

**TO: OVERVIEW AND SCRUTINY COMMISSION  
6 JULY 2017**

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**WORK PROGRAMME AND PANEL ACTIVITY UPDATE REPORT  
Assistant Chief Executive**

**1 PURPOSE OF REPORT**

- 1.1 This report provides an update in respect of the Overview and Scrutiny (O&S) Work Programme for 2017-18 and Panel activity.

**2 RECOMMENDATION(S)**

- 2.1 **That the O&S Commission reviews its progress and that of the O&S Panels against the Work Programme.**

**3 REASONS FOR RECOMMENDATION(S)**

- 3.1 To review progress against the O&S Work Programme.

**4 SUPPORTING INFORMATION**

O&S Work Programme

- 4.1 The O&S Work Programme for 2017-18, incorporating each Chairman's assessment of progress (where provided), is at Appendix 1.

O&S Commission's Working Groups

- 4.2 The work outside formal meetings of the Commission has been connected with reviewing the projects making up the Council's Transformation Programme.

**5 ALTERNATIVE OPTIONS CONSIDERED / ADVICE RECEIVED FROM  
STATUTORY AND OTHER OFFICERS / EQUALITIES IMPACT ASSESSMENT /  
STRATEGIC RISK MANAGEMENT ISSUES / CONSULTATION**

- 5.1 Not applicable.

Background Papers

O&S Commission and Panel reports and minutes.

Contact for further information

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### Monitoring of Work Programme for Overview and Scrutiny in 2017/18

The Overview and Scrutiny (O&S) Chairmen's assessment of the progress on the work programme for O&S in 2017/18 is shown below, where the symbols represent:



Completed or on course for completion



Delayed or completion at risk





Will not be achieved in 2017/18

#### Comments by Overview and Scrutiny Commission Chairman





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<b>OVERVIEW AND SCRUTINY COMMISSION</b>		<b>Status / Comment</b>
1.	<p><b>Co-ordination of the work of the Overview and Scrutiny Panels</b></p> <p>This will include reviewing progress reports on the work of each Panel against the agreed work programme, and promoting consistency in the approach to budget scrutiny and other cross-cutting issues.</p>	
2.	<p><b>Routine monitoring of the performance of the Council's corporate functions</b></p> <p>To include: the Quarterly Service Reports of the Chief Executive's Office and the Corporate Services Department; and on-going monitoring of departmental performance and expenditure.</p> <p>To receive periodic briefings on the implementation of key strategies, particularly the Local Economic Framework and Strategy.</p>	
3.	<p><b>Exercising pre-decision scrutiny by reference to the Executive Forward Plan</b></p> <p>To selectively contribute to the formulation of new policies in advance of their consideration by the Executive.</p>	
4.	<p><b>Transformation Programme</b></p> <p>To make an O&amp;S input to the Council's Transformation programme, through participation in Gateway Review Meetings and Member briefings, both of a general nature and in relation to the Transformation Projects for:</p> <ul style="list-style-type: none"> <li>• Council-wide support services.</li> <li>• Citizen and customer contact.</li> <li>• Performance Management and Business Intelligence.</li> </ul>	

5.	<p><b>2018/19 Budget Scrutiny</b></p> <p>To review the Council's budget proposals for the Chief Executive's Office and the Corporate Services Department for 2018/19, and plans for future years. To include a discussion with the Borough Treasurer during 2017 on the evolving budgetary position. Overview and Scrutiny Panels will also scrutinise the budget proposals in their departmental areas.</p>	
6.	<p><b>Crime and Disorder Committee</b></p> <p>To carry out the role of statutory 'Crime and Disorder Committee', to include an annual meeting with representatives of the Community Safety Partnership.</p>	

Comments by Adult Social Care and Housing Overview and Scrutiny Panel Chairman





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ADULT SOCIAL CARE AND HOUSING OVERVIEW AND SCRUTINY PANEL		Status / Comment
1.	<p><b>Monitoring the performance of the Adult Social Care, Health and Housing Department</b></p> <p>To include on-going review of the Quarterly Service Reports, receiving statutory plans and reports (such as the annual reports on complaints received), and being briefed on the progress of any significant developments.</p>	
2.	<p><b>Exercising pre-decision scrutiny by reference to the Executive Forward Plan</b></p> <p>To selectively contribute to the formulation of new policies in advance of their consideration by the Executive.</p>	
3.	<p><b>2018/19 Budget Scrutiny</b></p> <p>To review the Council's Adult Social Care and Housing budget proposals for 2018/19, and plans for future years.</p>	
4.	<p><b>Sustainability and Transformation Plan</b></p> <p>Jointly with the Health O&amp;S Panel, to monitor the delivery of the Sustainability and Transformation Plan. The on-going engagement with the STP will include a focus on the interface with the Council's social care function, and participation in the STP's public engagement process.</p>	

5.	<b>Housing Strategy and Supply</b> To complete the input to the new Housing Strategy and the review of aspects of Housing Supply.	
6.	<b>Transformation Programme</b> To make an O&S input to the Council's Transformation programme, through participation in Gateway Review meetings and Member briefings, in relation to the Transformation Project for Adult Social Care.	

Comments by Children, Young People and Learning Overview and Scrutiny Panel Chairman






The Panel has not met since the last meeting of the O&S Commission, its next meeting is on 18 July 2017.

<b>CHILDREN, YOUNG PEOPLE AND LEARNING OVERVIEW AND SCRUTINY PANEL</b>		<b>Status / Comment</b>
1.	<b>Monitoring the performance of the Children, Young People and Learning Department</b> To include on-going review of the Quarterly Service Reports, receiving statutory plans and reports (such as the annual reports of the Local Safeguarding Children Board, and on complaints received). Monitoring: <ul style="list-style-type: none"> <li>The Executive's on-going review of LEA schools' performance.</li> <li>The action taken by the Executive to earlier reports by the Panel.</li> </ul>	
2.	<b>Exercising pre-decision scrutiny by reference to the Executive Forward Plan</b> To selectively contribute to the formulation of new policies in advance of their consideration by the Executive.	
3.	<b>2018/19 Budget Scrutiny</b> To review the Council's Children, Young People and Learning budget proposals for 2018/19, and plans for future years.	
4.	<b>Transformation Programme</b> To make an O&S input to the Council's Transformation programme, through participation in Gateway Review meetings and Member briefings, in relation to the Transformation Projects for: <ul style="list-style-type: none"> <li>Early Help and Prevention.</li> </ul>	

	<ul style="list-style-type: none"> <li>Schools support services.</li> </ul>	
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Comments by Environment, Culture and Communities Overview and Scrutiny Panel Chairman

The Panel has not met since the last meeting of the O&S Commission, its next meeting is on 11 July 2017.

<b>ENVIRONMENT CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL</b>		<b>Status / Comment</b>
1.	<p><b>Monitoring the performance of the Environment, Culture and Communities Department</b></p> <p>To include on-going review of the Quarterly Service Reports; the performance of the Department, review of any inspection reports or self-evaluations, and monitoring significant departmental developments, particularly the Coral Reef redevelopment and the Local Development Framework.</p>	
2.	<p><b>Exercising pre-decision scrutiny by reference to the Executive Forward Plan</b></p> <p>To selectively contribute to the formulation of new policies in advance of their consideration by the Executive.</p>	
3.	<p><b>2018/19 Budget Scrutiny</b></p> <p>To review the Council's Environment, Culture and Communities budget proposals for 2018/19, and plans for future years.</p>	
4.	<p><b>Houses in Multiple Occupation</b></p> <p>A review of the Council's involvement with Houses in Multiple Occupation (HMO).</p>	
5.	<p><b>Transformation Programme</b></p> <p>To make an O&amp;S input to the Council's Transformation programme, through participation in Gateway Review meetings and Member briefings, in relation to the Transformation Projects for:</p> <ul style="list-style-type: none"> <li>The Leisure Review.</li> <li>The Libraries Review.</li> <li>The Arts Review.</li> <li>Parks and Countryside.</li> </ul>	

Comments by Health Overview and Scrutiny Panel Chairman

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HEALTH OVERVIEW AND SCRUTINY PANEL		Status / Comment
1.	<p><b>Monitoring the performance of the Local NHS Organisations and the Adult Social Care, Health and Housing Department in relation to health</b></p> <p>To include on-going review of the Quarterly Service Reports and monitoring significant developments, particularly measures to promote self care and healthy living.</p>	
2.	<p><b>2018/19 Budget Scrutiny</b></p> <p>To review the Council's budget proposals for public health in 2018/19, and plans for future years.</p>	
3.	<p><b>Responding to NHS Quality Accounts and Consultations</b></p> <p>The government's statutory guidance states that the annual "Quality Accounts" submitted by providers of NHS services should contain observations of O&amp;S committees. Also, the Panel is a statutory consultee for any substantial variation in NHS services affecting the Borough.</p>	
4.	<p><b>Sustainability and Transformation Plan</b></p> <p>Jointly with the Adult Social Care and Housing O&amp;S Panel, to monitor the delivery of the Sustainability and Transformation Plan. The on-going engagement with the STP will include a focus on the interface with the Council's social care function, and participation in the STP's public engagement process.</p> <p>The Health O&amp;S Panel has made a commitment to monitor the progress of the Sustainability and Transformation Plan, and the General Practice Forward View, robustly and regularly.</p>	