

HAMPSHIRE COUNTY COUNCIL

Report

Committee:	Policy & Resources Select Committee
Date of meeting:	24 January 2013
Report Title:	Work Programme
Reference:	4629
Report From:	Director of Policy & Governance – Corporate Services

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1 Purpose of Report

- 1.1 Please find attached for consideration the work programme for the Policy & Resources Select Committee for 2013, as of 14 January 2013.

CORPORATE OR LEGAL INFORMATION:**Links to the Corporate Strategy**

<i>Hampshire safer and more secure for all:</i>	no
Corporate Improvement plan link number (if appropriate):	
<i>Maximising well-being:</i>	yes
Corporate Improvement plan link number (if appropriate):	
<i>Enhancing our quality of place:</i>	yes
Corporate Improvement plan link number (if appropriate):	
OR	
This proposal does not link to the Corporate Strategy but, nevertheless, requires a decision because:	

Section 100 D - Local Government Act 1972 - background documents

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

DocumentLocation

None

IMPACT ASSESSMENTS:

1. Equalities Impact Assessment:

- 1.1. This is a forward plan of future topics to be considered by the committee, therefore there are no proposals within this report that will have an impact. Appropriate assessments will be undertaken for each topic when proposals are considered.

2. Impact on Crime and Disorder:

- 2.1. This is a forward plan of future topics to be considered by the committee, therefore there are no proposals within this report that will have an impact. Appropriate assessments will be undertaken for each topic when proposals are considered.

3. Climate Change:

- a) How does what is being proposed impact on our carbon footprint / energy consumption?
- b) How does what is being proposed consider the need to adapt to climate change, and be resilient to its longer term impacts?

This is a forward plan of future topics to be considered by the committee, therefore there are no proposals within this report that will have an impact. Appropriate assessments will be undertaken for each topic when proposals are due to be considered.

WORK PROGRAMME : POLICY & RESOURCES SELECT COMMITTEE – 2013

Overview / Pre-Scrutiny - To maintain an overview of issues relevant to the terms of reference of this committee, and to consider proposed scrutiny topics for inclusion in the work programme.								
Topic	Priority	Issue	Lead Member / Officer	Status	25 Oct 2012	24 Jan 2013	18 April 2013	25 July 2013
Budget and Performance Monitoring	High	To provide an overview of performance and budget issues as relevant to the terms of reference of this committee.	Director of Corporate Resources	Following agreed cycle of budget scrutiny, final accounts are considered at the July meeting, and the proposed revenue budget and capital programme is considered at the January meeting. Request July 2011 that future final accounts reports make reference to the risks reserves are held for. Other monitoring reports when necessary. July 2011 considered updated Medium Term Financial Strategy. Opportunities to explain the strategy used to prepare the budget? Jan 2012 request that budget reports use consistent notation for additions and reductions in budget headings. Jan 2012 request that in future capital programme report include further detail on how it is financed. July 2012 recommendation for Chairmen to attend Cabinet Members budget preparation meeting.		Budget proposals due		Final Accounts

Topic	Priority	Issue	Lead Member / Officer	Status	25 Oct 2012	24 Jan 2013	18 April 2013	25 July 2013
Economic Development	Medium	To consider the key opportunities and challenges for this department and its future direction.	Economy Transport and Environment Dept.	Item on how the county council is responding to the recession received March 10. Item on the Economic Assessment required in the LDEDC Act 2009, received Oct 10. Director offered to provide an update in future on the strategy informed by the Economic Assessment. Members requested July 2011 a briefing on the current situation for economic development including HEP and Local Enterprise Partnerships – received April 2012. Further update requested April 2013.			Update tbc	
New System of Distribution of Business Rates	Medium	To consider the implications for Hampshire of the new system planned by Central Government for the distribution of Business Rates	Corporate Resources	Issue raised at July 2011 meeting. Members requested to consider further when further information is available regarding what is planned. Chairman request December 2011 to include CIL and NHB. CIL and NHB covered as part of Member Briefing (May 2012). Business rates item considered April 2012. July 2012 requested further update July 2013.				Update tbc

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IT update	Low	Overview of I.T. issues and developments.	Jos Creese, Head of I.T.	IT Disaster Recovery item received Oct 2009. Annual general IT update (last received Oct 2011). Chairman request July 2011 that future update cover: SWIFT system, IT support to flexible working, central grants database, broadband. July 2012 request for update on response to employee voice suggestions early 2013.	Update received			
Open for Business Plan	Medium	To consider how key performance issues are monitored corporately.	Deborah Harkin, Head of Performance and Partners, Corporate Services	Cabinet in January 2010 requested that the appropriate select committee scrutinise the corporate improvement plan. Considered July 2010. Considered Open for Business Plan October 2011. Monitored full year performance July 2012. Also considered employee engagement item July 2012. Request to consider open for business performance annually (next due July 2013)				Update due
Hampshire Association of Local Councils	Low	To consider impact of budget reductions	Steven Lugg, Chief Executive	Members request at Jan 2012 meeting in relation to budget report. July requested brought forward to Oct meeting. Deferred due to notice of motion.				

Scrutiny – to scrutinise priority areas agreed by the Committee

Topic	Priority	Issue	Lead Member / Officer	Status	25 Oct 2012	24 Jan 2013	18 April 2013	25 July 2013
Recruitment and Retention of Staff	High	At the meeting in Jan 09 members requested this issue be reviewed, to look into what policies HCC has in place to ensure a workforce fit for the future.	Gavin Wright, Head of Human Resources	Oct 10 Members requested an update after initial staff reductions anticipated as a result of reduced funding from central government from April 2011. To include reference to current policy on use of consultants. Chairman request July 2011 that update include reference to the sickness absence policy. Sickness Absence policy update received Oct 2011. Chair request Jan 2012 for Oct 2012 HR update. Chair request April 2012 that update include impact of new sickness absence policy.	Sickness absence Update received			
Procurement of Temporary Agency Staff	High	To consider options for procuring temporary agency staff once the current contract expires in Oct 2012.	Neil Jones, Head of Procurement, CCBS Dept	Item initiated by Chairman July 2011 following report to June 2011 P&R Executive Member Decision Day. Light Touch Task and Finish took place Aug to Oct. Conclusions agreed by full cttee Oct 2011. Adults Services response tabled Jan 2012. Exec Mem decision expected in 2012 re future procurement options. Update received April 2012. July 2012 request for further update in early 2013.			Update?	

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Consultation policy	High	To consider whether improvements could be made to the County Council's consultative engagement with the people of Hampshire.	Research and Intelligence Unit , ETE Dept?	Item suggested by Cllr Reid at April 2011 meeting. Focus and timing to be agreed. Initial scoping Feb 2012 identified work already underway to consolidate HCC guidance regarding consultation – briefing received at April 2012 meeting. July 2012 request to keep on work programme – Chair interest in ETE borough transport consultation responses.			Update tbc	
Voluntary Sector Capacity to Provide Services	Medium	To consider the input of the Voluntary Sector in the current climate.	Gail Tong, Third Sector Policy Officer, Corporate Services	Update received April 2011 regarding relationship with the Voluntary and Community Sector. Requested to follow up in future the capacity of the voluntary sector to provide services on behalf of the County Council (where this would result in high quality services and provide value for money) and enabling the sector to input to the County Council's policy development where appropriate. Chairman request that includes reference to how CVS grant is now distributed following up on P&R Grants Review from 2008. To be scoped to identify focus. July 2012 – Chair suggests pursuing through Adults and Children's Select Committees?				

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Contracts – including scope for small businesses to work with the County Council	Med	Member interest in what priorities are applied in contracting decisions.	Neil Jones, CCBS	Request at April 2012 meeting in relation to Member interest in supporting small businesses. Also Chairman interest in how contracts are agreed e.g. arrangements for inflation. To find out background and identify scope to add value.				
New Schools Parking Provision	Medium	To pre-scrutinise plans for new schools, particularly in relation to provision of parking for parents	Steve Clow? CCBS	Item requested July 2012, picked up by Chairman from forward plan. Scheduled for P&R Executive Member decision in January and April 2013. To look into – is there a policy regarding school parking provision – if so look at policy rather than individual examples. Note items already go through BLaPP prior to EM P&R Decision. Oct 2012 Cllr Wheale reported she would be attending a session on this by Env. Dept, to report back to this cttee.		Verbal update from Cllr Wheale		

Managing Hampshire County Council Scrutiny Activity

Topic	Issue	Lead Member / Officer	Status	25 Oct 2012	24 Jan 2013	18 April 2013	25 July 2013
Collation of annual report of select committee activity	This committee reports back to full council each year providing a summary of the activity of all the select committees.	P&R SC Chairman	Usually submitted to County Council in September covering the previous financial year. Agreed April 2011 to simplify the annual report in future. Agreed July 2011 that in future the report be compiled based on bullet points provided by each Chairman, with no more than a side of A4 per committee. 2012: Approved April, reported to July full County Council.			Approve report	
Total Items				Oct: 2	Jan: 2	April: 4?	July: 3?
Not Yet Allocated: 3							