

WEST MIDLANDS FIRE AND RESCUE AUTHORITY

SCRUTINY COMMITTEE

22 JULY 2013

1. **WORK PROGRAMME 2013/2014**

Report of the Clerk and Monitoring Officer.

RECOMMENDED that the Committee consider what items it may wish to include in a work programme for 2013/2014.

2 **PURPOSE OF REPORT**

To invite the Committee to consider what items it may wish to include in a work programme for 2013/2014.

3 **BACKGROUND**

- 3.1 A draft work programme for 2013 - 2014 is attached for the Committee's consideration.

Scrutiny Reviews

- 3.2 The Committee's terms of reference indicate that it will carry out a minimum of two reviews each year, selected by its members. Recommendations from these reviews will be considered by the Executive Committee. The reviews will form part of the Committee's work programme.
- 3.3 A review is usually a relatively large piece of work that looks at a policy or piece of service provision that could involve:
- Evidence gathering [questioning people and obtaining information eg performance monitoring data]
 - Site visits
 - Review of policies and benchmarking
 - Research including surveys and focus groups.
- 3.4 At the end of the review the Committee will produce a series of recommendations.

The remainder of the work programme

- 3.5 The Committee will also have other regular items of business that form part of its work programme, for example:
- Regular performance monitoring reports
 - Information and statistics on grievance monitoring
 - Monitoring of sickness levels, promotion policies and employee exit information.
 - Monitoring of HR policies.
 - Monitoring of Health & Safety.
- 3.6 Other business may come to the Committee from time to time, for example:
- The Service may wish to engage with members on a particular issue using a process that provides effective challenge and is a vehicle for meaningful engagement – scrutiny can fulfil this role and can be used for policy development or for policy review.
 - Matters may be referred to the Committee by the Authority or Executive Committee, the Chief Fire Officer, Clerk and Monitoring Officer or Treasurer.
- 3.7 Eventually the work programme will also include the tracking and monitoring of the implementation of review recommendations.
- 3.8 The work programme will enable the Committee to manage its time and resources, to spread the work over 12 months and to plan the conduct of its reviews to enable it to report to the Executive Committee in a timely fashion.

4. **EQUALITY AND DIVERSITY IMPLICATIONS**

In preparing this report, an initial Equality Impact Assessment is not required and has not been carried out, as the matters contained in this report will not lead to and do not relate to a policy change. Equality and diversity implications will be taken into account in the conduct of any future reviews.

5. **LEGAL IMPLICATIONS**

There are no direct legal implications arising from this report.

6. **FINANCIAL IMPLICATIONS**

There are no direct financial implications arising from this report. Financial implications will be taken into account in the conduct of any future reviews.

N SHARMA
CLERK AND MONITORING OFFICER