

# Agenda for a meeting of the Corporate Overview and Scrutiny Committee to be held on Wednesday, 11 January 2017 at 5.30 pm in the Ernest Saville Room - City Hall, Bradford

Members of the Committee – Councillors

CONSERVATIVE	LABOUR	LIBERAL DEMOCRAT	THE INDEPENDENTS
BM Smith Rickard Cooke	Warburton Duffy Green Arshad Hussain Watson	J Sunderland	Naylor

## Alternates:

CONSERVATIVE	LABOUR	LIBERAL DEMOCRAT	THE INDEPENDENTS
Mallinson Townend M Pollard	Greenwood T Hussain Thirkill Jamil Shaheen	Ward	Hawkesworth

## Notes:

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If any further information is required about any item on this agenda, please contact the officer named at the foot of that agenda item.

## From:

Parveen Akhtar  
City Solicitor  
Agenda Contact: Yusuf Patel  
Phone: 01274 434579  
E-Mail: yusuf.patel@bradford.gov.uk

## To:



## A. PROCEDURAL ITEMS

### 1. ALTERNATE MEMBERS (Standing Order 34)

The City Solicitor will report the names of alternate Members who are attending the meeting in place of appointed Members.

### 2. DISCLOSURES OF INTEREST

(Members Code of Conduct - Part 4A of the Constitution)

To receive disclosures of interests from members and co-opted members on matters to be considered at the meeting. The disclosure must include the nature of the interest.

An interest must also be disclosed in the meeting when it becomes apparent to the member during the meeting.

*Notes:*

- (1) *Members may remain in the meeting and take part fully in discussion and voting unless the interest is a disclosable pecuniary interest or an interest which the Member feels would call into question their compliance with the wider principles set out in the Code of Conduct. Disclosable pecuniary interests relate to the Member concerned or their spouse/partner.*
- (2) *Members in arrears of Council Tax by more than two months must not vote in decisions on, or which might affect, budget calculations, and must disclose at the meeting that this restriction applies to them. A failure to comply with these requirements is a criminal offence under section 106 of the Local Government Finance Act 1992.*
- (3) *Members are also welcome to disclose interests which are not disclosable pecuniary interests but which they consider should be made in the interest of clarity.*
- (4) *Officers must disclose interests in accordance with Council Standing Order 44.*

### 3. INSPECTION OF REPORTS AND BACKGROUND PAPERS

(Access to Information Procedure Rules – Part 3B of the Constitution)

Reports and background papers for agenda items may be inspected by contacting the person shown after each agenda item. Certain reports and background papers may be restricted.



Any request to remove the restriction on a report or background paper should be made to the relevant Strategic Director or Assistant Director whose name is shown on the front page of the report.

If that request is refused, there is a right of appeal to this meeting.

Please contact the officer shown below in advance of the meeting if you wish to appeal.

(Yusuf Patel - 01274 434579)

#### 4. REFERRALS TO THE OVERVIEW AND SCRUTINY COMMITTEE

The following recommendation has been referred to this Committee by the Regeneration and Economy Overview and Scrutiny Committee from its meeting held on 22 December 2016:

##### **THEATRES STRATEGY**

Resolved –

- (1) That Document “O” be noted and officers be thanked for the tour of the Alhambra that took place prior to the meeting.
- (2) That the Consultancy Option Appraisal report be presented to the Regeneration and Economy Overview and Scrutiny Committee at the earliest possible opportunity and that the Terms of Reference for the report be circulated to the Committee Members immediately.
- (3) That the Regeneration and Economy Overview and Scrutiny Committee undertake a tour of St George’s Hall whilst contractors are still on site.
- (4) That the General Manager, Theatres Bradford and his team be congratulated for an extremely successful year and the team be thanked for the hard work.
- (5) **That the Corporate Overview and Scrutiny Committee be requested to look at the internal finance options for the Council’s Commercial Services.**

***ACTION: Assistant Direct, Sport and Culture***

Members are requested to agree on how to proceed with the above recommendation.

(Yusuf Patel – 01274 434579)



## B. OVERVIEW AND SCRUTINY ACTIVITIES

5. **DISCUSSION ON THE WELL RUN COUNCIL / CORPORATE SERVICES** 1 - 8

There will be a discussion at the meeting which will focus on the prepared budget proposals in relation to a Well Run Council/Corporate Services.

**Appendix C** of the PROPOSED FINANCIAL PLAN 2017/18-2020/21 budget (Executive Document "AJ") considered by Executive at its meeting held on 6 December 2016 is being circulated to aid the discussion.

(Stuart McKinnon – 01274 432800)

6. **RISK MANAGEMENT UPDATE 2016** 9 - 14

The Director of Finance will submit a report (**Document "AI"**) which provides an update on progress made with risk management across the authority during 2016.

**Recommended –**

**That the Corporate Overview and Scrutiny Committee reviews the progress made on risk management during 2016 and comments on any future activity it wishes to be implemented.**

(Mark St.Romaine -01274 432888)

7. **CORPORATE OVERVIEW AND SCRUTINY COMMITTEE - WORK PROGRAMME 2016/17** 15 - 28

The Chair of the Corporate Overview and Scrutiny Committee submitted a report (**Document "AJ"**) which set out the Corporate Overview and Scrutiny Committee work programme for 2016/17.

**Recommended –**

**That the work programme 2016-17 continues to be reviewed regularly during the year.**

**ACTION: Overview and Scrutiny Lead**

(Mustansir Butt - 01274 432574)



## A Well-Run Council

<b>Total Savings Proposed - £3.3m</b>	<b>2017-18</b>	<b>2018-19</b>
	<b>£0.6m</b>	<b>£2.7m</b>

### Financial Services

#### Ref - 4F1 Financial Services - Restructure

**Total 2016-17 Net Budget for Service Area after pre-agreed savings & removal of transitional funding £2.8m**

<b>2017-18</b>	<b>2018-19</b>	<b>Total</b>	<b>% of current base</b>
<b>£32,000</b>	<b>£130,000</b>	<b>£162,000</b>	<b>6%</b>

The size of the Financial Services function will continue to gradually reduce, reflecting reduced emphasis on retrospective reporting, more self-service by budget managers, and targeting staffing resources at highest risk, most complex issues. We will also consider if transactional functions across the Department will be more efficient and sustainable if we bring them together. This will be achieved through further restructuring.

#### **Equality impact on the Equality Duty protected characteristics & low income groups**

N/A

#### **Mitigation**

N/A

#### Ref - 4F2 Financial Services - Manage insurance risks and claims

**Total 2016-17 Net Budget for Service Area after pre-agreed savings & removal of transitional funding £6.0m**

<b>2017-18</b>	<b>2018-19</b>	<b>Total</b>	<b>% of current base</b>
<b>£200,000</b>	<b>£300,000</b>	<b>£500,000</b>	<b>8%</b>

The proposal aims to reduce the total cost of insurance, including premiums paid to the Council's insurer, the cost of maintaining an internal insurance fund for self-insured risks and the cost of meeting claims.

The scope will include:

- Reassessing the level of self-insurance
- Exploring with the Council's insurers the options for reducing premiums
- Working with Departments to take action to reduce claimable risks
- Maximising the benefit of the impact of Ministry of Justice reforms of the legal costs allowable in claims
- Selling on insurance cover to schools to generate marginal income

**Equality impact on the Equality Duty protected characteristics & low income groups**

N/A

**Mitigation**

N/A

**Ref - 4F3 Revenues and Benefits - Rationalisation of the cash management function**

**Total 2016-17 Net Budget for Service Area after pre-agreed savings & removal of transitional funding £0.3m**

<b>2017-18</b>	<b>2018-19</b>	<b>Total</b>	<b>% of current base</b>
<b>£0</b>	<b>£160,000</b>	<b>£160,000</b>	<b>49%</b>

Reduce significantly the amount of cash used by and within the organisation and reduce the cost of cash management functions through the increased digitalisation of customer payment options.

We will also consider if transactional functions across the Department of Finance will be more efficient and sustainable by bringing them together.

**Equality impact on the Equality Duty protected characteristics & low income groups**

N/A

**Mitigation**

N/A

**Ref - 4F4 Financial Services - Contribution to West Yorkshire Joint Committees**

**Total 2016-17 Net Budget for Service Area after pre-agreed savings & removal of transitional funding £1.2m**

<b>2017-18</b>	<b>2018-19</b>	<b>Total</b>	<b>% of current base</b>
<b>£75,000</b>	<b>£35,000</b>	<b>£110,000</b>	<b>9%</b>

West Yorkshire Joint Services is a shared services organisation led by a Joint Committee from the five District Councils. It carries out specialist collective functions. The proposal is to cap Bradford's contribution to joint committees at £1.1m, which will require concerted action with other Councils.

**Equality impact on the Equality Duty protected characteristics & low income groups**

N/A

**Mitigation**

N/A

**Ref - 4S1 Information Technology Services****Total 2016-17 Net Budget for Service Area after pre-agreed savings & removal of transitional funding £12.5m**

<b>2017-18</b>	<b>2018-19</b>	<b>Total</b>	<b>% of current base</b>
<b>£0</b>	<b>£500,000</b>	<b>£500,000</b>	<b>4%</b>

The proposal is comprised of two main components:

- **Re-sizing of IT Services to reflect the broader organisational changes affecting the Council. The assumption is that there will be a significant reduction in the number of Council supported desktop/laptop devices over time. This will enable IT Services to reduce costs associated with device support, licenses and infrastructure.**
- **Fit for purpose IT application architecture - This component will involve switching technology solutions where better value can be achieved and rationalising the number of existing IT applications to simplify the technology in use.**

**Equality impact on the Equality Duty protected characteristics & low income groups**

N/A

**Mitigation**

N/A

**Human Resources****Ref - 4H1 Human Resources - Restructure****Total 2016-17 Net Budget for Service Area after pre-agreed savings & removal of transitional funding £4.6m**

<b>2017-18</b>	<b>2018-19</b>	<b>Total</b>	<b>% of current base</b>
<b>£0</b>	<b>£204,000</b>	<b>£204,000</b>	<b>4%</b>

The proposal is to reduce transactional HR support, to reduce volume of service specific training, to return 'non HR' activities such as Coroners office, Finance and Mail Distribution and Archive to more appropriate Corporate Service functions.

**Equality impact on the Equality Duty protected characteristics & low income groups**

N/A

**Mitigation**

N/A

**Ref - 4H2 Human Resources - Terms & Conditions**

**Total 2016-17 Net Budget for Service Area after pre-agreed savings & removal of transitional funding £1.65m**

<b>2017-18</b>	<b>2018-19</b>	<b>Total</b>	<b>% of current base</b>
<b>£0</b>	<b>£400,000</b>	<b>£400,000</b>	<b>24%</b>

Removal of non contractual overtime payments and removal of essential car allowance lump sum payments.

**Equality impact on the Equality Duty protected characteristics & low income groups**

N/A

**Mitigation**

N/A

**Legal and Democratic Services**

**Ref - 4L1 Legal and Democratic Services**

**Total 2016-17 Net Budget for Service Area after pre-agreed savings & removal of transitional funding £5.7m**

<b>2017-18</b>	<b>2018-19</b>	<b>Total</b>	<b>% of current base</b>
<b>£20,000</b>	<b>£55,000</b>	<b>£75,000</b>	<b>1%</b>

To reflect the reduced size and scope of the Council, reductions to Civic, Legal and Committee Services, including Overview and Scrutiny, are proposed. It is not possible to describe the precise changes until the Council decides what it requires from these services in the future.

The Civic profile of the Council is proposed to diminish, including no longer having a Deputy Lord Mayor. As the Council reduces in size and scope there will be an impact on the number and frequency of Committee meetings, including Overview and Scrutiny. As reductions are agreed some reductions in staffing will need to be considered.



**Equality impact on the Equality Duty protected characteristics & low income groups**

N/A

**Mitigation**

N/A

**Office of the Chief Executive**

**Ref - 4X1 Office of the Chief Executive - Restructure**

**Total 2016-17 Net Budget for Service Area after pre-agreed savings & removal of transitional funding £3.6m**

<b>2017-18</b>	<b>2018-19</b>	<b>Total</b>	<b>% of current base</b>
<b>£0</b>	<b>£479,000</b>	<b>£479,000</b>	<b>13%</b>

In February 2016 Council agreed a saving of £541,000 in 2017-18 from a "review and restructure of Chief Executive's Office, Public Affairs and Communications (PAC) and Policy Programmes and Change (PPC)." Further cuts of £479,000 are proposed for 2018-19.

This proposal suggests a radical restructure of the Office of Chief Executive to improve the coherence and integration of core corporate functions, so they can support and improve the Council's leadership of the District. The authority will need to continue to change in order to have the agility, skills and capacity to influence, negotiate, communicate and collaborate with communities and partners to deliver the district's priorities.

**Equality impact on the Equality Duty protected characteristics & low Income groups**

N/A

**Mitigation**

N/A

**Regeneration Services**

**Ref - 4R14 Regeneration - Asset Management - Manage the Operational and Investment Estate**

**Total 2016-17 Net Budget for Service Area after pre-agreed savings & removal of transitional funding £n/a**

<b>2017-18</b>	<b>2018-19</b>	<b>Total</b>	<b>% of current base</b>
<b>£270,000</b>	<b>£240,000</b>	<b>£510,000</b>	<b>n/a</b>

The proposal foresees changes in the management of:

- the Council's operational and investment estate;
- Delivery of the capital receipts programme
- Community Asset Transfers and Assets of Community Value
- One Public Estate Programme

This aims to make the best use of the Council's and public sector partners' estate working with the Voluntary and Community Sector.

We will also seek investment in non-operational property to generate surplus income. The proposal targets £260,000 gross cost reductions and £250,000 additional surplus income. Overall it is proposed to increase surplus income to £1million p.a. by 2020.

**Equality impact on the Equality Duty protected characteristics & low income groups**

N/A

**Mitigation**

N/A

**Ref - 4R15 Regeneration - Facilities Management Operational cost reductions**

**Total 2016-17 Net Budget for Service Area after pre-agreed savings & removal of transitional funding £4.5m**

2017-18	2018-19	Total	% of current base
£0	£100,000	£100,000	2%

Allowing for the planned release of Future House and Jacobs Well and further estate rationalisation reflecting the continued contraction of the organisation. Operational estate costs including cleaning, will fall.

**Equality impact on the Equality Duty protected characteristics & low income groups**

N/A

**Mitigation**

N/A

**Ref - 4R16 Regeneration - Facilities Management - Operational Savings**

**Total 2016-17 Net Budget for Service Area after pre-agreed savings & removal of transitional funding £3.2m**

2017-18	2018-19	Total	% of current base
£0	£100,000	£100,000	3%

Planned reductions in Facilities Management will take the current net budget down from £3.9m to £3.8m. A further reduction in future years is likely but would be dependent on the Council's estate shrinking further.

**Equality impact on the Equality Duty protected characteristics & low income groups**

N/A

**Mitigation**

N/A

**Ref - 4R17      Regeneration – Facilities Management - Manage New Energy Projects & Corporate Utility consumption**

**Total 2016-17 Net Budget for Service Area after pre-agreed savings & removal of transitional funding £4.6m**

<b>2017-18</b>	<b>2018-19</b>	<b>Total</b>	<b>% of current base</b>
<b>£0</b>	<b>£50,000</b>	<b>£50,000</b>	<b>1%</b>

Sharper procurement and control of utilities to all Council buildings, managing carbon taxes and statutory annual carbon emissions reporting, and the current energy efficiency capital programme will all deliver savings.

The energy industry is forecasting 35% energy price inflation by 2020, due to increased non-commodity price increases, grid/network costs etc. It is anticipated that there will be a commensurate reduction in the size of the estate during this period, allowing offsetting savings.

**Equality impact on the Equality Duty protected characteristics & low income groups**

N/A

**Mitigation**

N/A



# Report of the Director of Finance to the meeting of Corporate Overview and Scrutiny Committee to be held on 11<sup>th</sup> January 2017

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## Subject:

Risk Management Update 2016

## Summary statement:

This report provides an update on progress made with risk management across the authority during 2016.

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Stuart McKinnon-Evans  
Director of Finance

### Portfolio:

Leader and Corporate

Report Contact: Mark St.Romaine  
Head of Internal Audit, Insurance,  
Information Governance and Risk  
Phone: (01274) 432888  
E-mail: [mark.stomaine@bradford.gov.uk](mailto:mark.stomaine@bradford.gov.uk)

### Overview & Scrutiny Area:

Corporate



## 1. SUMMARY

- 1.1 On the 6<sup>th</sup> January 2016 this Committee received a report which outlined the purpose, objectives and new developments in the Council's approach to risk management. At the meeting the Committee recommended the following
- (1) That this Committee requests that risk management be incorporated into the Quarterly Finance and Performance Monitoring reports.
  - (2) That a further progress report be presented in 12 months time which includes progress against the Council's Corporate Business processes and how risk can be better embedded into our risk management processes.
  - (3) That this Committee requests that relevant sections of the risk register be incorporated into the risk section of all reports to Overview and Scrutiny Committees.
- 1.2 This report details the progress that has been made in the last year on risk management.

## 2. Background

- 2.1 In 2016 work on the risk register and the reporting arrangement has progressed slowly. This has been due to the available resources and concern by management and the political leadership with the consequences of reporting publically on some key risks.
- 2.2 A risk management session was held on 7<sup>th</sup> March 2016 by the Executive Policy Planning Meeting. This considered the current Corporate Risk Register and explained the risk management process of the Council in more detail.
- 2.3 A report was shared with CMT on the 24<sup>th</sup> May which recommended
- a) That CMT approve the current Strategic Risk register and for it to be included in the Performance and Output report.
  - b) That CMT require all Departmental Management Teams to arrange a risk workshop with the key officers from each department to be facilitated by the risk management team by the 30<sup>th</sup> September 2016.
- 2.4 Since that meeting efforts have focussed on raising the standard of the departmental risk registers. A number of workshops were prepared and run. These included Financial Services, Human Resources, Regeneration, and Information Governance. A review of Environment and Sport and West Yorkshire Pension Fund showed that their departmental risk registers were comprehensive and did not require additional support. The workshops have identified the key risks but further work is required to update the risk register with the key controls and assurances that the Department will use to mitigate the risks.
- 2.6 Four workshops remain to be timetabled, these are Childrens, Adults, Legal and Chief Executives. It is hoped that they will be completed before the end of the financial year. It is important to note that in order for the risk identification process to be effective then key personnel need to attend so the most important risks are identified.

### 3. The Corporate Risk Register

- 3.1 There have been minimal changes to the Corporate Risk Register in 2016. In January 2016 the following risks were identified as Corporate Strategic Risks and there has been no change in the overall register. There have been changes within the individual risks but these have not been fundamental. In the case of flooding risks which were realised last year the Council includes its response within the business continuity risk and also the Council's Flood Risk Strategy.

<b>Corporate Risks 2016</b>	<b>Position in 2017</b>
Children - educational attainment	Retained
Children - safeguarding incident	Retained
Delivering improvement in employment and skills	Retained
Housing quality, accessibility and affordability	Retained
Regeneration and Investment	Retained
Cohesive Community	Retained
Adults - Safeguarding incident	Retained
Adults - demographic change	Retained
Public Health – changing demographics and costs	Retained
Public Health – health protection	Retained
Environment and sustainability	Retained
Financial resilience and sustainability	Retained
Information security	Retained
Governance breakdown	Retained
Public sector sustainability	Retained
Business Continuity - Critical facilities	Retained

- 3.2 At the current time no new risks have been identified, however the AGS 2016 recognised these Governance Challenges for the 2016/17 financial year

- 1) Agreeing an operating and financial plan in the context of the intractable tensions between resources, expectations of citizens and service users, and the statutory framework
- 2) Improving educational attainment
- 3) Safeguarding vulnerable children
- 4) Mitigating the effects of a loss of experience and expertise arising from staff reductions, especially where loss of such resource impacts on the management of services protecting vulnerable people.
- 5) Establishing sound governance structures pertaining to the West Yorkshire Combined Authority ensuring democratic accountability at the local level.
- 6) Impact on governance structures arising from developing policies for the delivery of regional devolution.
- 7) Implications of the EU Referendum Result

These risks will be reviewed through the 2016/17 financial year and progress against them will be reported to the Governance and Audit Committee

### 4. Risk Reporting

- 4.1 The Council's risk management has yet to be integrated with the Finance and Performance reports. The Financial Monitor focus has needed to be the spending position of the authority and the significant financial risks the Council is now facing. Consideration has been given how best to incorporate the corporate risk register into

the regular financial monitor One solution would be to hold the Corporate Risk Register as an appendix and refer to it in the Risk Management and Governance Issues section of the report. However, the preferred solution is for specific sections to be copied from the risk register that are directly finance related and either include them within the service narrative or in the Risk Management and Governance Issues section.

**5. OTHER CONSIDERATIONS**

None

**6. OPTIONS**

None

**7. FINANCIAL & RESOURCE APPRAISAL**

There are no financial issues arising from this report

**8. RISK MANAGEMENT AND GOVERNANCE ISSUES**

There are no additional risks arising out of the implementation of the proposed recommendations in this report.

**9. LEGAL APPRAISAL**

There are no legal issues arising this from this report.

**OTHER IMPLICATIONS**

**10. EQUALITY & DIVERSITY**

There are no Equality & Diversity issues arising from this report.

**11. GREENHOUSE GAS EMISSIONS IMPACTS**

None

**12. COMMUNITY SAFETY IMPLICATIONS**

None

**13. HUMAN RIGHTS ACT**

None

**14. TRADE UNION**

None

**15. WARD IMPLICATIONS**

None



## **16 RECOMMENDATIONS**

- 16.1 That the Corporate Overview and Scrutiny Committee reviews the progress made on risk management during 2016 and comments on any future activity it wishes to be implemented.

## **17. APPENDICES**

None

## **18 BACKGROUND DOCUMENTS**

Report of the Director of Finance to the meeting of Corporate Overview and Scrutiny Committee to be held on 6<sup>th</sup> January 2016

Annual Governance Statement 2016

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## Report of the Chair of the Corporate Overview and Scrutiny Committee to be held on Wednesday 11 January 2017.

**AJ**

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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

**Portfolio:**

**Corporate.  
Community Safety.**

Report Contact: Mustansir Butt  
Overview and Scrutiny Lead  
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**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

Scrutiny Lead: Mustansir Butt tel - 43 2574

## 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 25/08/2016. Secretariat deadline 26/08/2016.			
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/Judith Kirk.	Corporate Overview and Scrutiny Recommendation from Wednesday 20 July 2016.
2) Interim report from Adults Services Directors explaining 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.		Bernard Lanigan/Lyn Sowry.	
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.	



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

<b>Agenda</b>	<b>Description</b>	<b>Report</b>	<b>Comments</b>
<b>Wednesday, 7th September 2016 at City Hall, Bradford.</b>			
Chair's briefing 25/08/2016. Secretariat deadline 26/08/2016.			
5) Work Planning.	There is a need to regularly review the work programme, in order to prioritise and manage resources.	Mustansir Butt.	
<b>Thursday, 29th September 2016 at City Hall, Bradford.</b>			
Secretariat deadline 15/09/2016.			
1) Flooding Scrutiny Review.	Key findings and review recommendations.	Mustansir Butt.	
<b>Thursday, 6th October 2016 at City Hall, Bradford.</b>			
Chair's briefing 16/09/2016. 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) 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) 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

Scrutiny Lead: Mustansir Butt tel - 43 2574

## Work Programme

Agenda	Description	Report	Comments
<b>Thursday, 3rd November 2016 at City Hall, Bradford.</b>			
Chair's briefing 13/10/2016. Secretariat deadline 20/10/2016.			
3) Safer and Stronger Communities Partnership Performance and Resources.		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, 1st December 2016 at City Hall, Bradford.</b>			
Chair's briefing 17/11/2016. Secretariat deadline 24/11/2016.			
1) Property Programme Progress.	Report to also include details of the Council's estate. Officers to also have liaised with Members on Community Assets based in their Wards.	Steph Moore.	Corporate Overview and Scrutiny recommendation from Thursday 3 December 2015.
2) 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.
3) 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) 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.
2) Armed Forces Covenant.	Progress report in 12 months.	Helen Johnstone	Committee recommendation from Tuesday 8 October 2015.

# Corporate O&S Committee

Scrutiny Lead: Mustansir Butt tel - 43 2574

## Work Programme

Agenda	Description	Report	Comments
<b>Wednesday, 14th December 2016 at City Hall, Bradford.</b>			
Chair's briefing 24/11/2016. Secretariat deadline 01/12/2016.			
3) 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.
4) Industrial Services Group.	Progress report in 12 months.	Peter Keeley/Paul Egan.	Committee recommendation from Wednesday 7 October 2015.
5) Work Planning.	There is a need to regularlay review the work programme, in order to prioritise and manage resources.	Mustansir Butt.	
<b>Thursday, 5th January 2017 at City Hall, Bradford.</b>			
1) Call-In.	Bradford District Flood Risk Management Strategy.	Julian Jackson/Chris Eaton.	
2) Families First programme.	The cost benefit analysis for Bradford's Families First Programme be presented to this Committee by the end of the year.	Mark Anslow.	Committee recommendation from Thursday 11 August 2016.
<b>Wednesday, 11th January 2017 at City Hall, Bradford.</b>			
Chair's briefing 15/12/2016. Secretariat deadline 22/12/2016.			
1) DRAFT Council Budget 2016-17.		Stuart McKinnon-Evans.	Member request.
2) 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.
3) Resolution Tracking.	Tracking of progress made against the recommendations made by the Corporate Overview and Scrutiny Committee.	Mustansir Butt.	

**Corporate O&S Committee**  
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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 16/01/2017. Secretariat deadline 19/01/2017.			
1) Third Quarter Financial Position Statement. 2) Prevent Action Plan for the District.		Stuart McKinnon-Evans. Ian Day/Michael Churley.	Corporate Overview and Scrutiny Committee recommendation from Wednesday 12 August 2015.
3) Poverty Scrutiny Review.	Progress against the review recommendations.	Martin Stubbs.	Corporate Overview and Scrutiny Committee recommendation from Wednesday 29 June 2016.
4) Discretionary Housing Payments.	Further progress report.	Martin Stubbs.	Corporate Overview and Scrutiny Committee recommendation from Wednesday 2 March 2016.
5) Neighbourhood Panels.	Progress report.	Rebecca Trueman.	Corporate Overview and Scrutiny recommendation from Wednesday 3 February 2016.
6) Poverty Scrutiny Review.	Progress against the recommendations in the Scrutiny Review.	Martin Stubbs.	
7) 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) IT Digital Strategy.		David Cawthray.	Corporate Overview and Scrutiny Committee recommendation from Wednesday 29 June 2016.
4) WYCA/LEP update.		Jamie Saunders.	

## Corporate O&S Committee

Scrutiny Lead: Mustansir Butt tel - 43 2574

### Work Programme

Agenda	Description	Report	Comments
<b>Thursday, 2nd March 2017 at City Hall, Bradford.</b>			
Chair's briefing 09/02/2017. Secretariat deadline 16/02/2017.			
5) Council's investment portfolio and policy.	That this Committee requests that a report detailing information about the Council's investment portfolio and policy be presented to this Committee in March 2107.	Ben Middleton/Steph Moore.	Committee recommenbdaton from Thursday 1 December 2016.
6) 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) West Yorkshire Police and Crime Panel.	Verbal update from Panel members.	TBC.	
2) Fourth Quarter Financial Position Statement.		Stuart McKinnon-Evans.	
3) Council Tax Collection.		Martin Stubbs.	
4) Councils Corporate approach to Consultation and Engagement.		Samantha Plum/Elaine Ayris.	Corporate Overview and Scrutiny Committee recommendation from Wednesday 29 June 2016.
5) Work Planning.	There is a need to regularly review the work programme, in order to prioritse and manage resources.	Mustansir Butt.	
<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) Business Rates.		Martin Stubbs.	
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.	

## Corporate O&S Committee

Scrutiny Lead: Mustansir Butt tel - 43 2574

### Work Programme

#### Agenda

#### Description

#### Report

#### Comments

**Wednesday, 26th April 2017 at City Hall, Bradford.**

Chair's briefing 30/03/2017. Secretariat deadline 11/04/2017.

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.	Progress report.	Shahid Nazir.	
2 Policy Review within the Council.	Information Item.		
3 Scrutiny Review - Domestic Violence.		DRAFT Terms of Reference.	Mustansir Butt.
4 Bullying.			
5 Equality Action Progress.	Progress against the new equality objectives.	Samantha Plum/Kathryn Jones.	
6 Income streams into Childrens and Adults and Social Care.			
7 Universal Credit.	That a briefing note on the broader welfare changes also be circulated to all Members of Council.	Martin Stubbs.	
8 Universal Credit.	That a briefing note be circulated to Members of this Committee on Universal Credit, which includes its likely impacts and the number of people in the district that will be affected.		Martin Stubbs.
9 Property Programme.	That the next report in 12 months time, also includes details of the forward strategy for the property programme.	Ben Middleton/Steph Moore.	
10 West Yorkshire Police and Crime Panel.	Update from Panel Members.	Cllr Tariq Hussain. Cllr Andrew Mallinson. Cllr Steve Pullan.	
11 Revised Safer and Stronger Communities Plan.		Ian Day/Rebecca Trueman/Amria Khatum.	

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