

# Work Programme 2018/19

## Resources and Corporate Services

### Overview & Scrutiny Committee

Date: 11<sup>th</sup> June 2018

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Author: Director of Law & Democratic Services

Wards: All Wards

Parishes Affected: All Parish Areas

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#### 1. Purpose and Reasons

1.1 Each year, the Overview and Scrutiny Committees are invited to put together a work programme that details the activities that it will be undertaking during the Municipal Year.

1.2 The work programme details the various topics and issues that each Committee intends to look into during the coming year with the aim of producing evidence based recommendations intended to provide service improvements for Cabinet and external agencies/bodies to consider.

1.3 Under the Council's Constitution, Overview and Scrutiny Committees are required to agree a work programme at the start of the Municipal Year outlining their priorities and likely outcomes of considering these issues.

The work programme is developed taking into account:

- Corporate priorities and objectives, including the Cabinet Forward Plan
- Partnership strategic priorities and objectives.
- The interests and concerns of Members, Council officers, members of the public and other stakeholders such as community and voluntary groups and local businesses.

1.4 Committees are encouraged to review the work programme on a regular basis to ensure it remains relevant to the Terms and Reference of the Committee and to prioritise the workload of the Committee to address issues the importance of which might only become evident during the course of the year.

1.5 In the 2017/18 Municipal Year the Resources and Corporate Overview and Scrutiny Committee considered reports on the following topics:

- Tour of Information Technology Business Support and Customer Services
- The Swindon Programme
- The Digitisation Agenda
- The Swindon Programme – Organisational Excellence workstream
- Communications – one year on

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- Wichelstowe
- Digital Access Strategy
- Modernising Customer Services
- Customer Access Strategy
- Welfare and Social Inclusion
- Progress towards the Council's Visions, Priorities and Pledges

1.6 Members are reminded that the work programme must also take into account:

- The workload of the Committee and of individual members
- The capacity of officers to support a review
- The resource implications of carrying out a review
- The timescales for a review

1.6 The Resources and Corporate Overview and Scrutiny Committee is encouraged to be mindful of its role and remit when considering a work programme for the 2018/19 Municipal Year.

## 2. Recommendations

The Committee is recommended to:

Consider and discuss items to be included in the Work Programme for the 2018/19 municipal year.

## 3. Detail

3.1 It is important that Overview and Scrutiny adds value to the work of the Council and the Borough and produces tangible outcomes for local people that result in real service improvements. Selecting the right topics is crucial to ensure that Overview and Scrutiny will be effective.

## 4. Alternative Options

4.1 The Committee can choose not to have a detailed work programme although it is recommended that it is best practice to do so.

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#### 5. Implications, Diversity Impact Assessment and Risk Management

##### Financial and Procurement Implications

- 5.1 There are no financial or procurement implications arising as a result of this report.

##### Legal and Human Rights Implications

- 5.2 Section 21 of the Local Government Act requires every local authority to establish an overview and scrutiny function to hold the Executive to account, undertake policy development and review, monitor and improve performance.

##### All Other Implications (including Staff, Sustainability, Health, Rural, Crime and Disorder)

- 5.3 There are no other direct implications arising as a result of this report. Any further implications will be identified when a topic is reviewed by the Committee and in any recommendations made by the Committee.

##### Links to One Swindon, Plans and Policies

- 5.4 The remit of the Committee includes the review, scrutiny and development of policy recommendations and the monitoring performance of corporate priorities including One Swindon.

##### Diversity Impact Assessment

- 5.5 No Diversity Impact Assessment is required at this stage. Any DIA that is required during review of topics included within the work programme will be identified at the appropriate stage.

##### Risk Management

- 5.6 No risk management issues have been identified at this stage. Any risk management issues will be identified at the appropriate time when a topic is under review by the Committee and if it makes any recommendations.

#### 6. Consultees

- 6.1 None.

#### 7. Background Papers

- 7.1 None.

#### 8. Appendices

- 8.1 Appendix 1 – Draft Work Programme Topics for 2018/19.