
**Manchester City Council
Report for Resolution**

Report To: Resources and Governance Overview and Scrutiny Committee –
27 May 2010

Subject: Work Programme 2010/11

Report of: Team Leader, Scrutiny Support

Summary

This report asks the Committee to agree Membership and Terms of Reference for the Human Resources and Governance Subgroups, and advises members of changes to the Committee's remit and the new work programming approach piloted this year.

Recommendations

That the Committee:

1. Considers the information set out in this report
 2. Request that the Chair of the Committee, in consultation with the relevant officers, draft a work programme based on topics raised in the induction and work programming event
 3. Request that the Committee receive a report at its June meeting including information on training and development opportunities that could support the Committee to carry out the work programme it has devised
 4. Agrees the programme, membership and terms of reference for the Governance and Human Resources Subgroups
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Background documents (available for public inspection):

None

Appendixes

1. Existing Work Programme
2. Terms of Reference for the Human Resources Subgroup

3. Terms of Reference for the Governance Subgroup

1.0 Purpose

1.1 This report asks the Committee to agree Membership and Terms of Reference for the Human Resources and Governance Subgroups, and advises members of changes to the Committee's remit and the new work programming approach piloted this year.

2.0 Remit of the Resources and Governance Overview and Scrutiny Committee

2.1 The remits of Overview and Scrutiny Committees were updated in the annual review of the Constitution at the last Council meeting. This was done to ensure the remits accurately reflected the current priorities of the Council and the Manchester Partnership, and the priority areas included in the Greater Manchester Strategy under the City Region Pilot.

2.2 Issues within the remit of the Resources and Governance Overview and Scrutiny Committee are:

- Financial Management and Budget Setting
- Capital Programme
- Procurement & Commissioning
- Property Management
- Human Resources
- Corporate and Partnership Governance
- City Region Governance
- Health and Safety
- Transformation Agenda
- Revenue and Benefits
- ICT
- Those functions not falling within the remit of other Overview and Scrutiny Committees

2.3 The Committee also has responsibility for overseeing the work of the Manchester Board and Public Service Board.

3.0 Work-programming and Induction Pilot

3.1 For the Committee year 2010/11 a new pilot on work programming and induction will take place. This has been designed to give members who have newly been appointed to a scrutiny committee a helpful induction, and to provide support to Councillors to generate consensual suggestions for the Committee's work programme.

3.2 The induction and work-programming event will start at 12:40 on the day of the Committee meeting with lunch available from 12:15. The event will include an induction session focusing on the work of the Committee and the tools available to members to get the most out of their involvement in a scrutiny

committee. As part of this induction, members of this Committee will receive a 'Guide for New Members' in advance of the event. This Guide sets out details of how the Committee operates, the key topics it looks at and the main organisations it is concerned with.

- 3.3 After this a work programming session will take place where a team of officers lead by the City Treasurer will deliver an overview of the likely opportunities, challenges and developments for the Council and its partners over the year ahead. In small groups members will be invited to discuss and suggest one or two topics for the Committee to explore over the course of the year ahead.
- 3.4 Later, at the first agenda setting meeting of the year, the Chair of the Committee and supporting officers will discuss and look to timetable the suggestions that have been made into a work programme.
- 3.5 Once a workprogramme has been agreed it is proposed that the Committee will receive a report presenting a range of training and support opportunities, and will be asked to consider what training and support it needs to deliver the workprogramme it has agreed.

4.0 Sub Groups

- 4.1 The Resources and Governance Overview and Scrutiny Committee has established two subgroups of its members to undertake more detailed scrutiny of important issues than is possible during the course of a Committee meeting. These sub groups are named the Governance Subgroup and the Human Resources Subgroup.
- 4.2 This report includes the terms of reference for the Human Resources and Governance Subgroups. The terms of reference set out the membership of the subgroup, the scope of its work and its future work programme including dates of meetings for the year ahead. The terms of reference also include details of how the meetings and papers for the meeting will be made publicly available. The Committee is asked to nominate members to the subgroups and amend or approve the terms of reference included as appendixes.

Appendix 1

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

27 May 2010 – report deadline Monday 17 May				
Item	Purpose	Lead Executive Member	Lead Officer	Comments
Work Programme	To propose items for the work programme for the Committee year ahead.	Councillor Leese	Courtney Brightwell	
Value For Money Strategy	To look at the VFM Strategy and how it relates to the Analyse to Improve Manchester Strategy	Councillor Priest	Elaine Bowker	
Overview of Current Performance Assessment Framework	To look at the existing assessment framework and its positive and negative impact on the city.	Councillor J Battle	Sharon Kemp	Referred from Audit Committee (3 December 09 AC/09/48.)
Information and Overview Report				

24 June 2010 – report deadline Monday 14 June				
Item	Purpose	Lead Executive Member	Lead Officer	Comments
Year End Quarterly Performance Report	To receive fourth quarter Local Area Agreement performance indicators.	Councillor J Battle	Sharon Kemp Andy Blore	To be sent out early: Deadline 10 June

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	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.	Councillor Priest	Richard Paver Julie Price	
Information and Overview Report	To incorporate a note on the effect of the Tribunal and Courts Bill regarding bailiffs.	Councillor Priest	Dave Holden	

22 July 2010 – report deadline Monday 12 July

Item	Purpose	Lead Executive Member	Lead Officer	Comments
Asset Management Plan	Corporate Property's annual update on the development of the Asset Management Plan.	Councillor Priest	Helen M Jones Lydia Morrison	See minute RG/09/49
Section 106 activity	Planning's an annual monitoring report on section 106 activity.	Councillor N Murphy	Peter Babb Julie Roscoe	See minute RG/09/50
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	
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
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	Sharon Kemp	See minute RG/09/62
City Region Pilot - Governance Update	To receive an update on the governance arrangements for the City Region Pilot, with specific reference to the changes to the overview and scrutiny function.	Councillor Leese	Sir Howard Bernstein Penny Boothman	
Information and Overview Report				

21 October 2010 – report deadline Monday 11 October 2010				
Item	Purpose	Lead Executive Member	Lead Officer	Comments
State of the City	To look at the statistics compiled in the annual State of the City and State of the Wards. To look at how the priorities of the Manchester partnership have taken account of the Manchester State of the City report.	Councillor Leese	Sharon Kemp Sarah Henry	

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

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
Information and Overview Report				

Items To Be Scheduled				
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.	Councillor Leese	Sharon Kemp	
Risk Management Strategy	To review the progress of implementing the Risk Management Strategy across the Council	Councillor Priest	Richard Paver	
AGMA Partners	To receive an overview of the business plans of AGMA partners.	Councillor Leese	Sharon Kemp Jane Abdulla Courtney Brightwell	
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	
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	

Appendix 2

Terms of Reference: Human Resources Subgroup

Title	Human Resources Subgroup
Membership 10/11	To be appointed
Membership 09/10	Councillors Clayton, McCulley, Sandiford, Trotman and Watson
Lead Executive Members	Councillor Priest
Strategic Directors	Richard Paver – City Treasurer
Lead Officers	Jon Redfern – Head of Personnel
Contact officer	Courtney Brightwell - Scrutiny Support
Rationale	This subgroup has been established to look at how the Council's human resources are supporting it to achieve its aims and objectives.
Operation	This subgroup will meet periodically and report its findings to the Resources and Governance Overview and Scrutiny Committee by submitting minutes to the Committee. The Committee will be asked to endorse any recommendations from the subgroup.
Access to Information	<p>Meetings of this Subgroup will be open to members of the press and public except where information which is confidential or exempt from publication is being considered.</p> <p>Papers for the Sub group will be made available to members of the press and public on the Council's website and the main entrance to the Town Hall except where information which is confidential or exempt from publication is being considered.</p>
Schedule of Meetings	<p>Tuesday 1 June 2010 at 10 (One First Street)</p> <p>Tuesday 6 July 2010 at 2</p> <p>Tuesday 5 October 2010 at 10</p> <p>Tuesday 25 January 2011 at 10</p>

**Resources and Governance Overview and Scrutiny Committee
Human Resources Subgroup
Work Programme 2010/11**

Tuesday 1 June 2010 at 10:00 – 2.02 and 2.03 One First Street				
Report deadline Friday 21 May				
Item	Purpose	Lead Executive Member	Lead Officer	Comments
Integration of Human Resources and Organisational Development services.	To pass the views of the subgroup on the proposed management structure to the Personnel Committee who will be asked to agree the structure on 2 June.	Councillor Priest	Geoff Little Jon Redfern	

Tuesday 6 July 2010 at 2:00- Committee Room 2				
Report deadline Friday 25 June				
Item	Purpose	Lead Executive Member	Lead Officer	Comments
Use of Resources Improvement Action Plan – Effective Use of Human Resources	To comment on the actions for Effective Use of Human Resources in the Use of Resources Action Plan. This item could come to the Subgroup in July 2010.	Councillor Priest	Jon Redfern Sharon Kemp	Referred by Audit Committee 3 December 2009 (AC/09/48)
Social Worker Recruitment and Retention (Update)	To update the Subgroup on numbers of social work agency staff being used, retention rates and quality of office accommodation.	Councillor Priest	Jon Redfern Liz Bruce George Devlin Mike Livingstone	See RG/HS/10/03 – January 2010

Tuesday 5 October 2010 at 10:00 – Committee Room 11				
Report deadline Friday 24 September				
Item	Purpose	Lead Executive Member	Lead Officer	Comments
Transformation Agenda	To update the Committee on new ways of working being developed through the Transformation agenda and the benefit of this for the Council.	Councillor Priest	Elaine Bowker Jon Redfern	

Tuesday 25 January 2011 at 10:00– Committee Room 11				
Report deadline Friday 14 January				
Item	Purpose	Lead Executive Member	Lead Officer	Comments

To be scheduled				
Item	Purpose	Lead Executive Member	Lead Officer	Comments
No items to be scheduled				

Appendix 3

Terms of Reference: Governance Subgroup

Title	Governance Subgroup
Membership 10/11	To be appointed
Membership 09/10	Councillors Jones, Morrison, Sandiford, Trotman and Watson
Lead Executive Members	Councillor Leese and Councillor Priest
Strategic Directors	Richard Paver – City Treasurer Geoff Little – Deputy Chief Executive (Performance)
Lead Officers	Sharon Kemp – Assistant Chief Executive (Performance)
Contact officer	Courtney Brightwell - Scrutiny Support
Rationale	To contribute to ongoing work to promote effective governance throughout the Council and Manchester Partnership.
Operation	This subgroup will meet periodically and report its findings to the Resources and Governance Overview and Scrutiny Committee by submitting minutes to the Committee. The Committee will be asked to endorse any recommendations from the subgroup.
Access to Information	Meetings of this Subgroup will be open to members of the press and public except where information which is confidential or exempt from publication is being considered. Papers for the Sub group will be made available to members of the press and public on the Council's website and the main entrance to the Town Hall except where information which is confidential or exempt from publication is being considered.
Schedule of Meetings	Tuesday 1 June 2010 at 2:00 PM Thursday 2 September 2010 at 10:00 AM Thursday 9 December 2010 at 2:00 PM Tuesday 15 March 2011 at 10:00 AM

**Resources and Governance Overview and Scrutiny Committee
Governance Subgroup
Work Programme - 2010/11**

Tuesday 1 June 2010 at 2:00 PM – Committee Room 4				
Report deadline Wednesday 26 May 2010				
Item	Purpose	Lead Executive Member	Lead Officer	Comments
Draft Annual Governance Statement	To comment on the draft annual governance statement at an early stage in its development. To look at how actions included in last year's statement have been carried out.	The Leader	Carol Culley Andrew Ballantyne	

Thursday 2 September 2010 at 10:00 AM – Committee Room 11				
Report deadline Monday 23 August 2010				
Item	Purpose	Lead Executive Member	Lead Officer	Comments

Thursday 9 December 2010 at 2:00 PM – Committee Room 11				
Report deadline Tuesday 30 November 2010				
Item	Purpose	Lead Executive Member	Lead Officer	Comments

Tuesday 15 March 2011 at 10:00 AM – Committee Room 3

Report deadline Tuesday 8 March 2011

Item	Purpose	Lead Executive Member	Lead Officer	Comments
Values and Behaviours Protocol	To look at the practical effect of the Values and Behaviours Protocol on partnerships across the city.	The Leader	Sharon Kemp Emma Burnett	GSG/09/15 – September 2009 To look at in March 2011.

To be scheduled

Item	Purpose	Lead Executive Member	Lead Officer	Comments
Academies: Governance Arrangements	To look at the Academies' governance arrangements including how they share information with the Council.	Councillor S Newman	John Edwards	(Added in GSG/10/03 – January 2010.)
Risk Management	To look at how risk management is being included in business plans	Councillor Priest	Tom Powell John Gill Nicola Bamford	September 2010 TBC

Refresh of the Risk Management Strategy	To look at the refreshed risk management strategy	Councillor Priest	Tom Powell John Gill	September 2010 TBC GSG/09/14 – September 2009
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