

**REPORT:** Corporate Services Policy and Performance Board

**DATE:** 23 February 2010

**REPORTING OFFICER:** Strategic Director Corporate and Policy

**SUBJECT:** Corporate Services Policy and Performance Board  
Work Programme 2010/11

**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 2010/11. 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 2010/11, 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.

## **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 2010/11 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 February 23 2010, bearing in mind the Council's Topic selection criteria**
- (3) Decide at its February 23 2010 meeting on a work programme of 2 or 3 Topics to be examined in 2010/11.**

## **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.

**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>Why? 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>	

***Whether? Reasons affecting whether it makes sense to examine an identified topic***

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?	