

HAMPSHIRE COUNTY COUNCIL**Report**

Committee:	Policy & Resources Select Committee
Date of meeting:	27 October 2011
Report Title:	Work Programme
Report From:	Chief Executive

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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 2011/12, as of 18 October 2011.

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.)

Document

Location

None

WORK PROGRAMME : POLICY & RESOURCES SELECT COMMITTEE – 2011/12

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	21 July 2011	27 Oct 2011	19 Jan 2012	19 April 2012 tbc
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 2010). Chairman request July 2011 that future update cover: SWIFT system, IT support to flexible working, central grants database, broadband.		Annual update due		
Budget and Performance Monitoring	High	To provide an overview of performance and budget issues as relevant to the terms of reference of this committee.	County Treasurer's	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?	Budget Monitoring due		Budget proposals due	

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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.				Item to be requested
HC3S Catering Services	Low	To consider the business model used by the in house caterers.	Karen Murray, Director of CCBS	Issue raised at January 2011 meeting (Cllr Wheale), in relation to income generation vs costs of the restaurant and café at the Winchester offices.				
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	Head of Economic Development? Economy Transport and Environment Dept	Issue raised at July 2011 meeting. Members requested to consider further when further information is available regarding what is planned.				Item to be requested

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Strategic Asset Management Plan	Medium	To consider the County Council's overall policy to management of its estate.	Director of CCBS Dept, Karen Murray	Issue raised by Chairman July 2011.		Report due		
Corporate Improvement Plan	Medium	To consider how key performance issues are monitored through the corporate improvement plan.	Deborah Harkin, Head of Performance and Partners, Chief Executive's	Cabinet in January 2010 requested that the appropriate select committee scrutinise the corporate improvement plan. Considered July 10, update requested if significant changes are made. Update expected during 2011.		Update due		

Scrutiny – to scrutinise priority areas agreed by the Committee

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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, given anticipated challenges and changes to local government.	Gavin Wright, Director of Human Resources	A workshop was held in April 09 where members of the committee received evidence. Report of findings endorsed by committee Oct 09. Update from HR requested on certain issues. 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.		Update due		
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, Chief Executive's Department	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. Request for April or July 2012.				

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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 Innovation Unit , ETE Dept?	Item suggested by Cllr Reid at April 2011 meeting. Focus and timing to be agreed.				
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. Panel agreed to light touch task and finish group at July meeting – to report back to Oct meeting.	Panel agreed.	Panel due to report back.		

Managing Hampshire County Council Scrutiny Activity

Topic	Issue	Lead Member / Officer	Status	21 July 2011	27 Oct 2011	19 Jan 2012	April 2012 tbc
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. 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.	Annual report approved			
Total Items				July: 3	Oct: 5	Jan: 1?	April: 2?
Not Yet Allocated: 3							