

BPG Tasks, Objectives and Guidance

Task	Objective	Guidance/Tools
Annual work programme setting	<ul style="list-style-type: none"> Agree outline work programme for the committee for consideration by Performance and Finance Select Committee in liaison with the relevant Cabinet Members 	Corporate priorities/ Performance targets BPG Checklist*
Work programme planning	<ul style="list-style-type: none"> Prioritisation of topics for inclusion in the programme Development of a balanced work programme to ensure priority items are allowed sufficient time for appropriate scrutiny 	Corporate priorities/ Performance targets BPG Checklist*
Agenda planning	<ul style="list-style-type: none"> Detailed planning for individual agenda items including format and style Identification of suitable witnesses 	BPG Checklist*
Identification of potential cross cutting issues	<ul style="list-style-type: none"> To identify issues for consideration in liaison with other Committee BPGs to agree whether or not TFG should be established 	BPG Checklist*
Identification of potential joint scrutiny items	<ul style="list-style-type: none"> To identify issues for consideration by P&F for potential joint scrutiny with District and Boroughs 	BPG Checklist*
Members items	<ul style="list-style-type: none"> Review of issues raised by elected members at previous meetings to establish if/how the issues should be addressed by the select committee. 	BPG Checklist*
Decisions on call-in requests	<ul style="list-style-type: none"> Evaluation of requests against criteria to identify those appropriate for consideration through call-in process. Performance and Finance BPG will be responsible for decisions for cross cutting call-in requests. 	Call in protocol (Part 4, Section 3 of the Constitution)

*The BPG checklist is set out below.

Checklist for Business Planning Groups

This checklist is intended to be a tool for BPG members when considering work programme priorities and/or considering the most appropriate method for scrutinising a topic.

Priorities? - Is the topic...

- a key corporate or service priority?
- an area where performance, outcomes for customers and/or budget/funding is a concern?
- an issue that matters most to communities/the public?
- involving innovative work – e.g. the scrutiny of an external partner or service provider?

What is being scrutinised and Why?

- What previous consideration has been given to this issue (e.g. by the Cabinet, at local level, in earlier scrutiny work)?
- What specifically would the committee focus be?
- Where can the committee really add value?
- What is the desired outcome from scrutinising this topic?

When and how is it best to scrutinise the topic?

- When can the committee have most influence on the issue?
- Is this a cross cutting topic which should be discussed with other Committee BPG(s)?
- Is the topic more appropriate for joint scrutiny with external partners?
- Which approach/format is most appropriate – e.g. formal select committee, a task and finish group, one-off meeting of a small group of members etc.?
- What research, visits, activities etc. would help inform the scrutiny of this subject?
- Should county local committees be involved in some way?
- Would scrutiny of the topic benefit from external witnesses e.g. from outside organisations, a good practice authority elsewhere etc.?
- How can the committee publicise its work and engage with customers/the public (e.g. press releases, webcasting, customer surveys, appropriate written material etc.)?

Is the SC Work Programme focused on the highest priorities and is it achievable?

- Have the priorities changed – should any topic/work be stopped, put back or removed from the programme?
- Can there be fewer items on each agenda to allow for more in depth consideration and robust scrutiny of the issues?
- Has sufficient capacity been retained to scrutinise significant topical issues that arise during the year?