
**Manchester City Council
Report for Resolution**

Report To: Resources and Governance Overview and Scrutiny
Committee – 24 June 2010

Subject: Work Programme 2010/11 - Development and Support

Report of: Governance and Scrutiny Support Unit

Purpose

To present the Committee's work programme for 2010/11 and to ask the Committee to consider what development and support it needs to deliver it. The report includes development and support options.

Recommendations

1. To agree the work programme attached as an appendix.
 2. That the Committee decides what development and support it requires over the year ahead and requests that the Committee's support officer makes arrangements to put this in place.
 3. That the Committee identifies an area it would like to focus on from the list of topics delivered by training commissioners.
 4. That the Committee receives an information briefing on the Council's Strategy Framework, including which sections of the Council lead on the design and implementation of the various strategies and that it follows this up with an item in the Committee testing how well these strategies are linked collectively to the Community Strategy.
 5. That members of Resources and Governance attend the special meeting of Audit Committee where the Chief Information Officer has been invited to deliver a presentation on the Council's strategic approach to ICT in non-technical language.
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Contact Officers:

Name: Courtney Brightwell
Position: Team Leader, Scrutiny Support
Telephone: 0161 234 3376
E-mail: c.brightwell@manchester.gov.uk

Background documents (available for public inspection):

None

1.0 Induction and Work-programming Events

- 1.1 Last month members of this Committee took part in a pilot induction and work-programming event. The induction provided those members who were new to the Committee with an overview of the way the Committee works and the Committee's 'Guide for New Members.' This Guide provided members with background on the work of the Committee to date and advice on how to get the most out of their involvement in an overview and scrutiny committee.
- 1.2 The part of the pilot event focusing on work-programming was designed to generate a number of consensual suggestions for the work-programme. The City Treasurer and the Head of Partnerships and Performance gave an overview of the major challenges, risks and opportunities facing public services in the Committee's areas of interest over the year ahead. Members then discussed what they had heard in small groups and each group agreed a couple of suggestions for the workprogramme for the year ahead. The groups then fed back their suggestions to all the attendees.
- 1.3 In the Committee meeting in May, members authorised the Chair to enter into discussions with the appropriate officers to construct a work-programme for the year ahead taking the suggestions raised in the event into account. The work-programme is attached as an appendix to the report and the Committee is asked to adopt it as their work programme for the year ahead.
- 1.4 The workprogramme is a living document and the Committee can amend it to react to changing circumstances and requests for further items. To facilitate this the workprogramme is reported to the Committee on a monthly basis through the Information and Overview Report with suggested amendments and the Committee is asked to agree it.

2.0 Development and Support

- 2.1 As the work programme for the Committee over the year ahead is now clearer the Committee may wish to consider what development and support it needs to be able to deliver the programme. There are a number of different forms this could take, including requesting briefings on particular topics before the Committee looks at them in detail, commissioning external training providers to deliver seminars on particular topics, or attendance at events.

Briefings

- 2.2 The Committee may wish to request briefings on any topics which appear on its work-programme before it looks at them in detail. The purpose of the briefing would be to enable the Committee to gather the information it needed on a particular topic prior to carrying out the scrutiny of the item.
- 2.3 The briefing could be an oral presentation prior to the committee meeting where the item was due to be heard, or it could be a written briefing included in the Committee's Information and Overview Report.

- 2.4 The Resources and Governance Scrutiny Committee has taken advantage of this type of exercise before, for example the Council's former Head of Finance delivered a presentation on local government finance.
- 2.5 The Committee has requested an item on the Council's Strategy Framework. This would include an overview of the Council's main strategies and how they support the objectives of the Community Strategy. It would also set out which sections of the Council lead on the design and implementation of the various strategies. It is recommended that the Committee receives an oral or written briefing to gather information about the different strategies, and then looks to test how they are linked to the Community Strategy later on in a meeting of the Committee.
- 2.6 The Audit Committee has also requested that the Council's Chief Information Officer deliver a comprehensive overview of the strategic approach to ICT in non-technical language. The Governance Subgroup has recommended that Resources and Governance Scrutiny Committee members join the Audit Committee for the briefing.

Commissioning Training Providers for the Committee

- 2.7 The Committee may wish to commission external training on different techniques and practices designed to make overview and scrutiny as effective as possible. There are a number of external training providers who can be commissioned to come to the Town Hall to deliver seminars on a range of topics including:
- case studies of scrutiny investigations considered best practice – looking at the techniques used and the outcomes,
 - questioning and listening skills – how to plan for questioning opportunities with professional and community witnesses,
 - community engagement – how to plan community involvement in scrutiny and make recommendations which reflect the views of the public,
 - planning the workprogramme and scoping items – prioritising topics and getting the right evidence.
- 2.8 The scrutiny support budget includes around £15,000 over the financial year 2010/11 to cover training for members across the 6 scrutiny committees and their subgroups.
- 2.9 Commissioning external trainers is more cost-effective than attending seminars on an individual basis. Requests to commission external training will be discussed with the Member Learning and Development Group and the Overview and Scrutiny Co-ordinating Group.

Attending external programmes

- 2.10 Although it is more cost-effective to commission training providers to come to Manchester, there may on occasion be demand from individual members to attend an external programme. If you wish to attend an external training

programme please contact Courtney Brightwell, (Team Leader, Scrutiny Support) who will make appropriate arrangements. His contact details appear on the front page of this report.

- 2.11 Information has been circulated to members of the Committee about a two-day programme entitled 'Scrutiny: The Lion That is Yet to Roar?' The Course will take place at the Barton Grange Hotel in Preston on 6 and 7 July. The course focuses on scrutiny of partnerships, the Total Place pilots and scrutiny of council finance and efficiency drives and so may be of interest to members of this Committee. Members wishing to attend should contact the report author.

Organising bespoke training courses

- 2.12 The Scrutiny Support Team can explore any other options that are not included in this report. A number of external training providers provide bespoke support tailored to the requirements of the attendees.

**Resources and Governance Overview and Scrutiny Committee
Work Programme 2010/11 – June 2010**

24 June 2010 – report deadline Monday 14 June				
Item	Purpose	Lead Executive Member	Lead Officer	Comments
Year End Performance Report	To receive the year-end Local Area Agreement performance indicators. To look at how overview and scrutiny committees are reacting to performance information.	Councillor J Battle	Sharon Kemp Andy Blore	To be sent out early: Deadline 10 June
Information and Overview Report	Note on the following key decisions: Modesole Governance arrangements The supply delivery and collection of concrete. Monthly update on the impact of the coalition Government's policies and legislative programme in Manchester as it relates to the Committee's principal areas of interest (financial management and governance.)	Councillor Priest Councillor Leese	Des Gardner Mike Brogan Richard Paver Sharon Kemp Sarah Henry / James Hand Liz Goodger	
Work Programme 2010/11- Development and Support	To present the Committee's work programme for 2010/11 and to ask the Committee to identify what training and support it needs to deliver it. The report will include options to do this.	Councillor Leese	Courtney Brightwell	

Manchester Partnership Innovation Fund	To look at how the Manchester Partnership is supporting innovation through the use of its dedicated fund.	Councillor Priest	Sharon Kemp Jane Abdulla Mark Duncan	Referred from the Governance Subgroup (see RG/10/02 – January 2010)
Revenue and Benefits	Annual update from the Revenue and Benefits section, including Council Tax collection figures, and information regarding how council tax and business rate arrears are collected, other than through bailiffs. To include statistical information on performance in complaints handling and how easy it is for customers to access the revenue and benefits service.	Councillor Priest	Richard Paver Julie Price	

22 July 2010 – report deadline Monday 12 July

Item	Purpose	Lead Executive Member	Lead Officer	Comments
Manchester Board Priorities	To look at how the priorities of the Manchester partnership have taken account of the State of the City reports. To explore the accountability of the Manchester Board.	Councillor Leese	Sharon Kemp Jane Abdulla Sarah Henry	

Asset Management Plan	Corporate Property's annual update on the development of the Asset Management Plan and performance in the Jacob's contract. To include details of underused and unused assets across the city.	Councillor Priest	Helen M Jones Lydia Morrison	See minute RG/09/49
Section 106 activity	Planning's annual monitoring report on section 106 activity.	Councillor N Murphy	Peter Babb Julie Roscoe	See minute RG/09/50
Information and Overview Report	Register of Significant Partnerships	Councillor Leese / Battle	Emma Burnett	

9 September 2010 – report deadline Friday 27 August 2010

Item	Purpose	Lead Executive Member	Lead Officer	Comments
Town Hall Strategy Update	To look at the progress on implementing the Town Hall Strategy, which will include an update on the customer contact centre.	Councillor Priest	Elaine Bowker	
Community Hubs	To look at the use of community buildings in neighbourhoods to support neighbourhood working and the Neighbourhood Focus Strategy.	Councillor Priest	Vicky Rosin Lydia Morrison	Invitation to Chair of Communities and Neighbourhoods Scrutiny Committee.
Neighbourhood Funding Strategy: Communications Protocol	To report on the effectiveness of communications with elected members on the Neighbourhood Funding Strategy, including the role of the communications protocol and how it is working. To update the Committee on the status of the current year's NFS proposals.	Councillor Priest	Vicky Rosin Maria Boylan	Requested May 2010

Information and Overview Report				
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21 October 2010 – report deadline Monday 11 October 2010

Item	Purpose	Lead Executive Member	Lead Officer	Comments
Commissioning: Reviewing Needs and Re-commissioning	To look at how reviewing needs and re-commissioning is done as part of the Commissioning cycle. To look at the Use of Resources Action Plan (Section 2.1 re Commissioning) – referred from Audit Committee (3 December 09 AC/09/48.)	Councillor Leese	Liz Bruce	See minute RG/09/62
Insurance and Claims Handling	To receive a report on the Council's insurance arrangements and potential for collaboration on an AGMA level.	Councillor Priest	Richard Paver	
Information and Overview Report				

18 November 2010 – report deadline Monday 8 November 2010

Item	Purpose	Lead Executive Member	Lead Officer	Comments
Half Yearly Performance Report	To look at the Local Area Agreement performance indicators for the period April – September 2010	Councillor J Battle	Sharon Kemp Andy Blore	To be sent out early: Deadline TBC

Information and Overview Report				

16 December 2010 – report deadline Monday 6 December 2010

Item	Purpose	Lead Executive Member	Lead Officer	Comments
CASH Grants	To look at the CASH Grants programme and how community engagement is encouraged.	Councillor Priest	Maria Boylan	
Business Plans	To select a list of business plans to look at at the next meeting.	Various	Sharon Kemp and business planning leads	Approach to scrutiny of business plans for 2010/11 to be agreed.
Information and Overview Report				

13 January 2011 – report deadline Monday 3 January 2011

Item	Purpose	Lead Executive Member	Lead Officer	Comments
Business Planning	To look at the business plans selected for scrutiny by this committee at its last meeting.	Various	Sharon Kemp and business planning leads	Approach to scrutiny of business plans for 2010/11 to be agreed.

Information and Overview Report				

10 February 2011 – report deadline Monday 31 January 2011

Item	Purpose	Lead Executive Member	Lead Officer	Comments
Information and Overview Report				

28 February 2011 – report deadline Thursday 17 February 2011

Item	Purpose	Lead Executive Member	Lead Officer	Comments
Budget	To receive and comment on the Executive's budget proposals and the proposed opposition budget amendment.	Councillor Priest	Richard Paver	

10 March 2011 – report deadline Monday 28 February 2011

Item	Purpose	Lead Executive Member	Lead Officer	Comments
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Information and Overview Report				

Items To Be Scheduled				
Item	Purpose	Lead Executive Member	Lead Officer	Comments
Sportcity	Outcome of rental renegotiations	Councillor Amesbury	Richard Paver Eammon O'Rourke	(Also to Executive)
Business Plans	To receive an overview of the business planning process and to select the cross cutting priority themes across all directorates for the Committee to consider in more detail e.g. business continuity	Councillor Priest	Sharon Kemp	
Council Strategy Framework	To receive an overview of the principal Council Strategies and how they support the objectives of the Community Strategy. To include an overview of the organisation of the council and Manchester Partnership if done as a briefing event.	Councillor Leese	Sharon Kemp Jacqui O'Neil	To include in the training report in June.

AGMA Partners	To receive an overview of the business plans of AGMA partners.	Councillor Leese	Sharon Kemp Jane Abdulla Courtney Brightwell	
Bailiffs	The Committee has requested an update on the three issues raised by Mr Wolfe in the March 2010 meeting and if and how these issues can be addressed.	Councillor Priest	Richard Paver Julie Price Rachel Christie	
Analyse and Improve Manchester (AIM): Benchmarking	To look at how the Directorate of Transformation prioritises areas to transform, and how benchmarking is used in the transformation process and in designing improvements.	Councillor Priest	Elaine Bowker Nicola Bamford Nicky Parker	Requested in May 2010
National Performance Framework	An update on what is proposed to replace the CAA when this becomes clear.	Councillor Leese	Jane Abdulla	Requested in May 2010
City Region – Review of AGMA Funding	To look at the review of AGMA funding to support the strategic priorities in the Greater Manchester Strategy.	Councillor Leese	Steve Mycio Geoff Little Carol Culley	
City Region Pilot - Governance Update	To receive a report on proposals for the overview and scrutiny function in the new combined authority once these become clear.	Councillor Leese	Susan Orrell Rodney Lund Support to the AGMA Scrutiny Pool (Stockport MBC)	A full update on City Region governance is going to the Governance subgroup.