

CORPORATE SERVICES & PARTNERSHIPS POC - Review Topics For First Major Review Of 2016/17

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REASON FOR ITEM

To enable the Committee to agree a topic or topics to be developed into a draft scoping report to be considered at the next meeting of the Committee.

OPTIONS OPEN TO THE COMMITTEE

The Committee is asked to select an area or areas within its remit to be developed into a scoping report. This will require the Committee to provide specific rather than broad areas to focus on. By so doing, officers will be able to produce a scoping report that addresses Members' main concerns and put forward an effective plan for the review.

Members can select multiple review topics, as well as specify whether it should be a major or minor review.

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 topics for major and minor reviews.
4. In selecting topics, Members are reminded of the Committee's work in from 2006 to 2016, 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

2013/14

- Crime Prevention Resources
- Reducing Our Carbon Footprint

2014/15

- Council's Corporate Complaints Procedure
- Social Housing Fraud

2015/16

- Business Rates - Heathrow Cumulo

5. Members are asked to give consideration to possible review topics for this Municipal Year.

Review topic criteria

In selecting topics for possible reviews, please use as a minimum, the following criteria scorecard

Resident-focused - High impact on residents and the community, with public interest and scope for making a positive difference (whether universal or a targeted group, e.g. young people)			
Correct remit - be conscious of the Terms of Reference of the POC so that any topic ideas do not cut across into the domain of others, or if they do then consider the possibility of a joint review, if the respective Chairmen and Committees agree.			
Influence - A topic that affects residents, groups, businesses and other key stakeholders in Hillingdon and relates to a service, event or issue in which the Council is in control of, has a significant stake in or has influence over, e.g. with partners.			
New - A new and fresh topic preferably. One which has not previously been reviewed by a Committee in the last 3 years, or which is not currently being reviewed by another Committee or internally. Does not relate specifically to an individual service complaint.			
Achievable - A good level of expertise, best practice and information is available to draw on to complete this review. Committee resources, departmental plans and organisational timings permit a successful review with positive recommendations, during the current municipal year			
Wider organisational support - A topic that is likely to receive full organisational buy-in from the Committee, Chief Officers and relevant Cabinet leads - and assists in			
Drives improvement - a service or area of partnership that has been identified internally or externally that requires improvement in the medium-long term and would benefit from Members' insight. Performance risks or areas of consistent under-performance.			
Drives transformation and efficiency - in support of the Cabinet's objectives, any areas where service re-modelling is under consideration in the longer-term, that with Members' insight can help to deliver future savings, efficiencies VFM.			
Useful - a topic that will assist the Council in the implementation or awareness of external challenges, new legislation, national policy or the changing role of the public sector.			