
Report to Scrutiny Committee

Date of Meeting: 12th January 2012

Subject: Scrutiny Committee Draft Forward Plan

Report by: Director Finance and Corporate Services

1.0 Purpose

- 1.1. The purpose of this report is to update the Committee on arrangements for Forward Planning and request Committee agreement on the 2012/13 Interim Forward Scrutiny Plan attached in draft as Appendix 1.

2.0 Recommendations

Scrutiny Committee is requested to:

- 2.1. agree the interim Scrutiny Plan for the period February 2012 to January 2013 on the understanding that the content may change following the post election risk based planning session.
- 2.2. agree the rescheduling of the risk based planning event until after the May elections to allow the new Committee to influence the plan content.

3.0 Considerations

- 3.1. The Scrutiny Forward Plan outlines the timetable for the presentation of reports to the Committee. In 2011, the Committee adopted new arrangements for risk based planning to allow it to better target its attention to areas of greatest need. These arrangements have been developed during the year and the annual risk based planning had been scheduled for early in the New Year.
- 3.2. The Local Government elections in May 2012 will result in the need to establish a new Scrutiny Committee. Existing Committee members have proposed that it is appropriate that the new Committee influences the planned Committee workload. On this basis it is proposed that the scheduled risk based planning session will be reorganised for late May, early June 2012, once the new Committee is in place.
- 3.3. The draft timetable covers the period February 2012 through to January 2013. It currently sets out all known commitments for the Committee, recognising that these may be added to should additional reviews be identified in the

discharge of the Committee's functions. Once agreed by Committee this draft document will progress to Council for approval.

4.0 Sustainability Implications

4.1. N/A

5.0 Resource Implications

5.1. Staff time

5.2. *Financial Details*

5.3. It is not anticipated that there will be any direct financial implications arising from this report.

5.4. *Staffing*

5.5. Officer time in preparing reports for consideration at Scrutiny Committee.

6.0 Exempt Reports

6.1. Is this report exempt? Yes ☐ (please detail the reasons for exemption below) No **X**

7.0 Declarations

The recommendations contained within this report support or implement our Corporate Priorities and Council Policies.

(1) **Our Priorities 2008 - 2011** (Please double click on the check box ☒)

The area has a positive image and attracts people and businesses	<input type="checkbox"/>
Our communities are more cohesive and inclusive	<input type="checkbox"/>
People are better skilled, trained and ready for learning and employment	<input type="checkbox"/>
Our communities are safer	<input type="checkbox"/>
Vulnerable people and families are supported	<input type="checkbox"/>
Substance misuse and its effects are reduced	<input type="checkbox"/>
Health is improving and health inequalities are reducing	<input type="checkbox"/>
The environment is protected and enhanced for all	<input type="checkbox"/>
The Council is effective, efficient and recognised for excellence	X

(2) **Council Policies** (Please detail)

8.0 Equalities Impact

- 8.1 Have you undertaken the required equalities impact assessment to ensure that no groups are adversely affected by the recommendations?

Yes ☐ No ☒

9.0 Legality

- 9.1 It has been confirmed that in adopting the recommendations contained in this report, the Council is acting within its legal powers. Yes **X**

10.0 Appendices

- 10.1 Please list any appendices attached to this report. If there are no appendices, please state "none".

Appendix 1 - Draft Scrutiny Timetable.

11.0 Background Papers

- 11.1 Have you used other documents to compile your report? (All documents must be kept available by the author for public inspection for four years from the date of meeting at which the report is considered)

Yes **X** (please list the documents below) No ☐

Draft timetable for reports to Committee considered at the Scrutiny Committee Meeting dated 13th January 2011

Author(s)

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Aileen Littlejohn	Business Support Manager	452003

Approved by

NAME	DESIGNATION	SIGNATURE
Nikki Bridle	Director of Finance and Corporate Services	Signed: N Bridle

Scrutiny Committee Meetings Draft Timetable 2012- 2013

Date	Reports
24 February 2012	Internal Audit Update Report to 31 December 2011 Adult Protection Progress Report Mental Health Services Annual Report Registration (Births, Deaths and Ceremonies) 2011 Statistics Invest to Save Quarterly Progress Report Annual Audit Plan 2011/12
7 April 2012	Budget Monitoring Reports: General Fund Revenue General Services Capital Housing Revenue & Capital Initial Scrutiny Level Assessment Annual Report Child Protection Annual Report Service Business Plans 2012/13 Scrutiny Committee Review on Employment- draft final report
19 May 2012	Clacks Improvement Model: End of Year Progress Report Internal Audit Update Report to 31 March 2012 HMIE Report Quality Report Registered Child Care Services Corporate Parenting Annual Governance Statement 2011-12 Invest to Save Quarterly Progress Report
23 June 2012	Risk Management Progress Report Best Value 2 Report Statutory Complaints Annual Report - Social Services 2011/12 KPIs: End of Year Report Annual Fraud Report 2011-12
September 2012	Internal Audit Update Report to 30 June 2012 Single Outcome Agreement 2011/12 : End of Year Progress Report Invest to Save Quarterly Progress Report Quality Report Older Peoples Services
October 2012	Budget Monitoring Reports: General Fund Revenue General Services Capital Housing Revenue & Capital Quality Report Adult Day Services
December 2012	Risk Management Progress Report Internal Audit Update Report to 30 September 2012 Quality Report Registered Child Care Services Criminal Justice Performance Report KPI - 2012/13 Half Year Report Invest to Save Quarterly Progress Report External Audit Annual Report - 11/12 Audit Education and Community Services Standards and Quality Report

January 2013	Budget Monitoring Reports: General Fund Revenue General Services Capital Housing Revenue & Capital Adult Protection Progress and Performance Report Agree forward plan for 2013/14 Scrutiny Committee Timetable
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