There is a need to regularly review the work programme, in order to prioritise and manage resources.	Mustansir Butt.	
<b>Thursday, 2nd March 2017 at City Hall, Bradford.</b>			
Chair's briefing 09/02/2017. Secretariat deadline 16/02/2017.			
1) Council Wide Managing Attendance.		Sue Dunkley.	Corporate Overview and Scrutiny Committee recommendation from Wednesday 3 February 2016.
2) Adults Safeguarding.	Report to focus on the Safeguarding arrangements in place.	Robert Stachan.	Corporate Overview and Scrutiny Committee recommendation from Wednesday 2 March 2016.
3) Work Planning.	There is a need to regularly review the work programme, in order to prioritise and manage resources.	Mustansir Butt.	
<b>Thursday, 30th March 2017 at City Hall, Bradford.</b>			
Chair's briefing 09/03/2017. Secretariat deadline 16/03/2017.			
1) Fourth Quarter Financial Position Statement.		Stuart McKinnon-Evans.	
2) Discretionary Housing Payments.	Further progress report.	Martin Stubbs.	Corporate Overview and Scrutiny Committee recommendation from Wednesday 2 March 2016.
3) West Yorkshire Police and Crime Panel.	Verbal update from Panel members.	TBC.	
4) Work Planning.	There is a need to regularly review the work programme, in order to prioritise and manage resources.	Mustansir Butt.	

## Corporate O&S Committee

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### Work Programme

Agenda	Description	Report	Comments
<b>Wednesday, 26th April 2017 at City Hall, Bradford.</b>			
Chair's briefing 30/03/2017. Secretariat deadline 11/04/2017.			
1) Safer and Stronger Communities Partnership Performance and Resources.		Rebecca Trueman/Amria Khatun.	
2) Equality Action Plan.	Progress against the new equality objectives.	Samantha Plum/Kathryn Jones.	Corporate Overview and Scrutiny recommendation from Wednesday 27 April 2016.
3) Domestic Violence Scrutiny Review.	DRAFT Report - key findings and recommendations.	Mustansir Butt.	
4) Resolution Tracking.	Tracking the progress of recommendations made by the Corporate Overview and Scrutiny Committee.	Mustansir Butt.	
5) Overview and Scrutiny Annual Report.		Mustansir Butt.	

# Democratic Services - Overview and Scrutiny Scrutiny Committees Forward Plan Unscheduled Items

## Corporate O&S Committee

Agenda item	Item description	Author	Management
1 Commissioning Framework Implementation Plan.	Porgress report.	Shahid Nazir.	
2 Council Tax Collection.	To include Business Rates.	Martin Stubbs.	
3 Industrial Services Group.		Peter Keeley.	
4 Policy Review within the Council.	Information Item.		