

**18 June, 2013**

**Consideration of Panel Work Programme for 2013/14**

**Ward(s)**                      All

**Portfolio Holder: Councillor B. McCracken**

**Summary of report:**

The purpose of this report is to provide relevant background information for Members so that the Panels work programme can be agreed for 2013/14.

It is important for Members to consider the wide range of potential issues within their remits that they could consider during the year which could range from council specific to completely external issues.

When agreeing items it is important that consideration is given to what, value the Panel can add and what tools and performance measures are available to support them in their work.

**RECOMMENDATIONS:**

**That Member's consider the range of items within their remit available to them and agree a work programme for 2013/14 along with any potential working groups and their membership.**

**Resource and legal considerations:**

In terms of resources it is important that the right balance and number of items and working groups are selected so that the work programme can be completed during the year without placing undue pressure on Member capacity.

Legal considerations for specific items will need to be addressed as and when necessary based on the items that are selected for inclusion on the work programme.

**Citizen impact:**

An effective work programme will enable the Panel to focus its work on the most important issues within its remit. Consideration of these issues and subsequent recommendations, if accepted, could improve the quality of services delivered to local residents.

**Environmental impact:**

The level of environmental impact will be dependant on which issues are selected to become a part of the panels work programme for 2013/14. The borough's Sustainable Community Strategy places an importance on considering the impact of present decisions on future generations which includes environmental issues.

**Performance management:**

The report asks Members to consider performance management information when deciding on their work programme, and also to consider how they wish to use performance management information and tools in assisting them with their work over the course of the year.

**Equality Implications:**

Ensuring equality for all is a key theme in the boroughs Sustainable Community Strategy as well as being one of the Council's core values. Members are advised to consider what, if any, equality implications there are for any items on their work programme.

**Consultation:**

Members may wish to consider the results of any formal or informal consultation exercises, including that with the public and partners, when considering what items they wish to include in their work programme. Whilst Council officers carry out a range of consultation activity on behalf of the Council, Members themselves engage with the public on a much more frequent basis and it is valuable to consider feedback from these sources as well.

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## **Introduction**

At the start of each municipal year it is good practice for scrutiny and performance panels to spend some time discussing and agreeing its work programme for the year ahead for issues within its remit.

## **Work Programme**

In agreeing its work programme for 2013/14 the Panel will be informed from a range of sources, including all 60 Members, last years Panel work streams and suggested carry over items, Council Officers, and Partners.

When agreeing the items to be included in its work programme focus should be given to the range of performance management information available that could assist the Panel with each particular issue. A whole host of performance information is available on a range of subjects that Members could utilise to measure success or otherwise.

## **Working Groups**

Members need to decide whether they want to operate any working groups for this year. Working Groups are at their most effective when they are considering broad policy areas that require detailed investigation time that cannot be completed at Panel level. The Panel will set the working group remit, its membership and once a working group has completed its investigations it will report its findings and recommendations to the Panel for consideration and adoption.

It is very important that Member capacity is considered when deciding on what working groups are formed as many members sit on more than one panel and their respective working groups. As such getting suitable dates in the municipal diary and getting suitable attendance at those meetings is difficult if too many working groups are formed. In previous years experience and given the number of Panel's in this years municipal diary, it is suggested that each Panel should look to operate one working group at any one time. Panels that wish to operate more than working group during the year should timetable the second to start as the first finishes.

A copy of the councils working group toolkit has been despatched separately to Members and is available to members of the public by request. Member's are asked to familiarise themselves with this toolkit ahead of deciding what, if any, working groups

## **Suggested Items**

Arising from the Scrutiny survey the following items have been suggested as items to consider:-

- Planning and managing competing demands for development land including housing and industrial development;
- Budget and managing with reduced resources;
- Health and Wellbeing.

In addition and in consultation with the Interim Executive Director the following items and issues have been identified as potential areas for the Panel to consider:-

- Outcomes from personal budgets
- Telecare/ telehealth contracts
- Integration with health
- Update on employment and recruitability

The items highlighted above are not an exhaustive list, but are those that have been identified in advance of the meeting. Members should consider these alongside any items they wish to raise themselves and use them to develop a balanced work programme that concentrates on what is important to them and on where they believe they can make a difference. Items agreed to be retained from the previous municipal year and not referred to specifically in this report will also be included in the work programme.

Once agreed, the Chair, in consultation with the Interim Executive Director, shall produce the work programme to ensure that each item is considered at the appropriate time before circulating a copy of the work programme to all members of the Panel.

**Appendix One** is a copy of the forward plan for June to September 2013.