

Report of Head of Governance and Scrutiny Support

Report to Scrutiny Board (Strategy and Resources)

Date: 14 September 2017

Subject: Work Schedule – September 2017

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

1 Purpose of this report

1.1 The purpose of this report is to consider the Scrutiny Board's work schedule for the current municipal year.

2 Main issues

2.1 At its initial meeting in June 2017, the Scrutiny Board discussed a range of matters for possible inclusion within the overall work schedule for 2017/18. The areas discussed included the following matters:

- Apprenticeships (for newly recruited and existing employees) and the apprenticeships levy;
- Equalities – in particular work around ensuring Leeds City Council has a workforce that is representative of the population;
- Emergency planning and business continuity – with specific reference to (a) building security and (b) recent events in Manchester (Manchester Arena) and London (Grenfell Tower);
- Performance of specific service areas;
- General application of Contract Procedural Rules and levels of 'off-contract' spending.
- Invest to save developments – and the specific application in relation to ICT developments;
- Elections, voter registration rates and work targeting 'hard to reach' groups;
- Licencing policy review (due January / February 2018) and monitoring;
- Business rate revenue and appeals;
- General overview of the Council's financial health.

2.2 Specific responses and/or additional information on a number of areas have already been provided to members of the Scrutiny Board through a series of briefing notes. The areas included:

- The Apprenticeships Levy;
- Hate crime prevention;
- Voter registration rates and work targeting 'hard to reach' groups; and,
- Funding arrangements for Neighbourhood Networks.

2.3 An outline work schedule is presented at Appendix 1 for consideration by the Scrutiny Board. In considering the outline work schedule, it is important to allow sufficient flexibility to reflect matters as they may arise during the course of the year. As such, it is also important to recognise that the work schedule presented may be subject to change and should be considered to be indicative rather than precisely definitive.

2.4 In order to deliver the work schedule, the Board may need to take a flexible approach and undertaken activities outside the formal schedule of meetings – such as working groups and site visits, where deemed appropriate. This flexible approach may also require additional formal meetings of the Scrutiny Board.

Specific service areas

2.5 During discussions, the Scrutiny Board agreed to use some of its meetings to focus on specific service areas that fall within the Board's remit; such as, Human Resources (HR), Civic Enterprise Finance, ICT, and Projects, Programmes and Procurement Unit (PPPU).

2.6 Over the summer, officers from the Intelligence and Policy Service have met with staff responsible for performance information across the various service areas that fall within the Scrutiny Board's remit. Based on the details provided, a draft plan is being prepared outlining the areas of performance to be reported each month to the Board. The plan aims to ensure that performance for each area will be reported to the Board at appropriate intervals.

2.7 The proposed programme of performance reporting is being finalised and it is intended that the first performance reports covering Finance and HR areas will be reported to the Board for its meeting in October 2017. The proposed programme of performance reporting will also be presented to the Scrutiny Board at that meeting.

3. Recommendations

3.1 Members are asked to consider and agree (or amend) the overall work schedule as the basis for the Board's work for the remainder of 2017/18.

4. Background papers¹

4.1 None used

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.