

Agenda

MUNICIPAL YEAR 2012-2013



HYNDBURN

The place to be
an excellent council

Resources Overview and Scrutiny Committee

Tuesday, 19th March 2013 at 10.00 a.m.
Queen Elizabeth Room, Scaitcliffe House

Membership

Chair: Councillor Ken Moss
Vice-Chair: Councillor Wendy Dwyer

Councillors: Mohammad Ayub, Clare Cleary, Marlene Haworth, Doug Hayes,
Bill Pinder and Ian Robinson
Co-optees: Bob Eddleston and Ian Ormerod

Overview and Scrutiny Committee Principles

The Committee will exercise the following principles when conducting its business:-

1. At all times adhere to the code of conduct for members and the protocol for member/officer relations.
2. To treat people fairly and with respect and be constructive, especially when challenging people.
3. To seek consensus on the best solutions irrespective of party politics.
4. To be open and transparent.
5. To look for continuous improvement rather than blame.
6. To be inclusive and democratic.
7. To communicate well and constantly.
8. To make best use of available resources.
9. To ensure equality of opportunity.
10. To allow portfolio holders when present to deal with questions and facilitate officer input when under scrutiny.



Telephone Enquiries: Monica Bell, Member Services. (01254) 380114

Published on Wednesday, 6th March 2013

Page 1

AGENDA

1. Apologies for absence, Substitutions, Declarations of Interest and Dispensations

2. Minutes of Meetings

To receive the Minutes of the Joint Meeting of the Resources and Communities and Wellbeing Overview and Scrutiny Committees held on [29th January 2013](#) and the Minutes of the meeting of the Resources Overview and Scrutiny Committee held on [19th February 2013](#) for approval as correct records.

Recommended - That the Minutes be received and approved as correct records.

3. Budget Monitoring

To inform the Committee of the [financial spending](#) of the Council at the end of January 2013 and the prediction of the outturn position to the end of the financial year in March 2013. The report was submitted to Cabinet on 13th March 2013.

Recommended - That the report be noted.

4. Business Plans - Feedback from Corporate Management Team

To update the Committee on [feedback](#) received from Corporate Management Team relating to the Review of Business Plans and to agree a way forward of integrating Business Plans into the Work Programme 2013/14.

Recommended (1) That a new way of reviewing Business Plans be agreed, based on the following:-

- **Service Heads to provide a 12 month update based on the outcomes from their Business Plans on a rotational basis at meetings of the Resources Overview and Scrutiny Committee (e.g. Accountancy in July, Audit and Investigations in September, Benefits and Revenues in October etc.)**
- **The Overview and Scrutiny Officer to work with the Executive Director (Legal and Democratic Services) to produce an appropriate template for Service Heads to use.**

- (2) That the meeting of the Resources Overview and Scrutiny Committee for the Review of Business Plans in November be removed from future work programmes.

5. Overview and Scrutiny Work Programmes 2013/14

To give consideration to [potential items](#) for the Overview and Scrutiny Work Programmes 2013/14.

Recommended (1) That Members of the Committee put forward their suggestions for scrutiny items in 2013/14 and the reasons why they think each item should be scrutinised;

- (2) That the Committee considers suggestions for work programme items submitted by Members of the Council and Heads of Service;

- (3) That the Overview and Scrutiny Officer, in consultation with Chairs and Vice-Chairs, arrange a meeting with Cabinet Members to discuss their policy priorities for 2013/14 and to receive their input into the work programmes;

- (4) That the Overview and Scrutiny Officer, in consultation with Chairs and Vice-Chairs, produce a draft work programme for each Committee, those programmes to be submitted to the first meeting of Cabinet in the 2013/14 Municipal Year for comment before being submitted to the next meeting of each Overview and Scrutiny Committee for approval; and,

- (5) That from 2013/14, the Joint Meeting of the Resources Overview and Scrutiny Committee and the Communities and Wellbeing Overview and Scrutiny Committee be held in March and that the meeting be used to receive updates from Cabinet Members on the implementation of accepted recommendations and consideration of the work programmes for the following year.

6. Overview and Scrutiny Improvement Plan

To receive a [report](#) setting out the 2012/13 Overview and Scrutiny Improvement Plan and to seek identification of some specific actions for the 2013/14 Municipal Year. The Committee is requested to consider possible improvements to the Overview and Scrutiny process and to produce an Improvement Plan for 2013/14.

Recommended (1) That progress towards the 2012/13 Improvement Plan be noted;

- (2) That those actions not yet completed from the 2012/13 Plan be rolled over into the new Improvement Plan;

- (3) That the following actions for the 2013/14 Scrutiny Improvement Plan be approved:-**
- a) The annual review of Business Plans (Resources) in November to be removed from the work programme and replaced by an ongoing review as recommended by Corporate Management Team.**
 - b) The March meetings of Overview and Scrutiny to be held as a joint meeting and that meeting to be used to consider Cabinet updates on the recommendations of Overview and Scrutiny and for consideration of work programme items for the forthcoming year.**
- (4) That further improvements which could be made to the Overview and Scrutiny process be discussed and agreed**

