

**REPORT:** Employment Learning and Skills and Community  
**DATE:** 13 January 2011  
**REPORTING OFFICER:** Strategic Director Environment and Economy  
**SUBJECT:** Employment Learning and Skills and Community  
Policy and Performance Board Work Programme  
2011/12  
**WARDS:** Boroughwide

## **1.0 PURPOSE AND CONTENT OF REPORT**

- 1.1 This report is the first step in developing a work programme of Topics for the Board to examine in 2011/12. While the Board ultimately determines its own Topics, suggestions for Topics to be considered may also come from a variety of other sources in addition to Members of the Board themselves, including members of the Council's Executive, other non-Executive Members, officers, the public, partner and other organisations, performance data and inspections.
- 1.2 The key tasks for Board Members are:
- to suggest and gather Topic ideas on issues relevant to the Board's remit;
  - to develop and prioritise a shortlist of possible Topics for examination in 2011/12, bearing in mind the Council's agreed selection criteria (Annex 1):
  - to decide on a work programme of 2 or 3 Topics to be undertaken in the next municipal year.
- 1.3 One topic that Members may wish to consider is maximising the regeneration benefits of the Mersey Gateway. However, Members should not be inhibited from offering additional ideas of their own for discussion and prioritisation by the Board.

## **2.0 RECOMMENDED: that the Policy and Performance Board**

- (1) Put forward and debate its initial suggestions for Topics to be included in the Board's 2011/12 work programme**
- (2) Develop and informally consult on a shortlist of its own and others' 2010/11 Topic suggestions ahead of the Board's meeting on 13<sup>th</sup> January 2011, bearing in mind the Council's Topic selection criteria**
- (3) Decide at its next meeting on a work programme of 2 or 3 Topics to be examined in 2011/12.**

### 3.0 SUPPORTING INFORMATION

Annex 1 – Topic selection checklist

**Annex 1**

## OVERVIEW AND SCRUTINY WORK PROGRAMME

### Topic Selection Checklist

This checklist leads the user through a reasoning process to identify a) why a topic should be explored and b) whether it makes sense to examine it through the overview and scrutiny process. More “yeses” indicate a stronger case for selecting the Topic.

#	CRITERION	Yes/No
<b><i><u>Why?</u> Evidence for why a topic should be explored and included in the work programme</i></b>		
1	Is the Topic <b>directly aligned with and have significant implications for at least 1 of Halton's 5 strategic priorities &amp; related objectives/PIs, and/or a key central government priority?</b>	
2	Does the Topic <b>address an identified need</b> or issue?	
3	Is there a <b>high level of public interest or concern about the Topic</b> e.g. apparent from consultation, complaints or the local press	
4	Has the Topic been <b>identified through performance monitoring</b> e.g. PIs indicating an area of poor performance with scope for improvement?	
5	Has the Topic been <b>raised as an issue requiring further examination through a review, inspection or assessment, or by the auditor?</b>	
6	Is the Topic area likely to have a <b>major impact on resources or be significantly affected by financial or other resource problems</b> e.g. a pattern of major overspending or persisting staffing difficulties that could undermine performance?	
7	Has some <b>recent development or change</b> created a need to look at the Topic e.g. new government guidance/legislation, or new research findings?	
8	Would there be <b>significant risks</b> to the organisation and the community <b>as a result of <u>not</u> examining this topic?</b>	
<b><i><u>Whether?</u> Reasons affecting whether it makes sense to examine an identified topic</i></b>		
9	<b>Scope for impact</b> - Is the Topic something the Council can actually influence, directly or via its partners? Can we make a difference?	
10	<b>Outcomes</b> – Are there clear improvement outcomes (not specific answers) in mind from examining the Topic and are they likely to be achievable?	
11	<b>Cost: benefit</b> - are the benefits of working on the Topic likely to outweigh the costs, making investment of time & effort worthwhile?	
12	<b>Are PPBs the best way to add value</b> in this Topic area? Can they make a distinctive contribution?	

13	Does the organisation have the <b>capacity</b> to progress this Topic? (e.g. is it related to other review or work peaks that would place an unacceptable load on a particular officer or team?)	
14	Can PPBs contribute meaningfully given the <b>time</b> available?	