

12 November 2019

Report of	Assistant Director of Policy and Corporate	Author	Owen Howell
Title	Work Programme 2019-20		☎ 282518
Wards affected	Not applicable		

1. Executive Summary

- 1.1 This report sets out the current Work Programme 2019-2020 for the Scrutiny Panel. This provides details of the reports that are scheduled for each meeting during the municipal year.

2. Action Required

- 2.1 The Panel is asked to consider and note the contents of Work Programme for 2019-2020.
- 2.2 The Panel is asked to approve the addition of the following item to the agenda for the meeting to be held on 28 January 2020:

‘Pre-scrutiny of the Environmental Sustainability Task and Finish Group reports to Council and Cabinet’

3. Background Information

- 3.1 The Panel’s work programme will evolve as the Municipal Year progresses and items of business are commenced and concluded. At each meeting the opportunity is taken for the work programme to be reviewed and, if necessary, amended according to current circumstances. The current work programme for 2019-20, is included at the end of the report.
- 3.2 At its meeting on 15 October 2019, the Scrutiny Panel resolved to make the following changes and additions to its Work Programme:
- The North East Essex Health and Wellbeing Alliance presentation to be put back to 17 March 2020
 - A presentation on the Council’s approach to, and preparations for, Brexit to be scheduled for 12 November 2019.
 - A report on the Budget Strategy for 2020-21 to be brought before the Panel on 10 December 2019.
 - An additional Scrutiny Panel meeting to be arranged for February 2020, for scrutiny to be conducted into the use of Task and Finish Groups.
 - An additional Crime and Disorder Committee meeting to be arranged to occur each year in February/March.
 - Pre-scrutiny of the Environmental Sustainability Task and Finish Group reports to Council and Cabinet to be arranged.

The new and amended items have been added to the Work Programme found in this report. The Pre-scrutiny of the Environmental Sustainability Task and Finish Group reports is proposed for consideration at the Scrutiny Panel meeting to be held on 28 January 2020.

- 3.3 The scheduling of the additional meetings for the Scrutiny Panel and Crime and Disorder Committee is ongoing and will be confirmed as soon as suitable dates are found.
- 3.4 The Forward Plan of Key Decisions is included as part of the work programme for the Scrutiny Panel, and this is included as **Appendix A**.

4. Standard References

- 4.1 There are no particular references to publicity or consultation considerations; or financial; equality, diversity and human rights; community safety; health and safety or risk management implications.

5. Strategic Plan References

- 5.1 Governance is integral to the delivery of the Strategic Plan's priorities and direction for the Borough as set out under the four themes of growth, responsibility, opportunity and wellbeing.
- 5.2 The Council recognises that effective local government relies on establishing and maintaining the public's confidence, and that setting high standards of self-governance provides a clear and demonstrable lead. Effective governance underpins the implementation and application of all aspects of the Council's work.

6. Appendices

- 6.1 Appendix A: Forward Plan of Key Decisions – 1 December 2019 – 31 March 2020

Work Programme for 2019/20

Scrutiny Panel meeting - 11 June 2019
Scrutiny Panel Chairman's briefing – 6 June 2019
<ol style="list-style-type: none">1. North Essex Garden Communities2. Financial Monitoring Report End of Year – 2018/193. Capital Expenditure Monitor 2018/194. Year End 2018/19 Performance Report including the Strategic Plan Action Plan 2018-215. Work Programme 2019-20
Scrutiny Panel meeting - 16 July 2019
Scrutiny Panel Chairman's briefing – 11 July 2019
<ol style="list-style-type: none">1. 2020/21 Budget Strategy, Medium Term Financial Forecast and Budget Timetable2. Treasury Management – Annual Report3. Annual Scrutiny Report4. Bus Review: Further Actions.5. Work Programme 2019-20

Scrutiny Panel meeting - 6 August 2019
Scrutiny Panel Chairman's briefing – 1 August 2019
<ol style="list-style-type: none"> 1. Review of Colchester Borough Homes Performance 2018/19 2. Colchester Business Improvement District 3. Work Programme 2019-20
Scrutiny Panel meeting – 29 August 2019
Scrutiny Panel Chairman's briefing – 27 August 2019
<ol style="list-style-type: none"> 1. Pre-scrutiny of draft NEGC Ltd Business Plan 2. Work Programme 2019-20
Scrutiny Panel (Crime and Disorder Committee) - 12 September 2019
Scrutiny Panel Chairman's briefing – 5 September 2019
<ol style="list-style-type: none"> 1. Safer Colchester Partnership (Crime and Disorder Committee) 2. Work Programme 2019-20
Scrutiny Panel – 15 October 2019
Scrutiny Panel Chairman's Briefing – 10 October 2019
<ol style="list-style-type: none"> 1. Local Council Tax Support – Year 2020/21 (Provisional) 2. Business Rate retention and future arrangements. 3. Work Programme 2019-20
Scrutiny Panel meeting - 12 November 2019
Scrutiny Panel Chairman's briefing – 7 November 2019
<ol style="list-style-type: none"> 1. 2019-20 Revenue Monitor, period April – September 2. 2019-20 Capital Monitor, period April – September 3. Colchester Borough Council's approach and preparations for Brexit 4. Work Programme 2019-20
Scrutiny Panel meeting - 10 December 2019
Scrutiny Panel Chairman's briefing – 4 December 2019
<ol style="list-style-type: none"> 1. Half Year 2019 - 2020 Performance Report including progress on Strategic Plan Action Plan 2. Budget Strategy for 2020-21 3. Colchester Commercial Holdings Ltd 4. Work Programme 2019-20
Scrutiny Panel meeting - 28 January 2020
Scrutiny Panel Chairman's briefing – 23 January 2019
<ol style="list-style-type: none"> 1. 2020-21 Revenue Budget, Capital Programme, Medium Term Financial Forecast, Housing Revenue Accounts Estimate and Housing Investment Programme (Pre-scrutiny of Cabinet Decision) 2. Treasury Management Investment Strategy 3. Pre-scrutiny of reports from Conservation and Environmental Sustainability Task and Finish Group.

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| <ol style="list-style-type: none">4. Corporate Key Performance Indicator Targets for 2020-215. Work Programme 2019-20 |
| Scrutiny Panel meeting - 17 March 2020 |
| Scrutiny Panel Chairman's briefing – 12 March 2019 |
| <ol style="list-style-type: none">1. Colchester Business Improvement District2. North East Essex Health and Wellbeing Alliance3. Paperless working – Scrutiny Panel report to Cabinet |