



Report to Overview & Scrutiny Management Committee (OSMC) Thursday 28th July 2016

Report of: Policy & Improvement Officer

Subject: Draft OSMC Work Programme 2016/17

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The Committee's draft work programme is attached for consideration (Appendix 1). It is proposed that the Committee focusses on performance management and finance; considers corporate and city-wide issues where appropriate; and has a 'light touch' overview of the work of the four Scrutiny Committees. This would give each meeting a specific focus, with brief standing items on 'Issues to raise from other Scrutiny Committees' and the Work Programme.

The Committee will need to prioritise the issues to be included on formal meeting agendas. In doing this, the Committee may wish to reflect on the prioritisation principles attached at Appendix 2 to ensure that scrutiny activity is focussed where it can add most value.

Where an issue is not appropriate for inclusion on a meeting agenda, but there is significant interest from members, the Committee can choose to request a written briefing.

The work programme remains a live document and is brought to each committee meeting.

The Scrutiny Committee is being asked to:

- Consider and discuss the committees work programme for 2016/17
 - Identify priority topics for inclusion in the work programme
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Overview & Scrutiny Management Committee (OSMC) Draft Work Programme 2016-17

Chair: Cllr Tony Damms

[Meeting Papers on SCC Website](#)

Meeting day/ time: Thursday 10am-1pm

Please note: the work programme is a live document and so is subject to change.

Topic	Reasons for selecting topic	Lead Officer/s
Thursday 28th July		
Annual Performance Update 2015-16	To take an overview of Council performance and consider the performance management framework.	James Henderson, Director of Policy, Performance and Communications Andrew Walshaw, Performance & Research Manager
OSMC Draft Work Programme 2016-17	To consider and discuss the committees work programme for 2016/17.	Diane Owens, Policy & Improvement Officer Alice Nicholson, Policy & Improvement Officer
Draft Combined Scrutiny Work Programme 2016-17 and update from Chairs	To receive an update on the draft work programmes for scrutiny committees and any update from chairs.	Scrutiny Chairs
Briefing Paper Sheffield City Region Devolution Update	To provide an update on Sheffield City Region Devolution proposals and progress.	Laurie Brennan, Policy & Improvement Officer

Thursday 27th October 2016		
Main item/s – to be identified		
Draft Work Programme 2016-17	To consider and discuss the committees work programme for 2016/17.	Diane Owens, Policy & Improvement Officer Alice Nicholson, Policy & Improvement Officer
Issues to raise from other Scrutiny Committees	To receive any updates from scrutiny chairs.	Scrutiny Chairs
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Main item/s – to be identified		
Draft Work Programme 2016-17	To consider and discuss the committees work programme for 2016/17.	Diane Owens, Policy & Improvement Officer Alice Nicholson, Policy & Improvement Officer
Issues to raise from other Scrutiny Committees	To receive any updates from scrutiny chairs.	Scrutiny Chairs

23rd February 2016		
Budget Proposal		
Draft Work Programme 2016-17	To consider and discuss the committees work programme for 2016/17.	Diane Owens, Policy & Improvement Officer Alice Nicholson, Policy & Improvement Officer
Issues to raise from other Scrutiny Committees	To receive any updates from scrutiny chairs.	Scrutiny Chairs
Possible Topics		
How Sheffield CC wants to do business	This piece of work looks at the Council's procurement policies and supporting processes on engaging, procuring and managing relationships with its suppliers. The Committee previously considered a report on this topic in November 2015.	Marianne Betts, Director of Finance & Commercial Services (Interim) <i>(Possible item for 27th October 2016)</i>
Customer Experience Programme	The Customer Experience Programme focuses on improving all of our customer contact and improving customer service across our organisation as a whole.	Tina Keyworth, Business Change Practice Manager

Selecting Scrutiny topics

This tool is designed to assist the Scrutiny Committees focus on the topics most appropriate for their scrutiny.

- **P**ublic Interest
The concerns of local people should influence the issues chosen for scrutiny;
- **A**bility to Change / Impact
Priority should be given to issues that the Committee can realistically have an impact on, and that will influence decision makers;
- **P**erformance
Priority should be given to the areas in which the Council, and other organisations (public or private) are not performing well;
- **E**xtent
Priority should be given to issues that are relevant to all or large parts of the city (geographical or communities of interest);
- **R**eplication / other approaches
Work programmes must take account of what else is happening (or has happened) in the areas being considered to avoid duplication or wasted effort. Alternatively, could another body, agency, or approach (e.g. briefing paper) more appropriately deal with the topic

Other influencing factors

- **Cross-party** - There is the potential to reach cross-party agreement on a report and recommendations.
- **Resources**. Members with the Policy & Improvement Officer can complete the work needed in a reasonable time to achieve the required outcome

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