**REPORT:** Safer Policy and Performance Board

**DATE:** 18th January 2011

**REPORTING OFFICER:** Strategic Director – Adults and Community

**SUBJECT:** Safer Halton 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 A non-exhaustive list of initial Topic ideas is attached as Annex 2 to help prompt discussion. 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 2011/12 Topic suggestions ahead of the Board's meeting on 16th March 2010, bearing in mind the Council's Topic selection criteria;**

**(3) Decide at its 15 March 2011 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

3.1 Prior to determining their preferred Topics, the PPB may wish to take soundings from relevant Executive Board portfolio holders, the SSP and other key partners.

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**OVERVIEW AND SCRUTINY WORK PROGRAMME**

# Topic <u>Selection</u> Checklist

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**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 |
|---|-----------|--------|
| | ***<u>Why</u>? Evidence for why a topic should be explored and included in the work programme*** | |
| 1 | Is the Topic **directly aligned with and have significant implications for at least 1 of Halton's 5 strategic priorities & related objectives/PIs, and/or a key central government priority?** | |
| 2 | Does the Topic **address an identified need** or issue? | |
| 3 | Is there a **high level of public interest or concern about the Topic** e.g. apparent from consultation, complaints or the local press | |
| 4 | Has the Topic been **identified through performance monitoring** e.g. PIs indicating an area of poor performance with scope for improvement? | |
| 5 | Has the Topic been **raised as an issue requiring further examination through a review, inspection or assessment, or by the auditor?** | |
| 6 | Is the Topic area likely to have a **major impact on resources or be significantly affected by financial or other resource problems** e.g. a pattern of major overspending or persisting staffing difficulties that could undermine performance? | |
| 7 | Has some **recent development or change** created a need to look at the Topic e.g. new government guidance/legislation, or new research findings? | |
| 8 | Would there be **significant risks** to the organisation and the community **as a result of <u>not</u> examining this topic**? | |
| | ***<u>Whether</u>? Reasons affecting whether it makes sense to examine an identified topic*** | |
| 9 | **Scope for impact** - Is the Topic something the Council can actually influence, directly or via its partners? Can we make a difference? | |
| 10 | **Outcomes –** Are there clear improvement outcomes (not specific answers) in mind from examining the Topic and are they likely to be achievable? | |
| 11 | **Cost: benefit** - are the benefits of working on the Topic likely to outweigh the costs, making investment of time & effort worthwhile? | |
| 12 | **Are PPBs the best way to add value** in this Topic area? Can they make a distinctive contribution? | |
| 13 | Does the organisation have the **capacity** 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 **time** available? | |