

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

**DATE:** 3 June 2008

**REPORTING OFFICER:** Operational Director (Legal,  
Organisational Development and  
Human Resources)

**TITLE:** Work Programme 2008 – 09

**WARDS:** Boroughwide

### **1.0 PURPOSE OF REPORT**

1.1 To confirm the work programme for 2008/09 and agree topic briefs.

### **2.0 RECOMMENDED That:**

- (1) the work programme proposed at the meeting of the Board on 26 February 2008 is confirmed;**
- (2) the membership of the Topic Teams is agreed; and**
- (3) the Topic Briefs attached to this report are considered and approved.**

### **3.0 BACKGROUND**

3.1 At its last meeting the board agreed the following work programme:

<b>Topic</b>	<b>Lead Officer</b>
Access to Services	To be agreed
Transfer of Assets	P Searing
Performance Monitoring	R Mackenzie
Customer Complaints	R Mackenzie

The Performance Management Topic will be reported elsewhere on this agenda. Draft Topic Briefs for Access to Services and Customer Complaints are attached. A Topic Brief for Transfer of Assets will follow shortly.

#### **4.0 POLICY IMPLICATIONS**

4.1 None at this stage.

#### **5.0 OTHER IMPLICATIONS**

5.1 None at this stage.

#### **6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

##### **6.1 Children and Young People in Halton**

None.

##### **6.2 Employment, Learning and Skills in Halton**

None.

##### **6.3 A Healthy Halton**

None.

##### **6.4 A Safer Halton**

None.

##### **6.5 Halton's Urban Renewal**

None.

#### **7.0 RISK ANALYSIS**

7.1 There is a risk that the work programme is not completed on time, or does not deliver the expected outcomes. This will be mitigated by agreeing a clear topic brief, developing a project plan, and making progress reports to the board in accordance with the Council's Scrutiny Toolkit.

#### **8.0 EQUALITY AND DIVERSITY ISSUES**

8.1 All reviews will include consideration of equality and diversity issues. The review of disabled access will help to improve equality of access to Council buildings and services.

**9.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

<b>Document</b>	<b>Place of Inspection</b>	<b>Contact Officer</b>
Scrutiny Toolkit	2 <sup>nd</sup> Floor Municipal Building	Alex Villiers