

**Corporate Services & Partnerships Policy Overview Committee
Review Topics 2013/14**

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REASON FOR ITEM

To enable the Committee to agree the review it wishes to undertake in the 2013/14 Council year.

OPTIONS OPEN TO THE COMMITTEE

1. Agree one major topic for an in-depth review in 2013/14 and single meeting reviews.

INFORMATION

1. The Committee is responsible for undertaking the 'policy overview' role in relation to the Administration and Finance area of the Council. The full range of services under the Committee's remit is outlined in the terms of reference at the start of the agenda. These are primarily strategic policy and internal functions such as finance, property, personnel, democratic services, legal services, ICT, economic development, as well as equalities and diversity.
2. Previous experience from both Hillingdon and other Councils indicates that the Committee can have the greatest impact by focusing on a work programme agreed at the start of the Council year. Similarly, focusing upon one or two items at each meeting can help Members engage with the major issues and encourage stakeholder engagement.
3. As in previous years, the Committee is recommended to use this first meeting of the year to set a work programme for the next 12 months and select one or two topics for major review.
4. In selecting topics, Members are reminded of the Committee's work in from 2006 to 2012, which included reviews of:

2006/7

- Members' information needs concerning decision-making
- Members' role in Audit

2007/8

- Community cohesion
- Review of Voluntary sector grants

2008/9

- Wireless town centre in Hillingdon

2009/10

- Impact of a Pandemic in Hillingdon and the Effects on Council Services
- The Impact of Public Funded Business Support and the Success of New Business Start Up within Hillingdon and how the Council could improve Business to Business Support with the Borough's Industrial Estates

2010/11

- Census 2011 – to look at how this Council can contribute to improving the population data for the Borough
- Personal Safety of Members of the Council when meeting with members of the public.

2011/12

- Effectiveness of the Audit Committee and its Terms of Reference
- Operation and Function of Hillingdon First Card

2012/13

- Community Cohesion and the Accessing of Council Services
- Crime Prevention Resources

Members agree one topic for in-depth review, using the attached selection criteria

POLICY OVERVIEW & SCRUTINY REVIEW PROFORMA

	Name of review					
Selection Criteria for a review						
1. Strong public interest						
2. Government pressure / Change in policy						
3. Included in the Hillingdon Improvement Programme (HIP) / Council objectives						
4. Inspection report recommendation (e.g. performance standards poor or below target)						
5. Area within Council's control / influence						
6. High impact on residents						
7. Expertise available on which to draw						
8. Good practice available elsewhere						
9. Any likely recommendations would be achievable within existing resources and budgets						
Total score (one 'Y' = 1 point)						