

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

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REASON FOR ITEM

To enable the Committee to give further consideration to the review topic 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.

INFORMATION

1. At the last meeting of the Committee Members gave consideration to possible review topics for this Municipal Year. An area which the Committee agreed to consider as a single meeting review was around Council employees Annual Leave holidays.
2. Currently the Council operates an annual holiday year for all employees starting on April 1st and continuing until March 31st the following year. There is some flexibility in the holiday year as employees are able to carry up to 5 holiday days into the following year.
3. However, If holiday is not managed carefully throughout the year there can be an issue in March where a larger proportion of holiday is taken to 'use' up outstanding balances of entitlement. This can have an impact on the provision of Council services.
4. It has been suggested that the Council moves to 'personalised' holidays. This would mean that instead of all employees having the holiday year, that each would have a unique year based on their start date with the Council. The benefit would be the removal of problem in March where a large number of employees book holiday.
5. Members were asked to email the Democratic Services Manager with their ideas for potential review topics. Some of the suggestions given unfortunately fell outside the remit of this Committee. To remind Members this Committee is responsible for undertaking the 'policy overview' role in relation to the Administration and Finance area of the Council.
6. The full range of services under the Committee's remit is as follows:
 1. Democratic Services
 2. Localism
 3. Central Services, incl. Human Resources, ICT, Communications & Legal Services
 4. Capital programme, property, construction & facilities management

5. Financial Planning & Financial Services
6. Enforcement and anti-fraud activities
7. Procurement
8. Performance Improvement
9. Economic development & town centres and regeneration
10. Local commerce, employment, skills and job creation
11. Local Strategic Partnership and Sustainable Community Strategy;
12. Community engagement, partnerships and the voluntary sector
13. Equalities and Community Cohesion
14. Community Safety
15. Public Safety & Civil Protection
16. Energy use and carbon reduction
17. Health & Safety
18. Any functions not included within the remit of the other Policy Overview Committees
19. Cross-cutting reviews that cover the remit of other Committees

7. In addition to help Members decide which area they would like to review, below are the areas which have been reviewed since 2006/7. if Members so wished, consideration could be given to going back to previous reviews to look at the progress on the implementation of recommendations.

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