

**REPORT:** Healthy Halton Policy & Performance Board

**DATE:** 13<sup>th</sup> January 2009

**REPORTING OFFICER:** Strategic Director Corporate and Policy

**SUBJECT:** Healthy Halton Policy and Performance Board  
Work Programme 2009/10

**WARDS:** Boroughwide

## **1.0 PURPOSE AND CONTENT OF REPORT**

- 1.1 This report is the first step in developing a work programme of Topics for the Board to examine in 2009/10. While the Board ultimately determines its own Topics, suggestions for Topics to be considered may also come from a variety of other sources in addition to Members of the Board themselves, including members of the Council's Executive, other non-Executive Members, officers, the public, partner and other organisations, performance data and inspections.
- 1.2 The key tasks for Board Members are:
- to suggest and gather Topic ideas on issues relevant to the Board's remit:
  - to develop and prioritise a shortlist of possible Topics for examination in 2009/10, bearing in mind the Council's agreed selection criteria (Annex 1):
  - to decide on a work programme of 2 or 3 Topics to be undertaken in the next municipal year.
- 1.3 A non-exhaustive list of initial Topic ideas is attached as Annex 2 to help prompt discussion. However, Members should not be inhibited from offering additional ideas of their own for discussion and prioritisation by the Board.

## **2.0 RECOMMENDED: that the Policy and Performance Board**

- (1) Put forward and debate its initial suggestions for Topics to be included in the Board's 2009/10 work programme**
- (2) Develop and informally consult on a shortlist of its own and others' 2009/10 Topic suggestions ahead of the Board's meeting on 13<sup>th</sup> January, 2009, bearing in mind the Council's Topic selection criteria**
- (3) Decide at its March 10<sup>th</sup> 2009 meeting on a work programme of 2 or 3 Topics to be examined in 2009/10.**

### 3.0 SUPPORTING INFORMATION

Annex 1 – Topic selection checklist

Annex 2 – Initial list of possible Topic ideas for discussion

#### **Annex 1**

#### **OVERVIEW AND SCRUTINY WORK PROGRAMME**

#### **Topic Selection Checklist**

This checklist leads the user through a reasoning process to identify a) why a topic should be explored and b) whether it makes sense to examine it through the overview and scrutiny process. More “yeses” indicate a stronger case for selecting the Topic.

#	CRITERION	Yes/No
<b><i>Why? Evidence for why a topic should be explored and included in the work programme</i></b>		
1	Is the Topic <b>directly aligned with and have significant implications for at least 1 of Halton's 5 strategic priorities &amp; related objectives/PIs, and/or a key central government priority?</b>	
2	Does the Topic <b>address an identified need</b> or issue?	
3	Is there a <b>high level of public interest or concern about the Topic</b> e.g. apparent from consultation, complaints or the local press	
4	Has the Topic been <b>identified through performance monitoring</b> e.g. PIs indicating an area of poor performance with scope for improvement?	
5	Has the Topic been <b>raised as an issue requiring further examination through a review, inspection or assessment, or by the auditor?</b>	
6	Is the Topic area likely to have a <b>major impact on resources or be significantly affected by financial or other resource problems</b> e.g. a pattern of major overspending or persisting staffing difficulties that could undermine performance?	
7	Has some <b>recent development or change</b> created a need to look at the Topic e.g. new government guidance/legislation, or new research findings?	
8	Would there be <b>significant risks</b> to the organisation and the community <b>as a result of <u>not</u> examining this topic?</b>	
<b><i>Whether? Reasons affecting whether it makes sense to examine an identified topic</i></b>		
9	<b>Scope for impact</b> - Is the Topic something the Council can actually influence, directly or via its partners? Can we make a difference?	
10	<b>Outcomes</b> – Are there clear improvement outcomes (not specific answers) in mind from examining the Topic and are they likely to be achievable?	
11	<b>Cost: benefit</b> - are the benefits of working on the Topic likely to outweigh the costs, making investment of time & effort worthwhile?	

12	<b>Are PPBs the best way to add value</b> in this Topic area? Can they make a distinctive contribution?	
13	Does the organisation have the <b>capacity</b> to progress this Topic? (e.g. is it related to other review or work peaks that would place an unacceptable load on a particular officer or team?)	
14	Can PPBs contribute meaningfully given the <b>time</b> available?	

## ***Annex 2***

### **Initial List of Topic ideas:**

- Employment opportunities for disabled people
- Disabled Facilities Grant