

**Decision Maker:** Executive, Resources & Contracts PDS Committee

**Date:** Wednesday 5 January 2022

**Decision Type:** Non-Urgent Non-Executive Non-Key

**Title:** MATTERS OUTSTANDING & FORWARD WORK PROGRAMME

**Contact Officer:** Philippa Gibbs, Democratic Services Officer  
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**Chief Officer:** Tasnim Shawkat, Director of Corporate Services and Governance

**Ward:** (All Wards);

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1. Reason for report

This report deals with the Committee's business management including:

- Monitoring progress against actions arising from previous meetings;
  - Developing the 2021/22 Forward Work Programme; and
  - A schedule of Sub-Committees and Working Groups across all PDS Committees
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2. **RECOMMENDATION(S)**

That PDS Committee reviews and comments on:

1. Progress on matters arising from previous meetings;
2. The 2021/22 work programme, indicating any changes or particular issues that it wishes to scrutinise for the year ahead.

## Impact on Vulnerable Adults and Children

1. Summary of Impact: None
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## Corporate Policy

1. Policy Status: Existing Policy
  2. BBB Priority: Excellent Council
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## Financial

1. Cost of proposal: No Cost
  2. Ongoing costs: Not Applicable
  3. Budget head/performance centre: Democratic Services
  4. Total current budget for this head: £359k
  5. Source of funding: Revenue Budget
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## Personnel

1. Number of staff (current and additional): 6.67 FTE
  2. If from existing staff resources, number of staff hours: N/A
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## Legal

1. Legal Requirement: None
  2. Call-in: Not Applicable: This report does not involve an Executive decision.
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## Procurement

1. Summary of Procurement Implications: N/A
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## Customer Impact

1. Estimated number of users/beneficiaries (current and projected): This report is intended primarily for the benefit of Committee Members.
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## Ward Councillor Views

1. Have Ward Councillors been asked for comments? Not Applicable
2. Summary of Ward Councillors comments: Not Applicable

<b>Non-Applicable Sections:</b>	Impact on Vulnerable People and Children/Policy/Financial/Legal/Personnel/Procurement
Background Documents: (Access via Contact Officer)	Minutes of previous meetings

### 3. COMMENTARY

#### **Matters Outstanding from Previous Meetings**

- 3.1. There are currently no matters outstanding from previous meetings.

#### **Work Programme**

- 3.2 Each PDS Committee determines its own work programme, balancing the roles of (i) pre-decision scrutiny and holding the Executive to account, (ii) policy development and review and (iii) external scrutiny. ERC PDS Committee has the additional role of providing a lead on scrutiny issues and co-ordinating PDS work.
- 3.3 PDS Committees need to prioritise their key issues. The work programme also needs to allow room for items that arise through the year, including Member requests, call-ins and referrals from other Committees. Committees need to ensure that their workloads are realistic and balanced, allowing sufficient time for important issues to be properly scrutinised. Members also need to consider the most appropriate means to pursue each issue – the current overview and scrutiny arrangements offer a variety of approaches, whether through a report to a meeting, a time-limited working group review, a presentation, a select committee style meeting focused on a single key issue, or another method.
- 3.4 **Appendix 1** sets out the ERC PDS Committee Work Programme for 2021/22, including: the provisional report title (or activity); the lead division; and Committee's role. Committee is invited to comment on the proposed schedule and suggest any changes it considers appropriate.
- 3.5 At its meeting on 25 May the Committee agreed that its four overarching priorities for the 2021/22 municipal year would be
1. The Income and Expenditure of the Council post Covid-19,
  2. A Review of the best sources of funding for the Council's Housing and Capital Programme,
  3. A Review of the Procurement Framework post Brexit, and
  4. Review of the timetable for the Council's Transformation Programme and monitor the Transformation Programme to ensure that new technology was used wherever appropriate in order to ensure that the Council's operations were economic, effective and efficient.
- 3.6 Other reports will be added to the 2021/22 Work Programme as items arise. In addition, there may also be references from other committees, the Resources, Contracts and Commissioning Portfolio Holder, or the Executive.

#### **Sub-Committees and Working Groups**

- 3.7 The Policy Development and Scrutiny Toolkit suggests that each Committee should aim to carry out no more than two or three full scale reviews each year, and it offers guidance and techniques for prioritising reviews. At a time of pressure on Member and officer resources it is important that any additional work is carefully targeted at priority issues where improvements can be achieved. In recent years, this Committee has examined a number of issues through its Working Groups - part of the Committee's workload may include follow-up work on some of these reviews.
- 3.8 For 2021/22, the Committee has established a Housing and Capital Finance Task and Finish Group focusing on one of the Committee's priorities for the year – that of sources of funding for

the Council's Housing and Capital Programme. The Task and Finish Group is being Chaired by Councillor Kira Gabbert, Vice-Chairman of the Executive, Resources and Contracts PDS Committee.

**MATTERS OUTSTANDING FROM PREVIOUS MEETINGS**

<b>Minute Number/Title/Date</b>	<b>Action/PDS Request</b>	<b>Update</b>	<b>Action by</b>	<b>Expected Completion Date</b>
57b Insurance Fund – Annual Report 2020/21 18/11/21	That information regarding the arrangements for PAT Testing staff laptops be provided following the meeting	Although laptops don't require PAT testing, power leads often do and a regime of testing or replacement will be implemented at the appropriate time in line with HSE guidance.	Head of FM and Capital Projects	December 2021

**EXECUTIVE, RESOURCES & CONTRACTS PDS COMMITTEE  
WORK PROGRAMME 2021/22**

<b>Meeting Date: 2 February 2022</b>	<b>Division</b>	<b>Committee Role</b>
Matters Arising/Work Programme/Forward Plan	Democratic Services	Standard Items
Treasury Management – Annual Investment Strategy and Quarter 3 Performance 2021/22	Finance	PH Decision
Executive Agenda	Various	Pre-decision scrutiny
Scrutiny of the Chief Executive	N/A	PDS Committee
Scrutiny of the Resources, Commissioning and Contract Management Executive Assistant ( <i>if applicable</i> )	N/A	PDS Committee
Contracts Register and Contracts Database Update	Procurement	PDS Committee
Property Investment Update	Property	PDS Committee
Risk Register (Red Risks)	Audit & Assurance	Information Item
<b>Meeting Date: 24 March 2022</b>	<b>Division</b>	<b>Committee Role</b>
Matters Arising/Work Programme/Forward Plan	Democratic Services	Standard Items
Executive Agenda	Various	Pre-decision scrutiny
Post Completion Report – Banbury House Demolition/Site Prep	Housing	PDS Committee
Scrutiny of The Leader	N/A	PDS Committee
Annual PDS Report 2021/22	Democratic Services	PDS Committee

\*Part 2 (Exempt) Report