

Supplementary Committee Agenda



Overview and Scrutiny Committee Tuesday, 21st July, 2015

Place: Council Chamber, Civic Offices, High Street, Epping

Time: 7.30 pm

Committee Secretary: S. Tautz, Governance Directorate
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9. SELECT COMMITTEES - TERMS OF REFERENCE (Pages 3 - 6)

(Director of Governance) To consider the draft Terms of Reference and updated work programme of the Resources Select Committee. These were unavailable at the time the main agenda was printed.

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RESOURCES SELECT COMMITTEES

TERMS OF REFERENCE 2015/16

Title: Resources Select Committee

Status: Select Committee

1. To undertake overview and scrutiny, utilising appropriate methods and techniques, of services and functions of the Resources Directorate, excluding those matters within remit of the Audit and Governance Committee, the Standards Committee or the Constitution Working Group;
2. To consider any matter referred to the Select Committee by the Overview and Scrutiny Committee;
3. To undertake quarterly performance monitoring in relation to the services and functions of the Resources Directorate, though review of progress against adopted key performance indicators and other appropriate measures;
4. To identify any matters within the services and functions of the Resources Directorate requiring in-depth scrutiny, for referral to the Overview and Scrutiny Committee;
5. To establish working groups as necessary to undertake any activity within these terms of reference;
6. To respond to applicable consultations as appropriate;

Finance

7. To consider the draft directorate budgets for each year, and to evaluate and rank proposals for enhancing or reducing services where necessary, whilst ensuring consistency between policy objectives and financial demands;
8. To review key areas of income and expenditure for each directorate on a quarterly basis throughout the year;

Information and Communications Technology

9. To monitor and review progress on the implementation of all major ICT systems;

Value For Money

10. To consider the Council's comparative value for money 'performance', and to recommend as required to the Finance and Performance Management Cabinet Committee, in respect of areas where further detailed investigation may be required;

Human Resources

11. To monitor and review areas of concern or significance that comes under Human Resources.

Chairman: Cllr Mohindra

Resources Select Committee (Chairman – Cllr Mohindra)

2015/16

Item	Report Deadline/ Priority	Progress / Comments	Programme of Meetings
(1) To review the specific quarterly KPI's for 2015/16	Quarterly.	Progress reports to meetings: Q1 in October 2015; Q2 in December '15; Q3 in April '16	14 July 2015; 13 October; 08 December;
(2) Key Performance Indicators 2014/15– Outturn	Outturn KPI performance considered at the first meeting of each municipal year.	Outturn KPI performance report for 2014/15 for July 2015 meeting.	09 February 2016; 12 April
(3) Detailed Portfolio Budgets	Portfolio budgets considered on an annual basis jointly with the Finance & Performance Management Cabinet Committee.	Annual review of portfolio budgets to be considered at joint meeting with the F&P M Cabinet Committee in January of each year.	
(4) ICT Strategy - Progress	Progress against ICT Strategy considered on an annual basis each October.	Progress report to be considered at meeting on 13 October 2015. To include call/response handling and a report on options following introduction of new telephony system.	
(5) Fees and Charges 2016/17	Proposed fees and charges for 2016/17 to be considered at October 2015 meeting.	Proposed fees and charges considered on an annual basis each October.	
(6) Provisional Capital Outturn 2014/15	Provisional outturn for 2014/15 to be considered at July meeting.	Provisional Revenue Outturn considered on an annual basis at first meeting in each municipal year.	

(7) Provisional Revenue Outturn 2014/15	Provisional outturn for 2014/15 to be considered at July 2015 meeting.	Provisional Revenue Outturn considered on an annual basis at first meeting in each municipal year.
(8) Sickness Absence Outturn	July 2015	To review the Sickness Outturn report for 2014 - 15.
(9) Sickness Absence	Half-yearly progress reports for 2015/16 to be considered at December and April meetings.	Detailed progress against achievement of sickness absence targets reviewed on a six-monthly basis
(10) Medium Term Financial Strategy & Financial issues paper	October 2015	To receive financial issues Paper and Medium term financial strategy including 4 year General Fund forecast
(12) Apprentices & Graduates	December 2015	To receive a presentation on the Council's apprenticeship scheme and it's graduate scheme
(13) Planning Enforcement	October 2015	To review the Planning Enforcement team's work, and how they carry it out. To consider their processes and not specific cases.
(14) Shared Services Working	October 2015	To review any shared services working being carried out by EFDC. HR are currently working with Colchester and Braintree Councils on a shared HR payroll system.
(15) Facilities Management	October 2015	To consider the rationalising the Council's Energy Bills.
(16) Private Funding	December 2015	To consider any avenues of private funding available to EFDC.