



Report to Overview and Scrutiny Management Committee

10th November 2016

Report of: Policy & Improvement Officer

Subject: WORK PROGRAMME 2016/17

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The current Overview and Scrutiny Management Committee work programme is attached at appendix 1 for the Committee's consideration and discussion.

The work programme contains a number of items and scheduled Committee dates. The work programme ideally should aim to focus on a small number of issues in depth. This means that the Committee may need to prioritise which issues will be included on formal meeting agendas. In doing this, the Committee can reflect on the prioritisation principles attached at appendix 2 to ensure that scrutiny activity is focussed where it can add most value.

Where an issue is not appropriate for inclusion on a meeting agenda, but there is significant interest from members, the Committee can request written briefings or presentations outside of formal scrutiny meeting time.

The Scrutiny Committee is being asked to:

- Comment on the proposed work programme
 - Identify priorities for inclusion on agendas
 - Identify items for written briefings
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Category of Report: OPEN

Overview and Scrutiny Management Committee
Draft work programme 2016/17

Last updated: 1st November 2016

Please note: the draft work programme is a live document and so is subject to change.

Topic	Reasons for selecting topic	Lead Officer/s	Agenda item/Briefing paper
How Sheffield City Council wants to do business	<p>This piece of work looks at the Council's procurement policies and supporting processes on engaging, procuring and managing relationships with its suppliers.</p> <p>The Committee previously considered a report on this topic in November 2015.</p>	<p>Marianne Betts, Director of Finance & Commercial Services (Interim)</p> <p>Cllr Ben Curran, Cabinet Member for Finance and Resources</p>	one-off agenda item
Revenue Budget and Capital Programme Monitoring 2016/17 Month 3 as at 30/6/16 (K)	<p>The report provides the Month 3 monitoring statement on the City Council's Revenue Budget and Capital Programme for 2016/17. Previously the Committee have asked that budget monitoring be included in their work programme to support their consideration of the Council's annual budget proposal in February each year.</p>	<p>Mike Thomas, Resources</p> <p>Cllr Ben Curran, Cabinet Member for Finance and Resources</p>	Agenda item

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Work Programme 2016/17	To consider and discuss the committee's work programme for 2016/17.	Diane Owens, Policy & Improvement Officer Alice Nicholson, Policy & Improvement Officer	Standard agenda Item
Issues to raise from other Scrutiny Committees	To receive any updates from scrutiny chairs.	Scrutiny Chairs	Standard agenda Item
Thursday 1st December 2016		Diane	
Customer Experience Programme	The Customer Experience Programme focuses on improving all of our customer contact and improving customer service across our organisation as a whole.	Tina Keyworth, Business Change Practice Manager Sue Palfreyman, Head of Customer Services Julie Toner, Director of Human Resources - tbc	Agenda item
Performance Update (Quarter 1/2)	Following a report in July the Committee will receive a further update on Council performance depending on timescales this will be for quarter 1 or 2.	James Henderson, Director of Policy, Performance and Communications Andrew Walshaw, Performance & Research Manager	Agenda item
Draft Work Programme 2016-17	To consider and discuss the committee's work programme for 2016/17.	Diane Owens, Policy & Improvement Officer	Standard agenda Item
Issues to raise from other Scrutiny Committees	To receive any updates from scrutiny chairs.	Scrutiny Chairs	Standard agenda Item

Briefing Paper Sheffield City Region Devolution Update	To provide an update on Sheffield City Region Devolution, specifically following the public consultation that is currently being undertaken regarding the governance review.	Laurie Brennan, Acting Head of Policy & Improvement	Briefing paper
23rd February 2017		Alice	
Budget proposal	To consider the Council's budget proposal in advance of Cabinet.	Eugene Walker, Acting Executive Director of Resources Other attendees tbc.	Single Agenda Item
Draft Work Programme 2016-17	To consider and discuss the committee's work programme for 2016/17.	Diane Owens, Policy & Improvement Officer Alice Nicholson, Policy & Improvement Officer	Agenda Item
Issues to raise from other Scrutiny Committees	To receive any updates from scrutiny chairs.	Scrutiny Chairs	Standard agenda Item
Briefing Paper Sheffield City Region Devolution Update	To provide an update on Sheffield City Region Devolution.	Laurie Brennan, Policy & Improvement Officer	Standard agenda Item
Briefing Paper Public feedback on Scrutiny	An overview of feedback given via the public feedback forms	Diane Owens, Policy & Improvement Officer Alice Nicholson, Policy & Improvement Officer	Briefing Paper
Possible Topics			

Selecting Scrutiny topics

This tool is designed to assist the Scrutiny Committees focus on the topics most appropriate for their scrutiny.

- **Public Interest**

The concerns of local people should influence the issues chosen for scrutiny;

- **Ability to Change / Impact**

Priority should be given to issues that the Committee can realistically have an impact on, and that will influence decision makers;

- **Performance**

Priority should be given to the areas in which the Council, and other organisations (public or private) are not performing well;

- **Extent**

Priority should be given to issues that are relevant to all or large parts of the city (geographical or communities of interest);

- **Replication / other approaches**

Work programmes must take account of what else is happening (or has happened) in the areas being considered to avoid duplication or wasted effort. Alternatively, could another body, agency, or approach (e.g. briefing paper) more appropriately deal with the topic

Other influencing factors

- **Cross-party** - There is the potential to reach cross-party agreement on a report and recommendations.
- **Resources**. Members with the Policy & Improvement Officer can complete the work needed in a reasonable time to achieve the required outcome

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