

**REPORT OF CORPORATE DIRECTOR, POLICY, PLANNING AND  
CORPORATE SERVICES****WORK PROGRAMME AND TOUR OF PROVISION****Purpose of the Report**

1. To consider the Committee's work programme for 2012/13.

**Information and Advice**

2. The County Council requires each committee to maintain a work programme. The work programme will assist the management of the committee's agenda, the scheduling of the committee's business and forward planning. The work programme will be updated and reviewed at each pre-agenda meeting and committee meeting. Any member of the committee is able to suggest items for possible inclusion.
3. The **attached** work programme has been drafted in consultation with the Chairman and Vice-Chairman, and includes items which can be anticipated at the present time. Other items will be added to the programme as they are identified.
4. As part of the transparency introduced by the new committee arrangements, committees are expected to review day to day operational decisions made by officers using their delegated powers. It is anticipated that the committee will wish to commission periodic reports on such decisions. The committee is therefore requested to identify activities on which it would like to receive reports for inclusion in the work programme.
5. A further element of transparency is reports from officers on the activity of working groups which relate to this committee's terms of reference.
6. It is also expected that the committee will wish to receive regular reports on outside bodies. Administration Committee, which has overall responsibility for outside bodies, will decide which outside bodies should report to which committees. There will be a report to a future meeting about this.
7. There is also a review which has recently been completed and a response to its recommendations is under development. The response to the review will be brought to this committee when it is ready:-

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8. To support the committee's development of areas of critical interest, it is proposed that a programme of visits be organised for committee members to key elements of the Council's cultural services portfolio, including libraries, country parks, archives, adult and community learning and sports/arts provision.
9. The visits would allow members the opportunity to meet staff and customers, and could be organised either on a geographical or service basis.

#### **Other Options Considered**

10. None.

#### **Reason for Recommendations**

11. To assist the committee in preparing its work programme.

#### **Statutory and Policy Implications**

12. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

#### **RECOMMENDATION/S**

That:

- 1) the committee's work programme be noted, and consideration be given to any changes which the committee wishes to make;
- 2) the committee indicate which operational activities it wishes to receive regular reports on;
- 3) it be noted that responses to previous scrutiny reviews which are relevant to this committee will be included in the work programme;
- 4) the committee establish a programme of Culture Committee visits to key cultural services points of delivery.

**Jayne Francis-Ward**

**Corporate Director, Policy, Planning and Corporate Services**

**For any enquiries about this report please contact:**

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**Constitutional Comments (SLB 30/04/2012)**

13. The Committee has authority to consider the matters set out in this report by virtue of its terms of reference.

**Financial Comments (PS 02/05/12)**

14. There are no financial implications arising directly from this report.

**Background Papers**

Report to County Council – 29 March 2012 (published).

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

**Electoral Division(s) and Member(s) Affected**

All.